

# MINUTES OF MEETING



**Nottinghamshire  
County Council**

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**School:** The Lanes  
**Meeting title:** Spring term meeting of the governing body  
**Date and time:** Wednesday 9 March 2022 at 6.00pm  
**Location:** At the school Cator Lane site

**Membership**  
'A' denotes absence

A	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
	Mrs C Heath
	Mrs S Birchall
	Mrs L Wignell
	Dr J Twycross
	Miss R Duthie
	Mrs J Revill (Headteacher)
A	Mrs H Carre

**In attendance**

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

## **GB/01/22 Apologies for absence**

**Action**

Apologies for absence were received from Mrs H Carre (covid), Mrs M Brown (work commitment) and Miss A Hodkin (on maternity leave)

It was

**resolved**

that the governing body consent to these absences.

Mrs H Tarrant was also not present, but had not sent apologies.

## **GB/02/22 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*

*Review and sign Governor Code of Conduct*

The chair agreed to check confirmations on governorhub.

**chair**

## **GB/03/22 Review of membership**

The governing body currently has a full membership.

Committee membership for new members – the meeting agreed to delay this to the next meeting.

**agenda**

**GB/04/22 Approval of minutes of autumn term meeting and any additional special governing body meetings**

The minutes of the autumn term meeting held on 10 November, 2021 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/05/22 Receipt of minutes and approval of policies from committees and working parties**

*Finance, Premises and Personnel Committee held on 1 November 2021*

The chair highlighted the following points:

- The following policies, reviewed at the meeting, were **formally approved** by this meeting:

Appraisal   Governor Code of Conduct   Human Resources   Pay   Finance  
Disciplinary Procedure   Confidential Reporting and Whistleblowing  
Staff Code of Conduct   Single Equality.

- Premises matters.
- Staffing issues, including appraisal and staffing structure.
- Budget.
- GDPR update.
- Governor finance training.

The minutes of the FP&P meeting held on 7 March 2022 to be emailed to all governors.

**chair**

*Pupils Standards and Strategy Committee held on 24 November 2021*

The vice-chair highlighted the following points:

- The following policies, reviewed at the meeting, were formally approved by this meeting:

Administration of medicines in an Educational Setting   Anti Bullying  
Child protection   Personal and Intimate Care in an Educational Setting   RSHE  
Attendance   Curriculum   SEND

- Headteacher appraisal.
- Assessment update.

- SIP and Strategic Vision.
- Pupil Premium Strategy.

## GB/06/22 Summary of Headteacher's report and governors' questions and challenge

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

- Pupil numbers
- Attendance, which is improving following the covid pandemic.

**A governor questioned** the long-term figures, stating that he saw a fall in attendance.

The headteacher responded that this not the case, Ofsted had been happy with the figures presented.

A governor added that post-covid, parents had been anxious about sending their children to school. This is more prevalent with Pupil Premium children.

- Bullying, where Ofsted had praised the use of CPOMS.
- SEND, where the LA audit will be discussed in detail at PSS in March.

PSS

**A governor asked** if the long-term absence of the SENCO had any detrimental effects.

The headteacher explained how this is being covered effectively. This to be reviewed in the near future.

- Staffing matters.

**A governor asked** if the position of Family Support Worker had been decided.

The headteacher responded that this is not currently necessary as the SLT are currently fulfilling this role successfully.

- Appraisal, where Mrs Birchall is currently working on a catch-up programme for admin and TAs following the pandemic.
- Progress made on the SIP.

**A governor asked** about the change to Scholar Pack – this is proving most effective.

- Complaint, which had been resolved successfully.

**A governor sought** detail of the Whistleblowing incident, but was informed that HR still considered this to be confidential.

The headteacher informed the meeting of the £4,200 raised in order to purchase defibrillators for each site.

She stated that this had proved to be a great community effort.

## GB/07/22 Approval of

*School budget*

A draft version of this had been agreed at FP&P on 7 March 2022. This is to be finalised when Mrs V Lievesley, School Finance Officer visits on 11 May 2022.

The chair informed the meeting that FP&P has delegated power to approve the 2022/23 budget.

**FP&P**

The clerk asked that **formal approval** also be sought at the next FGB meeting.

*Scheme of Delegation for 2021/2022*

This had been completed and was **formally approved** by the meeting.

*Schools Financial Value Standard (SFVS) for 2021-2022*

This had been reviewed at FP&P and was **formally approved** by this meeting.

Copy to be sent to Finance Section of the LA.

**ht**

*Year-end re-forecast 2021/22*

A predicted carry forward of £352k is expected. This to be finalised at the next FGB meeting.

**agenda**

*Services for schools*

This had been agreed at FP&P on 7 March 2022 and was **formally approved** by this meeting.

*School Fund account 2020/21*

This had been agreed at FP&P on 7 March 2022 and was **formally approved** by this meeting.

*Disposal of assets*

Two items had been listed on governorhub – their disposal was **formally approved** by this meeting.

The meeting noted the expected large carry forward on the 2021/22 budget.

Several suggestions had been made to spend this for the benefit of current pupils.

The meeting agreed that staff be consulted on this, with an additional meeting to be held 4 May 2022 – all governors to be invited.

Proposed staffing structure 2022/23 to also be discussed at this meeting.

**GB/08/22**

**Update on appraisal process for Headteacher and staff including an update on the wellbeing of the headteacher and staff.**

A headteacher mid-term review meeting is to be held on 23 May 2022 with the chair and Mrs Birchall.

The meeting identified the need for a governor shadower to join this meeting.

		<b>Action</b>
	Following discussion and a vote, Mrs Heath was invited to attend, with a view to possibly taking over one of the posts in the future.	
	The meeting noted the need for a new external assessor to be appointed. Headteacher to investigate this.	<b>ht</b>
	QA governors are Mrs Tarrant and Mr Herbert.	
	The issue of headteacher workload had been previously raised.	
	Following on from the FP&P meeting, the headteacher is to meet with the Office Manager, with a view to delegating some administrative tasks to the office.	
	It was recognised that this may result in extra office hours being needed.	
	Proposals to be discussed at the extra meeting on 4 May 2022.	
<b>GB/09/22</b>	<b>Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems</b>	
	The chair and vice-chair are to meet with the headteacher to complete this in the morning of 25 March 2022.	<b>Chair, vice-chair and ht</b>
<b>GB/10/22</b>	<b>Review of Ofsted visit</b>	
	The draft report from Ofsted had arrived today for checking.	
	The headteacher stated that she was pleased with the report and that the school had benefitted from their experiences with Challenge partners.	
	The meeting agreed that this item be dealt with at PSS committee meeting on Wednesday 25 March 2022.	<b>PSS</b>
<b>GB/11/22</b>	<b>Review of long-term planning for the school</b>	
	The meeting agreed that this item be dealt with at PSS committee meeting on Wednesday 25 March 2022.	<b>PSS</b>
<b>GB/12/22</b>	<b>Information from the Corporate Director for consideration and action</b>	
	<i>The Nottinghamshire Plan 2021-31</i>	
	This was noted by the meeting.	
	<i>Understanding Behaviour in Schools: A relationship-based approach to inclusion. A practical toolkit for schools and education settings</i>	
	This was noted by the meeting.	
	The headteacher informed the meeting that related training had taken place in school.	
	A review of the Behaviour Policy is to take place in the near future.	
<b>GB/13/22</b>	<b>Communication</b>	
	<i>From chair</i>	

Letter of resignation of a teacher.

*From clerk - Governor Newsletter*

The clerk reminded the meeting of the two newsletters and encouraged governors to carefully take note of the contents.

**GB/14/22 Report from training co-ordinator including review of governor training requirements for 2022**

Dr Twycross suggested a bespoke governor training session – The Roles and Responsibilities of Governors.

The headteacher agreed to investigate possible providers.

ht

Issues raised with NGA training were discussed.

The meeting noted that the school has bought into The Key from 1 April 2022.

**GB/15/22 General Data Protection Regulations**

*Review and confirm the appointment of the Data Protection Officer (DPO) and Senior Information and Risk Owner (SIRO)*

The DPO continues to be Mrs M Brown and SIRO is the headteacher.

*Report from the DPO and Information Governance Governor*

All policies are up to date, with no incidents to report.

**GB/16/22 Governor monitoring visits**

A governor visits week is planned for the week commencing 16 May 2022.

**GB/17/22 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account**

Governor review and formal approval of wide range of policies.

Governor challenge in relation to long term attendance figures.

Governor query relating to SENCO post. Also, Family Support worker.

Governor discussion on and approval of a range of financial matters.

Setting up of additional meeting to discuss possible Capital Expenditure, along with staffing structure September 2022.

Governor proposal to relieve pressure on the headteacher by removing some of the administrative work.

Planned Governor Week during the summer term.

**GB/18/22 Confirmation of dates for 2022 – to be agreed at the meeting in conjunction with the clerk**

The governing body

**agreed**

Summer term – Wednesday 25 May 2022 at 6.00 pm

Autumn term 2022 – Wednesday 9 November 2022 at 6.00pm

Spring term 2023 – Wednesday 8 March 2023 at 6.00pm

Summer term 2023 – Wednesday 7 June 2023 at 6.00pm

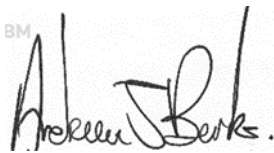
**GB/19/22 Determination of confidentiality of business**

It was

**resolved**

that all papers and reports be made available as necessary.

**The meeting closed at 7.55pm.**

Signed  (chair) Date 26.05.2022