



# MINUTES OF MEETING



**Nottinghamshire  
County Council**

**School:** Linby cum Papplewick CofE Primary School  
**Meeting title:** Summer term meeting of the governing body  
**Date and time:** Thursday 7 July 2022 at 7:00pm  
**Location:** At the School

## ***Love Life – Love Learning – Grow in Faith***

### **Membership**

'A' denotes absence

Mr Jon Fearon (chair)  
Mrs Rachel Hodge  
Mrs Helen Cannon  
Mrs Rachael Tennant  
A Mrs Louise Bennison  
Mrs Carolyn Waddell  
Mrs Claire Hardstaff  
Vacancy – DBE foundation governor  
Revd Trevor Raaff  
Mr Elliott Mizen (vice-chair)  
Mrs Nina Lewis  
A Mr Kristian Bennett  
Mr Tom Surgay  
Mr Dom Conidi (headteacher)

**In attendance** Kerry Palmer (clerk to the governors)

**GB/22/22 Opening Prayer Action**

Trevor Raaff opened the meeting with prayer.

**GB/23/22 Apologies for absence**

Apologies for absence were received from:

- Louise Bennison – school residential
- Kristian Bennett - holiday

It was

**resolved**

that the governing body consent to these absences.

**GB/24/22 Declaration of interest**

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

**GB/25/22 Review of membership and terms of office ending in the next 12 months**

The clerk highlighted the following vacancies on the governing body:

1 DBE foundation governor

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

The clerk noted that Claire Hardstaff and Rachael Tennant come to the end of their current terms of office in August 2022.

After many years of service as governor and involvement in the life of the school, Claire Hardstaff has decided it is time to retire as governor whilst continuing to support its positive growth.

Governors unanimously expressed their thanks and appreciation for all that Claire has contributed to effective governance and the education of the children at Linby. They looked forward to continued involvement with the school's links with Sherwood House.

Rachael Tennant confirmed that she is happy to continue for a further term.

**GB/26/22 Approval of minutes of spring term meeting and any additional special governing body meetings**

The minutes of the spring term meeting held on 31 March 2022 having been previously circulated were confirmed and will be signed electronically by the chair.

*Review of actions*

It was confirmed that all actions have been addressed or appear later on the agenda.

The minutes of the extra-ordinary meeting held on 11 May 2022 having been previously circulated were confirmed and will be signed electronically by the chair.

**GB/27/22 Receipt of minutes and approval of policies from committees and working parties**

*Pupils and Personnel Committee*

The minutes of the Pupils and Personnel Committee virtual meeting held 2022, having been previously circulated, were noted. Key issues discussed were highlighted by the committee chair.

**Governors asked about funding for the pastoral care assistant who is to be employed to give 1:1 support to a child with significant complex needs.**

They heard that HLN funding will cover part of the cost, but the balance will come from the school budget. An additional MDS will also be needed.

The next meeting TBC.

*Finance and Property Committee & Trustees*

The minutes of the Finance and Property Committee virtual meeting held 2022, having been previously circulated were noted. Key issues discussed were highlighted by the chair.

**A governor asked if the church community should be advised that donations towards the school's activities would not be affected by joining SNMAT.**

The meeting was advised that donations from St James to Linby and other local schools are for specific purposes such as subsidising Time Travelling and providing RE resources.

The meeting also heard that a bid is planned to the Foyle Trust for additional books and it is planned to establish a school orchard to support environmental awareness.

The next meeting is planned for 10 November 2022 at 7.00pm

#### *Strategic Development Committee*

The minutes of the meeting of the SDC held 23 June 2022, having been previously circulated, were noted. Key issues discussed were highlighted by the chair.

**Governors were pleased to note that pupil numbers are gradually building with 18 children expected in reception in September.**

The next meeting TBC

The following policies, updated in line with LA model policies where relevant, having been reviewed at committee and circulated to governors for scrutiny, were unanimously ratified and adopted.

- Whistle blowing
- Attendance
- Data protection
- School uniform – with an addition relating to affordable items
- EM & DC to review First aid before the end of term
- Emergency plan
- SEND

#### *Review of actions*

It was confirmed that all other actions have been addressed or appear later on the agenda.

#### **GB/27/22 Collaboration Update**

The chair reported that discussions with the governors of National made clear that they were enthusiastic about developing a strong partnership with Linby.

NCC officers were also pleased that the proposals matched what would have been their recommended leadership model.

However, as Linby is a maintained school and National an academy, it was necessary to draw up a service contract between the three parties involved, NCC, SNMAT and Linby governors.

The service contract was explained, including the bonus that NCC were proposing, and SNMAT had agreed to provide ongoing school improvement support, starting with five days in the autumn term, to be funded by NCC.

**Governors unanimously approved the Service Contract, drawn up by Education Support Services which formally confirms the agreement, from September 1<sup>st</sup> 2022, between Notts County Council, the governors of Linby School and SNMAT.**

Governors were also informed that the two posts of Head of School had been advertised with one applicant from National and one from Linby. Interviews are planned for next week with one Linby parent governor included on the panel as previously agreed.

A meeting had been held with the proposed Executive HT where the current key priorities for the partnership were discussed. It was recognised that these would be adapted in time. The chair agreed to circulate the power-point to governors.

Chair

**Governors asked about initial feedback from parents.** NL stated that she had asked parents and collected a series of questions in advance of the planned meeting on 13 July. The most common concern related to the shared Head of School responsibilities.

**A governor asked about the format of the meeting.** The chair responded that following an introduction from Jon and Dom, Sarah would give a presentation, followed by questions from the floor.

It was agreed that a reminder about the meeting should be circulated to all school families.

HT

### GB/28/22 **Academisation Update**

Following the unanimous decision of governors at the recent extra-ordinary meeting, held on 11 May 2022, to proceed with the proposal for Linby to apply to join SNMAT, the HT reported that he had recently met with Jo Saville, SNMAT Director of Operations, to discuss the detail of the application process.

The due diligence review of school finance had passed SNMAT scrutiny and letters of approval have been received from SNMAT and the Diocesan Board of Education.

The next step is to submit the application, which is planned for later this term.

### GB/29/22 **Financial Update**

As reported at committee, the carried forward as of 31/3/22 was £52,883.

2020/21 carried forward: £52,958 so minimal movement across the year.

This has placed us in a better position regarding the planned in-year deficit

The budget plan for 2022-23 will be updated when the collaboration with National has been finalised and a review with NCC finance officers is planned in the autumn.

£15000 ring-fenced catch-up funding must be allocated within the school year.

**Governors unanimously approved a waiver of finance policy to allow a contract payment of £62000 to SNMAT.**

The School Fund is currently in credit of £14633.29.

A governor asked for more information about the School Fund. It was explained that this is an accumulation of income from school productions, photographs etc. and has accumulated in recent years as opportunities to spend, such as subsidising trips have been limited by the pandemic. It was further explained that it is kept within the school budget as this allows VAT to be reclaimed.

Benchmarking data confirms that school expenditure patterns are average for similar schools and will be examined in more detail at the autumn committee meeting.

F&amp;Pcttee

Governors unanimously approved the nominal pay increase of £1 for teachers which is related to the national teachers' pension scheme.

## **GB/28/22 Summary of headteacher's report and governors' questions and challenge**

The HT was pleased to share information about the return of school activities to something like normal!

The first school camp since covid had been a great success as was the first sports day for three years. He reported that it was pleasing to welcome back past pupils to assist and develop again the ethos of partnerships between young and older pupils. Governors recognised that this has great benefits for both parties and look forward to it being re-introduced on a regular basis in the autumn.

The Eco Club is a powerful and popular route to raising environmental concerns.

The football team, with players for Y2 to Y5, promoting team spirit.

The return of face-to-face partnership with the elderly at Sherwood House is a delight to children and adults.

### **Governors asked for an analysis of test results which had been circulated for information.**

The HT responded that, whilst Linby's SATS results were above national average, they did not meet the school's expectations.

**Governors asked about phonics results.** School leaders responded the Y1 results were strong and explained that Y2 children who had not met the threshold in Y1 took the test again in Y2.

**A governor asked for a definition of 'greater depth'.** It was explained that this depended on scores and was a bit like getting an A+.

**A governor commented on the new multiplication test.** School leaders were delighted to report that 7 of the 8 children in Y4 had achieved 25/25.

**A governor asked if Y6 knew their results yet.** School leaders explained that the school practice was to put the results in an envelope for parents to collect from the school office and share with their child if they choose to.

**A governor asked about 'league tables'.** It was explained that, because of the impact of covid on education, the government had decided not to produce league tables this year.

**Governors recognised that with very small cohorts, each child can represent a significant % of the group.** The example was given of one Y2 child, who has only recently joined the school and is a persistent absentee.

**Governors raised concerns about foundation level targets.** It was explained that these are set on historical data before the children start school. Governors felt that targets should be adjusted as the school becomes more aware of children's potential and aspirational targets set.

**Governors recognised that the negative impact of covid on children's education is most evident in younger children** and suggested that catch-up interventions might better be targeted a Y1 in September. The HT explained that the current 30-minute catch-up session system was too demanding for younger children.

## **GB/29/22 Post Ofsted Action Plan Update**

Governors were referred to the latest update, available on GovernorHub. The chair commented that the 5 days SNMAT professional support in the autumn term should boost development initiatives.

**GB/30/22 Update on appraisal process and wellbeing for headteacher and staff**

As discussed at committee, staff are working through objectives in all areas. The new staffing structure has been a recent focus and progressions have been completed. Staff are working hard, but Subject Co-ordinators are not as far forward as they would have liked due to time constraints. Enabling non-contact time for leadership has been an issue and school leaders have not been able to give staff the required amount of non-contact time. 'Believe' have recently been coming into School on a Thursday to do dance with the children, which has created some non-contact opportunity.

**GB/31/22 Information from the Corporate Director for consideration and action**

*Promoting the Education of Children with a Social Worker*

There are currently no children with social worker involvement on roll, but the advice was noted for future reference. As discussed at committee, the pandemic has had a significant impact on children's learning. Behaviour in school is generally good. There are a small group of children with additional attachment needs which recent training will help with. Recently, 3 days training and 2 days training with Emotional Literacy Support Assistant (ELSA). Some children have recognised attachment and emotional difficulties and implemented new ways of working with these children.

**GB/32/22 General Data Protection Regulations – report from the DPO/Information Governance Link Governor**

Data Protection Officer: Rob DelaSpina  
Senior Information Risk Owner: Dom Conidi  
Information Governance Governor: Elliott Mizen

It was reported that there have been no reportable GDPR breaches or Freedom of Information requests since the last meeting.

**GB/33/22 Receive report from the Designated LAC teacher**

The HT is the designated LAC teacher. He reported that there are currently no LAC on roll and referred governors to the Pupil Premium and social care report on GovernorHub.

**GB/34/22 Communication**

*From chair*

Governors were reminded to ensure that their GovernorHub information is up to date and that they record training undertaken.

*From headteacher*

The HT noted that this is his last governing body meeting before retirement. He took the opportunity to thank all the governors for their unstinting support and encouragement over the years, which has been greatly valued and appreciated.

*From clerk*

- *Governor Newsletter*

The clerk drew governors' attention to articles of particular interest in recent editions of the LA's Governor Newsletter available on GovernorHub. Governors were reminded that information is regularly updated. Actions and Information are now clearly marked on the front page for ease of reference.

These include:

- Reminder that boards have access to **the termly heads and chairs webinars** to guide you through the Full Governing Body meetings are **available to all governors** and will be re-named in the new school year. Webinars involve no travelling and can be accessed at any convenient time!
- **School closures** - an updated version of NCC's 'School Closure Procedures' was issued to headteachers in January.
- News from the National Governance Association (NGA) - the NGA has produced updated guidance on **"What governing bodies and school leaders should expect from each other"**
- **Governor conference** - Excellent feedback from all those that attended the day. Andy Cope, 'Art of Brilliant' was the keynote speaker. Workshop presentations, including one about current Ofsted expectations, are available on GovernorHub.
- Top 10 tips to recruit new governors

*Education White & Green Papers*

Governors were informed that the National Governance Association (NGA) has produce a useful summary of the recent Government's White and Green papers that can be access here :-

[nga-white-paper-summary-20220401.pdf - GovernorHub](#)

[nga-green-paper-summary-20220401.pdf - GovernorHub](#)

#### **GB/35/22 Approval of in-service training days (5) 2022-2023**

Governors noted that these have been approved and are published in the school calendar.

#### **GB/36/22 Review of delegation and organisation of committees:**

*Agree committee structure and membership of committees*

It was agreed to continue with the current committee structure. All governors are welcome to attend any committee. And new governors will be asked to share their experience and skills where appropriate.

*Note annual planner 2022/23 and Policy checklist 2022/23*

Governors noted these useful guides to agenda setting and policy review.

*Review of and appointment to link governor roles*

It was confirmed that Rachael Tennant remains Safeguarding link governor and Elliott Mizen GDPR link.

Tom Surgay to be RE & CW link, Nina Lewis to be Communications link, Links to school development priorities to be discussed in the autumn.

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

- Safer recruitment – RT and HC. RH also needs to complete training.
- It was agreed to defer Ofsted training
- It was recognised that governors need to enquire what training SNMAT can offer.
- New governors are participating in diocesan and LA induction training.

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

- RT to undertake a behaviour visit.
- French monitoring visit planned
- EM, CH and HC observed Y6 SATS

**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**

- Close scrutiny of recent developments related to the proposed collaboration and academisation to ensure the best outcomes for Linby children.
- Detailed committee review of budget plans to ensure value for money and a focus on school improvement priorities.
- Challenge of target setting systems and proposals to introduce aspirational targets.

**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 2022	Thurs. 17 November 2022
Spring 2023	Thurs. 2 March 2023
Summer 2023	Thurs. 6 July 2023

All meetings in school at 7.00pm

**GB/41/22 Determination of confidentiality of business**

It was

**resolved**

that all papers and reports be made available as necessary.

GB/42/22

**a) Leavers' Bibles**

EM reminded governors that it is a school tradition that governors present Bibles to Y6 children at the Leavers' Service. He will email all concerned and donations of £10 would be welcome.

**b) Traffic concerns**

Parents present expressed concerns that a number of parents were regularly driving up the school lane to collect children and children on scooters sometimes ride carelessly. It was agreed to remind those concerned of the school's reasonable safety guidance.

**c) Closing Prayer**

Trevor Raaff closed the meeting with prayer.

**The meeting closed at 9.45pm.**



Signed ..... (chair) Date .....17.11.22.....

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