

MINUTES OF MEETING



**Nottinghamshire
County Council**

School: The Lanes
Meeting title: Autumn term meeting of the governing body
Date and time: Wednesday 10 November 2021 at 6.00pm
Location: At the school

Membership
'A' denotes absence

Mrs H Tarrant
Mrs H Faccio
Dr A Naghiyev
Mrs D Sirl
Mrs R Wise
Mr R Guyler (vice-chair)
Mr A Barker (chair)
Mr T Herbert
A Mrs C Heath
Mrs S Birchall
Mrs L Wignell
Dr J Twycross
Miss R Duthie
Mrs J Revill (Headteacher)
Mrs H Carre

In attendance

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

GB/36/21 Apologies for absence

Action

Apologies for absence were received from Mrs C Heath (on holiday) and Miss A Hodkin (on maternity leave).

It was

resolved

that the governing body consent to these absences.

GB/37/21 Declaration of interest

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

Review and sign Register of Business Interest/Declaration of Eligibility

KCSIE Part 1 – revised September 2021

Review and sign Governor Code of Conduct

Governors were reminded that these are available on governorhub for their confirmation.

All gavs

GB/38/21 Review of membership

The governing body currently has a full membership.

All governors introduced themselves for the benefit of the four new parent governors.

Mentors were allocated as follows: Mrs Faccio – Dr Twycross, Mrs Sirl – Mrs Tarrant, Dr Naghiyev – Mrs Birchall, Mrs Wise – Mrs Wignell.

The clerk brought to the attention of governors the following end of term of office:

Mrs M Brown and Miss A Hodkin, both associate members – end of term of office 7 November 2021.

The meeting agreed unanimously to their re-appointment for a further four years.

GB/39/21 Determination of term of office for chair and vice-chair

The governing body agreed that the term of office for both chair and vice-chair be one year.

GB/40/21 Election of chair

Mr A Barker was proposed and seconded for the position of chair. There were no other nominations.

It was

resolved

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

GB/41/21 Election of vice-chair

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

It was

resolved

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

GB/42/21 Determination of link governors and governor visit arrangements – link to summary SIP

The following links were agreed:

Subject	Governor
Safeguarding	Mr R Guyler
SEND	Mrs C Heath and Dr A Naghiyev
Early years and wellbeing	Miss R Duthie
TAs and Pupil Premium	Mrs S Birchall
Health and Safety	Mrs S Birchall (Mrs R Wise to shadow) and Mr A Barker
Complaints	Mr A Barker
Assessment	Dr J Twycross

Quality of Education and Implementation of the curriculum	Mrs H Tarrant
Training co-ordinator	Dr J Twycross
Literacy	Mrs H Faccio
RSHE	Mrs R Wise
Pupil voice	Mrs D Sirl

The headteacher agreed to circulate a full list of link governors in a table which would identify the relevant teacher next to the link governors name, also email address of the teachers.

The meeting decided to hold a governor week once each term, when governors could visit to take a general look at the school, perhaps visiting several classes for a short period.

The headteacher stated that this would enable them to get a feel for the school – the ethos, values, behaviour. An opportunity to talk to the children.

Dates agreed: autumn term w/c 29 November, spring term w/c 28 February, summer term w/c 16 May.

A governor questioned if a more structured approach was necessary.

It was agreed that this would be dealt with at link governor visits.

Mrs Tarrant agreed to forward examples of likely Ofsted questions to the headteacher.

HT

GB/43/21 Review of delegated powers document

This had arisen following a recent issue in school.

In the staffing section, page 4, item 17 – Ending suspension (except head)

Following discussion, it was agreed to change this from FPP to headteacher. Chair **chair** to action.

GB/44/21 Approval of minutes of summer term meeting and any additional special governing body meetings

The minutes of the summer term meeting held on 9 June, 2021 having been previously circulated were confirmed and signed by the chair.

Review of actions

GB/25/21 refurbishment of toilets – this had been unavoidably delayed.

GB/26/21 CPOMS – it was agreed that this presented a slightly distorted picture. Headteacher agreed to explain in detail at next PSS meeting.

ht

All other actions had been completed or were on tonight's agenda.

GB/45/21 Receipt of minutes and approval of policies from committees and working parties

Finance, Premises and Personnel Committee held on 1 November 2021

Minutes are not yet available for this meeting.

Pupils Standards and Strategy Committee held on 19 July 2021

These to be ratified at the next meeting on 24 November 2021.

New governors to attend both committees before making a decision on which one(s) to join.

GB/46/21 Financial reporting

Year-end re-forecast

Budget Report from Finance Officer

Details of both of the above had been uploaded onto governorhub following the termly visit by Mrs V Lievesley, school finance officer.

It was reported that the school budget is in a very healthy state.

GB/47/21 Summary of Headteacher's report and governors' questions and challenge

The headteacher highlighted the following points from her report, which had been previously circulated:

- Attendance and punctuality.

A governor questioned apparent increase in the number of pupils arriving late for school.

The headteacher responded that this is due to an improved electronic recording system – this to be monitored over the coming terms.

- Prejudicial incidents.

A governor asked if all incidents are reported. **Also**, why is there a need to remind staff to report incidents.

The headteacher assured the meeting that all incidents are reported, a teacher gave examples of how this is done. The reminder is a natural annual event.

- Bullying incidents.

A governor questioned the apparent high number of bullying/friendship issues on CPOMS.

The meeting was informed that this is an issue with CPOMS which fails to define these matters correctly.

The headteacher stated that, in order to present a more accurate picture, she would report on each half term's incidents.

- Staff absences.

A governor asked if the headteacher was concerned with the number of staff absences.

She replied that, bearing in mind the pandemic, the figure is not of concern to her.

A governor then asked if the staff absence insurance provides good value for money.

The school had used an alternate provider for one year – this was less than successful.

- Pupil Premium.

A governor asked if the new Pupil Premium Strategy had been completed.

This has to be completed by 31 December. A draft version to be outlined at PSS committee 24 November.

- Parent complaint.

Governors sought detail of the outcome.

GB/48/21 Update on appraisal process for headteacher and staff

Confirm external adviser

Wendy Wheldon is to continue as external advisor. She will be visiting the next day to review progress on current targets and help set new ones.

Confirm/appoint appraisal governors

The chair and Mrs Birchall to continue as headteacher appraisal governors.

Mrs Birchall tabled a paper giving details of the role of governors in the appraisal process.

It was noted that there should be some form of succession planning for headteacher appraisal governor appointment.

Dr Twycross informed the meeting that he is currently undertaking headteacher appraisal training.

Confirmation of the Quality Assurance arrangements

Mrs Tarrant and Mr Herbert to continue as QA governors.

GB/49/21 Receive headteacher's annual report on whole school appraisal process and consider/ratify headteacher pay recommendations for all staff

Review Appraisal policy in line with recommended changes from HR Provider

Appraisal Policy has been reviewed, based on LA model.

Ensure effective appraisal arrangements for all staff are in place

Mrs Birchall reported on the findings and recommendations of the Pay Committee in relation to teacher pay progression.

The recommendations were **formally approved** by the meeting.

GB/50/21 Information from the Corporate Director for consideration and action

Spotlight on Disadvantage

This item was sent to PSS committee.

PSS

Personal and Intimate Care and the Administration of Medicine Policies

These two policies had been reviewed last year. Mrs Birchall agreed to check these.

SB

School Teacher Pay Awards, School Pay Policy, Appraisal Policy, Safer Working

Contents were noted by the meeting.

The clerk informed the meeting of a possible additional days' holiday for all staff – following the governments' announcement for the work of Key Workers during the pandemic.

Following discussion, the meeting agreed to wait for further information on this matter before taking any action.

GB/51/21 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 2021-22 plus supporting guidance

The headteacher is to meet with Mr Guyler on 23 November to complete the audit form. This then to be returned to the LA prior to 20 December.

Ht+RG

GB/52/21 Receive report from Data Protection Officer and Information Governance governor

There are no breaches to report.

GB/53/21 Communication

From clerk - Governor Newsletter first autumn term edition

The following items were highlighted:

- Revised School Complaints Procedure
Headteacher to check the current policy is up to date.
- Ofsted updates.
- Governor training opportunities.
- Safeguarding matters.
- Primary PE Conference.
- SEND Data profile.
- Well-being of staff
- HR updates

ht

GB/54/21 Report from training co-ordinator including review of governor training requirements for 2021/22

Dr Twycross has just been appointed as training co-ordinator.

It is hoped that the merging of governorhub and The Key will provide better on-line training opportunities.

GB/55/21 Governor monitoring visits

Mrs Duthie had made two visits related to Wellbeing and Early Years.

Mrs Heath had made a SEND visit.

Mrs Birchall had carried out a Health and Safety inspection at the Meadow Lane site – this had raised an issue in relation to safe storage of materials.

Both the chair and vice-chair had accompanied the recent Y6 residential visit.

GB/56/21 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Review of link governor roles.

Lengthy governor discussion on the use of CPOMS.

Agreement of governor visit week dates, along with expectations of governors.

Review of delegated powers document to ensure correct procedure followed in future.

Governor question relating to punctuality of children.

Governor question relating to staff absence levels and value for money of staff absence insurance.

Details sought in relation to settlement of parent complaint.

Appointment of new training co-ordinator.

Governor monitoring visits made.

GB/57/21 Confirmation of dates for 2022 – to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

Spring term 2022 – Wednesday 9 March 2022 at 6.00pm

Summer term 2022 – Wednesday 8 2022 at 6.00pm

Committee meetings:

FPP - 7 March 2022 and 23 May 2022

PSS – 23 March 2022 and 11 July 2022

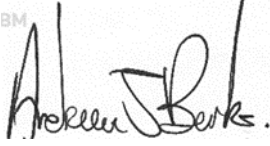
GB/58/21 Determination of confidentiality of business

It was

resolved

that the governing body membership list; confidential sections of the headteacher's report and confidential sections of minutes be deemed confidential but that all other papers and reports be made available as required.

The meeting closed at 7.55pm.

Signed  (chair) Date 11.03.2022