

# MINUTES OF MEETING

**School:** The Lanes  
**Meeting title:** Autumn term meeting of the governing body  
**Date and time:** Wednesday 9 November 2022 at 6.00pm  
**Location:** At the School

**Membership**  
'A' denotes absence

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

**In attendance**

Mrs E Sharpe (clerk to the governors)  
Mrs M Brown – associate member  
Miss A Hodkin – associate member

## **GB/42/22 Apologies for absence**

## **Action**

Apologies for absence were received from Mrs Duthie (illness) and Mr Herbert (delayed through work).

It was

**resolved**

that the governing body consent to these absences.

## **GB/43/22 Declaration of interest**

*Review and sign Register of Business Interest/Declaration of Eligibility*

All governors confirmed that they had reviewed and signed the Declaration of Interest form and eligibility form.

*Review and sign Governor Code of Conduct*

All governors confirmed that they had read, understood and signed the school governors' code of conduct.

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

**GB/44/22 Review of membership and terms of office ending in the next 12 months**

The clerk highlighted the following vacancies on the governing body:

One co-opted vacancy

The clerk highlighted the following ends-of-term of office:

Dr Twycross – 13/03/23 (parent governor) – parent governor elections were to be initiated at the beginning of February 2023.

**GB/45/22 Determination of term of office for chair and vice-chair**

The governors agreed to continue with a one-year term of office for both Chair and vice Chair.

**GB/46/22 Election of Chair**

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

Following a vote, it was

**resolved**

that Mr Barker be appointed as Chair of the governing body.

**GB/47/22 Election of vice-Chair**

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

Following a vote, it was

**resolved**

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

**GB/48/22 Approval of minutes of summer term meeting and any special governing body meetings**

The minutes of the summer term meeting held on 25 May 2022, having been previously circulated, were confirmed and signed by the Chair.

These minutes will have the Chair's e-signature placed on them.

*Review of actions – including approval of scheme of delegation*

GB/37/22 - Safeguarding training – the headteacher was to send the link for training to all governors. **H/T**

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

**GB/49/22 Receipt of minutes and approval of policies from committees and working parties**

*Pupils Standards and Strategy Committee held on 3 October 2022 – minutes received.*

*Finance, Premises and Personnel Committee held on 10 October 2022 – minutes received.*

*Approval of Child Protection Policy – this had been reviewed and agreed at the PSS committee meeting on 3<sup>rd</sup> October 2022 and was **ratified** by the full governing body.*

**GB/50/22 Overseeing Financial Performance – Financial reporting**

*Autumn term Budget Report*

The budget report was received and **noted** by governors.

**GB/51/22 Holding executive leaders to account: Summary of Headteacher's report and governors' questions and challenge**

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

- Numbers – reception numbers were still low so the impact on the budget would be significant. Parents were currently being shown round by pupil ambassadors and an open morning was scheduled during November. All other year groups were filling up well. There was some migration due to moving in/out of area.
- Attendance – currently good – a three-year comparison had been provided for governors' information. The headteacher said that she would be monitoring trends going forwards from this year as previous data was massively skewed due to Covid. One child with SEND was on a part-time timetable and the attendance of this child was being managed for steady improvement. A second child's attendance was gradually increasing, and the child was engaging much more in learning – the headteacher felt that the school had moved on greatly from last year's situation with this child.
- There had been two fixed term exclusions, both of which were for SEN children who were receiving funding. Both pupils were now back in school.
- One prejudicial incident which had been dealt with in conjunction with parents.
- Bullying – one complaint received. This had been dealt with by the headteacher, with no further action required. The anti-bullying policy had been shared with staff, and an Anti-Bullying week was diaried for the following week.
- One physical intervention - reported and logged.
- Two EHCP requests had been successful, and a further two had gone to assessment. The SEND funding situation continued to be extremely difficult as the system was still not working with regard to SEN referrals and funding.

- Safeguarding – there were currently two families with social care and two families who had just been signed off. The safeguarding checklist had been completed, and the SCR check was in process.
- Staffing – the four new teaching staff were settling well. A dismissal appeal had been held this afternoon. One staff member was retiring at Christmas, and this would be a massive loss to the school. The staff member would not be immediately replaced, as the headteacher wanted to manage in-house with TAs – this would be discussed further at the next FPP committee meeting.
- PP report would be reviewed and re-done for December.
- New SIP – a one-sheet overview had been shared on Governor Hub. Governors commented that they had found this very useful.
- The budget remained healthy currently but the headteacher was mindful of situation going forwards, taking into account lower numbers, teachers' pay rise and energy costs.
- Toilets for Meadow Lane were now finished.
- A quote had been shared with governors for moving rooms around so the library became the new staff room. The quotation was for £11k and came from a company the school had used many times before. Despite repeated efforts, the headteacher had been unable to obtain other quotes with companies refusing even to come and survey as they were just too busy at the moment. Governors **approved** the acceptance of the single quotation in this instance.
- Community external links were now picking up again.
- Online safety policy;
- Single Equality (SEND to be added as a link policy by headteacher);
- SEND Action Plan

The above were **approved** by governors.

**GB/52/22 Update on appraisal process for headteacher and staff including an update on the wellbeing of the headteacher and staff**

*Confirm external adviser*

Mr Simon Thomson

*Confirm/appoint appraisal governors – confirm appraisers have completed training*

Mrs Heath  
Mrs Birchall

Both governors had completed appraisal training in the past but both now felt it was appropriate to update this training.

*Confirmation of the Quality Assurance arrangements*

Mr Herbert  
Mrs Searle

Appraisals for teaching staff had been completed. Other staff appraisals were to be completed by the end of term.

Teacher appraisal was linked to the SIP and Ofsted report.

Headteacher appraisal had taken place. Mrs Birchall confirmed that the school would be looking for a new external appraiser for next academic year.

**GB/53/22 Receive and scrutinise headteacher's annual report on whole school appraisal process including:**

*Review appraisal policy in line with recommended changes from HR Provider*

Approved at Pay committee – **ratified** by full governing body.

*Ensure effective appraisal arrangements for all staff are in place*

The governing body **noted** that effective appraisal arrangements were in place.

*Ensure timetable in place for termly review*

The governing body **noted** that a timetable for termly review was in place.

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

The Pay committee had approved the headteacher pay recommendations for all staff – this was detailed in the Pay committee's report and **ratified** by the full governing body.

The Pay policy had been approved by the Pay committee and was **ratified** by the full governing body.

*Confirm arrangements to receive the appraisal governors pay recommendations for the Headteacher in line with the scheme of delegation and the pay policy*

Pay progression would have been recommended had it been possible but headteacher was at top of her grade.

**GB/54/22 Ensure clarity of vision, ethos and strategic direction, set by governors**

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

The SIP was based around Ofsted report actions and had been shared with governors via Governor Hub.

*Approve (or confirm arrangements to approve) the School Improvement Plan as detailed in the scheme of delegation*

The SIP had been approved at the recent PSS committee meeting.

(NB there would be a separate meeting about academisation following this meeting.)

### Pupil Place Planning – report for information for School Governors

Local Authorities have a statutory responsibility to ensure that sufficient school places are available to meet the needs of their local school aged child population. Following the strategic school place planning workshops in April for schools, this report provides all governors with confirmation that **the birth rate continues to decline** and that many schools over the coming 5 years may need to plan for a reduction in their school population.

#### Action for governors

Governors are school leaders and have a responsibility to fulfil their statutory duties to ensure that the strategic and financial planning for the school is carried out effectively. Bearing in mind the school place planning data supplied to the school, Governors are invited to:

1. Know and understand the strategic school place planning data for their school and district over the next 5 years. This is available via a dashboard on the School Performance Portal. <https://secure.nottinghamshire.gov.uk/SchoolPerformancePortal>
2. Establish that the headteacher has accessed your school's individual dashboard. This report outlines key projection data; it is updated annually and reflects demographic changes and housing delivery which must be included in the School Capacity (SCAP) return made annually to the DfE by the LA.
3. Ensure that future staffing and financial modelling is undertaken to address any significant changes in pupil numbers as evidenced at school and planning area level.
4. Ensure that consideration is given as to how any emerging surplus space might be used to meet the needs of small groups of children, possibly with SEND, or with the wider community.
5. Ensure that the headteacher and chair of governors engages with the LA's Strategic School Place Planning team to work in the best interests of the wider community.

### HR UPDATES – Autumn term 2022 – Andy Wilson Senior HR Business Partner Schools

#### Action for governors – Summary

- To read the letter issued to all schools on 6 September 2022, providing draft interim guidance on the (a) Teachers Pay Award 2022 and (b) continuing consultation on the pay award for school support staff.
- Once appraisal outcomes for 2021-22 are determined, head teachers may prepare and present a report to the governing body setting out the recommended incremental pay progression for teachers, where applicable, using Pay Policy 2021 Toolkit Appendices 8 and 9. Schools do not need to delay these decisions until the Pay Policy 2022 is published.
- To be aware of the proposed changes to staff pay (teachers and support staff) and assess the implications for the school budget.
- To make arrangements for the appropriate committee of the governing body to meet to approve all new policies, guidance documents and toolkits as they

are published. Remember, head teachers and governors must make policies school specific where required.

- To ensure that all staff and governors have read the required elements of Keeping Children Safe in Education, 2022 and Annex A as required.
- To ensure that the school policies and systems for undertaking the required safer recruitment checks for staff, governors, volunteers and contractors are robust.
- To ensure that a Section 128 check has been carried out for all governors
- To ensure that all appropriate HR policies and procedures have been adopted (Governor Policy Checklist, 2022), including the specific updates as described in this report.

## GB/56/22 Safeguarding information for consideration and action

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

The headteacher was to check that the Complaints policy on the school's website was the updated one issued by the local authority. **H/T**

The SCR was being reviewed tomorrow.

The Chair to attend a training course on Managing Allegations Against the Headteacher.

The clerk was to check how frequently Prevent Duty training should be updated. **Clerk**

*Safeguarding Children in Education: self-audit tool 2022/2023 plus supporting guidance*

Governing bodies and schools have a responsibility to safeguard and promote the welfare of children as detailed in Keeping Children Safe in Education (KCSIE) updated 2022. A summary of the key changes has been made available on [GovernorHub](#).

**Governor training:** KCSiE 2022 - The management of safeguarding, section 2 paragraph 81 says,

“Governing bodies and proprietors should ensure that all governors and trustees receive appropriate safeguarding and child protection (including online) **training at induction**. This training should equip them with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place in schools and colleges are effective and support the delivery of a robust whole school approach to safeguarding. **Their training should be regularly updated.**”

**A signposting document** for governors' safeguarding training to meet this requirement has been provided on [Governorhub](#).

In addition, all Governors:

- Are required to read the whole of KCSIE 2022, as the whole board is responsible for safeguarding, and making sure school's policies, procedures and training are compliant.
- Must also comply with the duties outlined in Part 2 of KCSIE 2022 “The management of safeguarding, the responsibility of governing bodies, proprietors and management committees”.

The Chair of Governors and the safeguarding governor:

- Should agree with the HT and Senior DSL, the requirements for ensuring that those staff who work directly with children read at least Part one of KCSiE 2022.
- Should also agree and ensure that those staff who do not work directly with children read either Part one or Annex A (a condensed version of Part one) of this guidance.

**The Safeguarding Children in Education: Annual self-audit tool 2022/23** has been sent to all schools with supporting guidance and should be revised and signed off at the first full governing body/ trust meeting of the Autumn term 2022 (and detailed in the minutes) and returned to Cheryl Stollery by **20<sup>th</sup> December 2022**.

If GB's have an early Autumn Term meeting, the arrangements for completion of the audit should be detailed in the minutes and completion confirmed in the Spring Term minutes.

The audit tool is designed to breakdown the requirements in KCSiE 2022 and help schools with their assurance of statutory safeguarding arrangements.

The Safeguarding Audit will be used in evidence as part of the Headteacher appraisal process. The SiE audit tool clearly stipulates what is a statutory requirement and what is best practice.

Governing bodies must ensure a robust Quality Assurance process is in place for accurate completion of the audit with evidence seen in order to confirm the statements in the audit (e.g. training certification).

**The NCC and NSCP child protection policy toolkit** was published on the 18<sup>th</sup> July 2022, and emailed to all schools. This document should be tailored to the individual school's own safeguarding arrangements.

**GB/57/22      General Data Protection Regulations - Receive report from Data Protection Officer and Information Governance governor**

One breach had been reported at FPP committee – this was sent to the ICO who were happy with the steps taken to address this and prevent reoccurrence. A governor **asked** if any further actions were required, and the headteacher answered that they were not.

**GB/58/22      Communication received and updates**

*From Clerk - Governor Newsletter first - autumn term edition*

The clerk highlighted the following items:

- 2022/23 Complaints Policy – to be sent out to
- Governor Conference
- Change to Governor training arrangements
- School admission arrangements
- KCSiE updates
- Budget re-forecast
- Attendance Policy

**GB/59/22 Report from training co-ordinator including a skills audit and review of governor training requirements (including safeguarding) for 2022/23**

Mentoring – Mrs Duthie and Mrs Wise were confirmed as the new mentoring governors.

**GB/60/22 Review of governor monitoring visit reports – key actions for governing body**

Governor monitoring week was confirmed for 28<sup>th</sup> November 2022.

**GB/61/22 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account**

- Governor monitoring of full governing body membership.
- Agreement of governor visit week dates, along with discussion around what was expected of governors during monitoring visits.
- Governor question and challenge of the headteacher both in this meeting and during committee meetings.
- Details sought in relation to GDPR breach.
- Appointment of new governor mentors.

**GB/62/22 Confirmation of dates for 2022/23**

The governing body

**agreed**

Spring term 2023 – Wednesday 8 March 2023 at 6.00pm  
Summer term 2023 – Wednesday 7 June 2023 at 6.00pm

**GB/63/22 Determination of confidentiality of business**

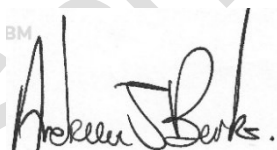
It was

**resolved**

that all papers and reports be made available as necessary.

**The meeting closed at 19.20 pm.**

Signed

 BM

(chair)

Date 10.03.2023