

MINUTES OF MEETING



**Nottinghamshire
County Council**

School: The Lanes
Meeting title: Summer term meeting of the governing body
Date and time: Wednesday 25 May 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
A	Mrs S Birchall
	Mrs L Wignell
	Dr J Twycross
A	Miss R Duthie
	Mrs J Reville (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/20/22 Apologies for absence

Action

Apologies for absence were received from Mrs S Birchall (on holiday), Miss R Duthie (ill) and Miss A Hodkin (on maternity leave).

It was

resolved

that the governing body consent to these absences.

Mrs H Tarrant had informed the chair of her resignation as a governor, due to pressure of work.

GB/23/22 Declaration of interest

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

GB/24/22 Review of membership and terms of office ending in the next 12 months

Following the resignation of Mrs Tarrant, there is one co-opted vacancy.

Mrs Faccio agreed to join PSS committee.
Dr Sirl and Mrs Wise both agreed to continue on both committees.

The position of Curriculum link governor to be reviewed at committee.

Dr Twycross agreed to take over the mentoring role with Dr Sirl.

JT

The meeting agreed that a new folder for new governors be set up on governorhub, giving details of induction, training and general information.

JT

GB/25/22 Approval of minutes of spring term meeting and any additional special governing body meetings

The minutes of the spring term meeting held on 9 March, 2022 having been previously circulated were confirmed and signed by the chair.

Review of actions

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

GB/26/22 Receipt of minutes and approval of policies from committees and working parties

Finance, Premises and Personnel Committee held on 23 May 2022

The chair highlighted the following points:

- Budgetary matters – see GB/27/22 below.
- Review of Finance Policy – **formally approved** by this meeting.
- Refurbishment of Meadow Lane toilets.
- Progress on the new gate on Cator Lane site.
- Replacement of boiler – Meadow Lane site.
- Defibrillators at both sites.
- Pupil numbers in reception.

Governors commented on the number – 76. 14 under capacity.

It was noted that, if this does not increase, it will have a year upon year detrimental effect on the school budget.

Pupils Standards and Strategy Committee held on 23 March 2022

The vice-chair highlighted the following points:

- Ofsted report.
- Assessment update.
- SIP and Strategic Vision.
- Pupil Premium.
- Spotlight on Disadvantage.
- SEND - audit and action.

- CPOMS presentation.
- SRE policy – **formally approved** by this meeting.

GB/27/22 Financial reporting

Approval of school budget

This had been agreed at committee and was **formally approved** by this meeting.

There is a predicted carry forward of approximately £323K -14.16%.

Governors consistent financial reporting out-turn statement including the intended use of balances (BO2) return

The 2021/22 carry forward is approximately £383K. **Governors discussed** this at some length.

The meeting **formally approved** the Committed Balances return.

GB/28/22 Capital Spend Proposal

The meeting was reminded of the special meeting held on 4 May 2022, along with proposals put forward. These would now be progressed and discussed/approved as appropriate.

GB/29/22 Summary of headteacher's report and governors' questions and challenge

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

- Attendance, where a governor requested that more detailed figures be emailed to all governors.

ht

A governor sought detail of how attendance is monitored by school – what measures are in place if a child is absent?

The headteacher gave detail of the range of activities undertaken by herself, class teachers and the school office.

The meeting was informed of the increasing number of unauthorised absences due to parents taking children out of school on holiday in term time.

This will be closely monitored.

A governor asked if the school monitored reasons for children leaving the school.

The headteacher responded that this is usually due to re-location of families.

- Bullying, where a **governor queried** the nil return.

The meeting was informed that this is due to better use of CPOMS.

- Details of SEND.
- Staffing

Confidential items see separate sheet.

A governor questioned the need for immediate replacement of FS assessment lead following the imminent departure of the current post holder.

The headteacher assured the meeting that this will be dealt with.

- SATs – where it was noted that pupils exhibited a relaxed, positive attitude.
- Challenge Partners, where aspects of the SIP are being examined.
- CPD.
- Friends Group, where disappointment was noted at the lack of any new leader(s).

The meeting discussed various methods to resolve this. Hopefully this will be resolved in September.

GB/30/22 Update on OFSTED actions

Mrs Wignell reported on the new Phonics scheme to be introduced into school from September 2022 - "Bug Club".

Details of both training and resources were outlined, with all teachers to be fully trained.

Governors sought further detail of this.

GB/31/22 Update on appraisal process and wellbeing for headteacher and staff

Following the resignation of Mrs H Tarrant, Dr Sirl agreed to join Mr Herbert as QA governor.

The mid-term headteacher review has taken place with the two appraisal governors. More rigorous targets have been set.

The headteacher reported that a new external assessor has yet to be appointed.

Teacher mid-term meetings have been held. TA meetings have concentrated more on wellbeing.

The headteacher reported that the staff are very tired, but coping well.

She stated that the staff are very supportive of one another.

GB/32/22 Information from the Corporate Director for consideration and action

Promoting the Education of Children with a Social Worker

The report was noted, to be sent to PSS committee.

PSS

GB/33/22 General Data Protection Regulations – report from the DPO/Information Governance Link Governor

The chair informed the meeting of a data breach which had been reported to the Information Communications Office.

They were happy with the measures taken by the school, with no further action needed.

GB/34/22 Receive report from the Designated LAC teacher

There are currently no LAC in school.

GB/35/22 Communication

From chair

The chair informed the meeting of an accident which had occurred in school.

Following on from this, the school had tightened up on Risk Assessments, with documents needing to be signed by all relevant parties.

The following letters of resignation/change of hours were read out:

- Rachel Darke - request change from full time to 4 days
- Alex Donington – resignation as a teacher
- Chris Allen - resignation as a teacher
- Ruby Strahand-Upshon - resignation as a teacher
- Sue Atkinson -resignation as a TA
- Anna Hodkin – request to move from full time to 4 days on her return
- Jenny Stevens – request to return on 3 days and leaving SLT.

All of the above were noted/ formally approved by the meeting.

From headteacher

The headteacher informed the meeting of successful interviews held the previous day, when four new teachers had been appointed.

From clerk - Governor Newsletter

The clerk highlighted the following articles:

- School closure procedures
- Government White Paper and SEND Green Paper
- Managing effective meetings
- News from the DfE
- Free Ofsted Resources.

GB/36/22 Approval of in-service training days (5) 2022-2023

The meeting **formally approved** the dates below:

Wednesday 31 August 2022

Friday 14 October 2022

Wednesday 4 October 2023

Monday 24 July 2023

Tuesday 25 July 2023

The final two to be dis-aggregated.

Mr Herbert left the meeting at 7.30pm

GB/37/22 Report from training co-ordinator of impact of training undertaken and review of governor training requirements (including safeguarding)

Dr Twycross requested that his report be presented at PSS committee.

PSS

Action

Finance training for all governors, to be led by Mrs V Lievesley, 6 July 2022.

All govs

It was noted that safeguarding update training for staff would take place in 2024 – governors to be invited.

All govs

KCSIE is re-confirmed with all staff and governors in September. Agenda item next FGB meeting.

agenda

GB/38/22 Review of governor monitoring visit reports – key actions for governing body

Mrs Birchall had visited to carry out a Health and Safety inspection. Also, a Raising Aspirations visit.

A successful Governor Visits Week had taken place w/c 16 May 2022.

GB/39/22 Evidence of governing body impact on school improvement and review of how the governing body has held the school’s leaders to account

Membership of committees reviewed to include new governors.

Review and formal approval of policies.

Discussion and approval of financial matters.

Governor discussion of FS pupil numbers and awareness of possible long term detrimental impact on the school budget.

Range of questions asked relating to the headteacher’s report.

Governor visits, along with the successful Governor Week.

GB/40/22 Confirmation of dates for 2022/23 – to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

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/41/22 Determination of confidentiality of business

It was

resolved

that there are two confidential items.

The meeting closed at 7.40pm.

Signed (chair) Date

