

MINUTES OF MEETING

School: The Lanes
Meeting title: Spring term meeting of the governing body
Date and time: Wednesday 28 February 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
Mrs R Wise
Mr R Guylar (vice-chair)
Mr A Barker (chair)
Mr T Herbert
Mrs C Heath
Mrs S Birchall
Mrs L Wignell
Mr D Goodbarton
Mrs J Revill (Headteacher)
Mrs E Ireland

In attendance

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

GB/01/24 Apologies for absence

Action

There were no apologies for absence.

GB/02/24 Declaration of interest

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

GB/03/24 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 and one parent vacancy.

Bearing in mind the likelihood of the school joining the WHP Academy Trust, the meeting decided to defer any action on these.

GB/04/24 Approval of minutes of autumn term meeting and any special governing body meetings

The minutes of the autumn term meeting held on 15 November 2023 and EGM on 23 January 2024 having been previously circulated were confirmed and signed by the chair.

Review of actions

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

GB/05/24 Receipt of minutes and approval of policies from committees and working parties

Finance Pupil and Personnel meeting held on 13 November 2023

Pupils, Standards and Strategy meeting held on 17 November 2023

The following policies, reviewed at these meetings, were **formally approved** by this meeting:

NCC Pay Policy Appraisal Whistleblowing Code of Conduct (staff)
Behaviour Anti Bullying Child on Child Abuse SEND and Inclusion
Single Equality

GB/06/24 Holding executive leaders to account: Summary of Principal's/Headteacher's report and governors' questions and challenge

The headteacher highlighted the following points from her report, which had been previously uploaded onto governorhub:

- Pupil numbers.

Governors questioned the likely Reception numbers – these will be known at the end of this term.

- Attendance.

Governors questioned the Persistent Absence figure.

The headteacher gave detail of the pupils concerned, along with actions taken by the school, working with parents.

A governor asked if the absences were related to the past Covid pandemic.

The headteacher responded that there is still a degree of anxiety amongst both pupils and parents.

- Details of pupil exclusions and prejudicial incidents
- Behaviour and bullying. It was noted that the new Behaviour Policy is working very well. However, the headteacher informed the meeting of issues of poor behaviour being brought into school from incidents in the community. Also, related to online bullying

The meeting discussed these matters at some length. **Governors asked** what support there is from other agencies – this is very limited.

- Physical Intervention, where staff had learnt well from a recent incident.
- Details of SEND.

Governors noted the additional work taken on by school dealing with social care matters.

- Personnel/staff matters. Here the work done by school to train students was highlighted.
- Safeguarding.
- Details on the Evaluation of Quality of Education.

The meeting discussed the predictions for Phonics pass rate, along with a possible dip in results.

The headteacher outlined measures to be taken both short term and long term to address this matter.

A governor questioned the issues relating to the Y6 predictions, where reading is a major concern.

The headteacher gave detail of measures in place to address this matter.

- Pupil Premium, where the success of the Brilliant Club was noted.
- SIP – Key priorities.
- **Confidential item, see separate sheet.**
- Finance – more details to follow after the visit of Mrs Lievesley on 11 March 2024.
- Community, extra-curricular.

GB/07/24 **Overseeing Financial Performance – Financial reporting**

School budget

Scheme of Delegation (agenda item - summer term 2023) for 2023/2024

Schools Financial Value Standard (SFVS) for 2023-2024

Year-end re-forecast

Services for Schools - Buy Back of NCC Services

The above matters will be dealt with at the FPP Committee meeting to be held on 18 March 2023, following the visit of Mrs V Lievesley, School Finance Officer.

The meeting noted that the 2023 school out-turn statement had not been formally approved at the autumn term meeting. This was **formally approved** by this meeting.

GB/08/24 **Academy update**

The chair reminded the meeting that the DfE had granted the Academy Order in December 2023. However, progress with the LA is very slow.

Currently there is a predicted date of September 2024, although this may well be delayed.

The headteacher informed the meeting that she continues to attend Academy Leaders meetings.

All audits have been completed and information provided.

GB/09/24 Headteacher appointment update

The headteacher informed the meeting that she had shown four possible candidates around the school.

The chair stated that he had sent all relevant information to all governors.

The meeting was informed that both staff and pupil input had been noted.

GB/10/24 Update on appraisal process for Headteacher and staff including an update on the wellbeing of the Headteacher and staff

Teaching staff appraisal is ongoing, with mid-term reviews now due.

Mrs Birchall and Mrs Heath to undertake headteacher mid-term review. Mr Guyler agreed to join this group.

The headteacher reported that staff wellbeing is fine.

Confidential item, see separate sheet.

GB/11/24 Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems (CP confidential file audit)

Mr Guyler is to meet with the headteacher to complete these.

RG+ht

GB/12/24 Information from the Corporate Director

Growing up in Nottinghamshire School Survey

The clerk highlighted the findings of this report.

The headteacher agreed to further investigate possible future participation, although the school currently does a survey of some aspects of this.

The meeting agreed that, with headteacher appointment and Academisation, this is possibly not the best time to take on something new.

GB/13/24 Communication received and updates

From Clerk - Governor Newsletter first spring term edition

The following items were highlighted:

- Annual Governor Conference
- Wellbeing support
- Safeguarding matters
- Finance matters

GB/14/24 Report from training co-ordinator including review of governor training audit and training requirements for 2024/2025

Mrs Birchall informed the meeting that she had undertaken a survey of training recorded on governorhub.

	Following from this, she encouraged all governors to ensure that they had updated their Prevent training and record all of their training on individual profiles on governorhub.	Action All govs
	She stated that more governors needed to undertake Safer Recruitment training. Also, Complaints training.	All govs
	Miss Hodkin agreed to send a link to all governors for the additional Oracy training.	AH
GB/15/24	General Data Protection Regulations	
	The meeting was informed that there are no incidents to report.	
GB/16/24	Review of governor monitoring visit reports – key actions for governing body	
	The meeting noted the success of the recent Governor Week.	
	All governors were encouraged to complete Governor Visit forms when they have visited school.	All govs
GB/17/24	Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account	
	Review and formal approval of a range of policies.	
	Questions related to Headteacher's report – pupil numbers, pupil absence, behaviour, phonics, Y6 predictions.	
	Governor training undertaken.	
	Governor visits into school.	
GB/18/24	Confirmation of dates for 2024/2025	
	The governing body	
	agreed	
	Summer term 2024 – Wednesday 10 July 2024 at 6.00pm	
	Autumn term 2024 – Wednesday 13 November 2024 at 6.00pm	
	Spring term 2025 – Wednesday 26 February 2025 at 6.00pm	
	Summer term 2025 – Wednesday 9 July 2025 at 6.00pm	
	FPP Committee – Wednesday 22 May 2024 at 6.00pm	
	PSS Committee – Monday 15 July 2024 at 6.00pm	
GB/19/24	Determination of confidentiality of business	
	It was	
	resolved	
	that there are two confidential items.	
	The meeting closed at 7.40pm.	

Signed

A handwritten signature in black ink, appearing to read 'ASB' followed by a flourish.

(chair)

Date

School Display