

MINUTES OF MEETING

School: The Lanes
Meeting title: Autumn term meeting of the governing body
Date and time: Wednesday 13 November 2024 at 6.00pm
Location: At the School

Membership
'A' denotes absence

	Vacancy – co-opted
	Vacancy – co-opted
	Vacancy - parent
	Mrs H Faccio
	Mrs D Sirl
A	Mrs R Wise
	Mr R Guylar (vice-chair)
	Mr A Barker (chair)
A	Mr T Herbert
	Mrs C Heath
	Vacancy - LA
	Mrs L Wignell
A	Mr D Goodbarton
A	Mrs E Ireland
	Mr P Wilkes (headteacher)

In attendance

	Mr D R Allen (clerk to the governors)
A	Mrs M Brown – associate member
A	Miss A Hodkin – associate member

GB/40/24 Apologies for absence Action

Apologies for absence were received from Mrs R Wise (illness), Mrs E Ireland (family commitment), Mr T Herbert, Mr D Goodbarton, Mrs M Brown and Miss A Hodkin (all work commitment)

It was

resolved

that the governing body consent to these absences.

The chair agreed to contact Mr Goodbarton with reference his future as a governor, bearing in mind his new job working away from Nottingham.

chair

GB/41/24 Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

Confirmation of completion of governor annual declarations (updates to school website and GIAS)

Actions for governors

Review and sign 2024/2025 Register of Business Interest

Review and sign 2024/2025 Declaration of Eligibility

Review and sign 2024 Governor Code of Conduct

The chair reminded governors present to complete the above. He agreed to email those absent to do this. **chair**

GB/42/24 Review of membership and terms of office ending in the next 12 months

The clerk highlighted the following vacancies on the governing body:

Two co-opted one LA and one parent vacancy.

Bearing in mind the likelihood of the school joining the WHP Academy Trust in the near future, the meeting decided to defer filling the above vacancies.

The chair agreed to contact WHP to discuss the constitution of governing boards within their MAT. **chair**

GB/43/24 Determination of term of office for chair and vice-chair

The meeting **formally agreed** that this should continue as one year.

GB/44/24 Election of chair of governors

Mr A Barker was proposed and seconded for the position of chair. There were no other nominations. Following a vote, it was

resolved

that Mr A Barker be appointed as chair of the governing body.

GB/45/24 Election of vice-chair of governors

Mr R Guyler was proposed and seconded for the position of vice-chair. There were no other nominations. Following a vote, it was

resolved

that Mr R Guyler be appointed as vice-chair of the governing body.

The chair reminded the meeting for the need to consider succession planning.

GB/46/24 Approval of minutes of summer term meeting and any special governing body meetings

The minutes of the summer term meeting held on 10 July 2024 having been previously circulated were confirmed and signed by the chair.

Review of actions

GB/32/24 Cyber security – the meeting noted that it would be likely to nominate an alternate governor to fill this role.

GB/34/24 Review of Policy document checklist – the chair agreed to do this. **chair**

GB/35/24 Training Governor – Mrs Faccio agreed to take on this role.

Other actions had been completed or are tonight's agenda.

GB/47/24 Receipt of minutes and approval of policies from committees and working parties

Pupils, Standards and Strategy meeting held on 15 July 2024

The following were dealt with at this meeting:

- Assessment and Results.
- SIP.
- Pupil Premium Strategy Review.
- SEND.
- Attendance Policy – review and **formally approved** by this meeting.
- Governor training and visits.

Finance Pupil and Personnel meeting held on 11 November 2024

Review of actions from committee minutes

The 2023/24 budget surplus of £323,624 was agreed at the meeting and **formally approved** by this meeting.

Approval of policies:

Whistleblowing and Equality – both **formally approved** by this meeting.

GB/48/24 Overseeing Financial Performance - Financial reporting

Schools Financial Value Standard (SFVS) 2024/2025

This had been dealt with and **formally approved** at the summer term FGB meeting.

Year-end re-forecast

A predicted surplus of £307,172 on the 24/25 budget was **formally approved** by this meeting.

Governors' Year End Financial Statement for 2023/2024 (including the Committed Balances Return 2023/2024) for information

See GB/47/24 above.

GB/49/24 Holding executive leaders to account

Summary of Headteacher's report

NoR is lower than this time last year by 14 children with lower numbers lower down the school. Although we have admitted 12 children this term with only 2 leaving.

- Open sessions are taking place to attract parents but need a bigger focus on this next year.

- Attendance remains above the national average. The aspirational for the target is 97% and we are currently at 96.42%.

- The new policy and approach will be introduced in January where there will be a greater focus on those children whose attendance is dropping.
- No suspensions or exclusions.
- Thread of some behaviours being some use of homophobic language and 2 uses of racist language.
- Some proactive actions have taken place – assembly/lessons – but I want to explore the development of a diversity group to raise the profile and develop an understanding of a ‘day in my shoes’.
- 4 complaints of bullying – these have been fully investigated and managed within the framework of the policy. Not systemic or repeated.
- SEND remains at around 9%. EHCP applications and workload is increasing due to parent requests.
- SENCo is being proactive with meeting parents, meeting with the HT frequently and following up on actions.
- Staff have had safeguarding training in school in September.
- The team of safeguarding leads is made up of Pete Wilkes, Ann Hodkin, Kyla Brown, Leah Wignell, Natasha Williams and Rachel Darke. All training is up to date.
- Natasha Williams is the designated looked after teacher.
- Staffing is stable – no new members of staff except the HT.
- 1 member of staff pregnant leaving in Jan/Feb – currently exploring options.
- 1 member of staff returning 2 days a week in Jan
- No issues with staff absence.
- All appraisals have taken place and pay committee have approved increments where appropriate.
- New appraisals have started in line with the new statutory guidance
- HT Performance management – Paul Heery CEO of WHPT will be the external advisor. Meeting on 12th December.
- Monitoring activities have taken place on behaviour, timetable and teaching and learning. TT has been updated to ensure teaching time is maximised and meeting recommended guidance – eg 2 hours of science a week. Science books have been introduced.
- Curriculum teams have been reviewed with now 1 person taking on the leadership of the subject and a team supporting them.
- Lesson drop ins have taken place with Anna H and Pete W across all year groups. We have spent an hour in each year group and provided year group/individual feedback. Themes will be used to inform the SIP for teaching learning which will begin in January.
- The school improvement plan has been written and introduced to staff. We are following the EEF implementation framework guidance
 - o Reading - To improve the teaching of reading, including phonics, across school so that provision is highly effective therefore outcomes across school are well above the national average and children are making exceptional progress from their starting point.
 - o Oracy - To develop oracy provision in school so that children are able to communicate fluently, clearly and confidently and that high quality talk is used across the curriculum to enhance learning.
- Consultation for the change of school day is on governor hub as we are not currently meeting the recommended 32.5 hours

- Children eligible for Pupil Premium funding is 57 - £114460.00.
- Strategy will be reviewed in line with the guidance by 31st December.
- The biggest gap at the end of KS2 was in writing where the gap was bigger than the national gap. This will be reflected in the strategy.

- Staff meetings are planned for the rest of the term around the SIP
- A number of staff are accessing training eg NPQ or trust/LA networks

- Conversion date looking like May 2025.

- Length of the school day. Final decision to be made at PSS.

PSS

Confidential item, see separate sheet.

GB/50/24 Update on appraisal process for headteacher and staff including an update on the wellbeing of the headteacher and staff

Confirm external adviser for meeting in Autumn term

Mr P Heery is to commence as external adviser.

Confirm/appoint appraisal governors – confirm appraisers have completed training

Mrs Heath and Mr Guyler to be headteacher appraisal governors.

Confirmation of the Quality Assurance Governor arrangements

Mr Herbert and Dr Sirl to continue as QA governors.

GB/51/24 Receive and scrutinise headteacher's annual report on whole school appraisal process. (Pending updated of policy as a result of recent statutory changes). This includes:

Review appraisal policy in line with recommended changes from HR Provider, when received

This is currently under review.

ht

Ensure effective appraisal arrangements for all teaching staff are in place

Appraisal processes for all teachers have been completed for 23/24.

Confirm arrangements to consider/ratify headteacher pay recommendations for all staff in line with the scheme of delegation and the pay policy

This had been dealt with at FPP committee and was **formally approved** by this meeting.

Confirm arrangements to receive the appraisal governors pay recommendations effective from 1.9.24 for the Headteacher in line with the scheme of delegation and the pay policy.

This is not applicable as the Head Teacher is a new appointment from Sept 2024.

GB/52/24 Academy Update

See GB/49/24 – Headteacher's report.

GB/53/24 Ensure clarity of vision, ethos and strategic direction, set by governors**Action - autumn term**

Review and embed the vision, ethos and strategy of the school reflected in the school improvement plan

The headteacher had made minor amendments to the school vision.

Approve the School Improvement Plan, as detailed in the scheme of delegation

The headteacher had recently reviewed the SIP. This was **formally approved** by the meeting.

GB/54/24 Corporate Directors' reports

Working Together to Improve School Attendance.

HR Updates.

The meeting noted the contents of these two reports.

GB/55/24 Safeguarding information for consideration and action:

Assurance of statutory safeguarding arrangements in Nottinghamshire Schools, colleges, and independent providers

Safeguarding Children in Education: self-audit tool 2024/2025

Mr Guyler is to meet with the headteacher to complete this audit.

RG+ht

GB/56/24 General Data Protection Regulations - Receive report from Data Protection Officer and Information Governance governor including:

FOI requests and data protection breaches

There had been no GDPR breaches.

Two SAR requests had been dealt with.

Training undertaken (staff and governors)

The chair reminded the meeting that GDPR training is available online.

GB/57/24 Communication received and updates

From Clerk – Two Governor Newsletters

The clerk highlighted the following items from the newsletter:

- Admission arrangement
- Safeguarding issues
- SEND Strategy 2024-27
- Governor monitoring visits
- Annual Governor Conference
- DfE updates
- HR updates

- School Attendance
- Ofsted changes

GB/58/24 Report from training co-ordinator

Mrs Faccio agreed to take on this role.

GB/59/24 Review of all recent governor monitoring visit reports (Safeguarding, SEND, PP and link governors - linked to School Improvement Priorities)

The chair and vice-chair had both attended the recent residential visit.

Dr Sirl visits school on a weekly basis for reading sessions.

Actions identified for governing body and school

The headteacher suggested the need for a more focussed Governor Week, with governors attending with specific curriculum areas identified.

GB/60/24 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Governor involvement in review of a range of policies.

Governor discussion and formal approval of finance matters.

Governor approval of SIP review.

Governor discussion on length of school day.

Governor challenges at Committee meetings.

GB/61/24 Confirmation of dates for 2024-2025 to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

Spring term 2025 – Wednesday 26 February 2025 at 6.00pm

Summer term 2025 – Wednesday 9 July 2025 at 6.00pm

GB/62/24 Determination of confidentiality of business

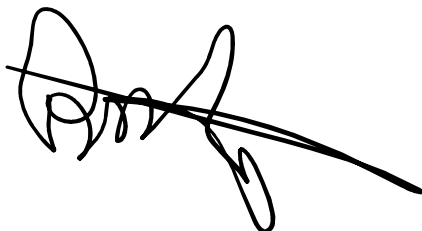
It was

resolved

that there was on confidential item.

The meeting closed at 8.05pm.

Signed



(chair)

Date 19.03.25

MINUTES OF MEETING



Nottinghamshire County Council

School: The Lanes
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Date and time: Wednesday 13 November 2024 at 6.00pm
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Confidential item

GB/49/24 **Holding executive leaders to account** **Action**

The headteacher informed the meeting of investigations he had commenced relating to the possibility of forming a nursery at the school.

He outlined several formats which this could take.

The school would need to draw up a business plan, including the “need for an additional nursery in the area”.

The LA could provide some funding.

Governors agreed that he should continue with his investigations, but be wary of adversely effecting current nurseries in the area.

Signed

(chair) Date 19.03.25