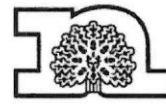




MINUTES OF MEETING



Nottinghamshire County Council

School: Linby-cum-Papplewick CofE (VA) Primary School

Meeting title: Spring term meeting of the governing body

Date and time: Thursday 30 March 2023 at 6:00 pm

Location: At the School

'Love Life — Love Learning — Grow in Faith'

Membership Jon Fearon (chair)
 'A' denotes Helen Cannon
 absence Nina Lewis Louise Bennison
 Carolyn Waddell
 Tom Surgay
 Kristian Bennett
 Trevor Raaff
 Elliott Mizen (vice-chair)
 Natasha Murray (head of school)
 Rachel Hodge (head of school)
 Sarah Barrett (executive headteacher)
 1 foundation governor vacancy
 Ellie Wreford
 Rachael Nayar

In attendance Kerry Palmer (clerk to the governors)

GB/01/23 Opening prayer

Action

The chair welcomed everyone to the meeting. TR opened the meeting with prayer.

GB/02/23

Apologies for absence

There were no apologies for absence as all governors were present.

GB/03/23

Declaration of interest

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

GB/04/23

Review of membership and terms of office ending in the next 12 months

Re-appointment of LA governor

Jon Fearon — LA governor: 27.11.23

It was confirmed that JF has submitted an application to serve for a further term.

Governors unanimously agreed to his re-appointment, subject to approval by the

Service Director. The clerk agreed to confirm that the application is 'in the clerk pipeline'.

The clerk highlighted the following vacancies on the governing body:

- 1 PCC foundation governor

The clerk confirmed that there are no governors reaching the end of their current term of office until August 2024.

GB/05/23 Approval of minutes of autumn term meeting

The minutes of the autumn term meeting held on 17 November 2022 having been previously circulated were confirmed with one amendment and will be signed by the chair electronically.

The clerk apologised for mis-spelling Mrs Rachael Nayar's surname.

Review of actions

- The scheme of Delegation for 2022-23 has been completed and is available on GovernorHub.
- TR will arrange for the contents of the 'Governors Account' to be transferred to the main school account. It was noted that E700 has been allocated for improvements to the Ash Class outdoor area.
- It was agreed that, following approval of the draft minutes of each FGB meeting by the EHT and chair, the draft minutes could be put on the school website, by the school, without any confidential pages, prior to full Chair/EHT approval. This will ensure that information is promptly available to the school community.

All other actions have been addressed or are included later on the agenda.

The chair commented that, having been through the Ofsted process in another context, the commitment and engagement of the governing board at Linby convinced him of its strength and effectiveness.

The vice chair thanked governors for completing the governors' skills audit recently circulated and stated that collated returns indicate a wide range of skills and experience.

The EH T confirmed that when the school joins SNMAT in July it is the Trust's practice to transfer all existing governors to the new Local Governing Board. Information recently requested is just to ensure a representative mix.

G B106/23 Receipt of minutes and approval of policies from accountability panels

The minutes of the Accountability Panel meeting held on 23 March 2023 were noted.

Review of actions

The following policies, revised following LA and DfE guidance, and having been circulated to governors for scrutiny, were unanimously approved and adopted.

- pay
- Finance

- Suspensions and exclusions
- Working at heights
- Attendance
- Staff bullying and harassment
- Separated parents
- Physical intervention
- Administration of medicines in educational settings
- Manual handling
- Lone worker
- Attendance officer home visits
- Animals in school
- Equality objectives statement
- Accessibility Plan
- Equality information and objectives
- Children missing education
- Data protection awareness
- Health and Safety
- Promoting positive relationships& supporting behaviour regulation
- Curriculum development

Governors expressed grateful thanks to the co-heads for the significant amount of time and effort contributed to ensuring that so many policies are now up-to-date and in place.

Governors were reminded of the on-line system for 'signing' policies to indicate All gov's agreement on GovernorHub. A report of these can be downloaded as evidence. All other actions have been addressed or are included later on the agenda.

GB/07/23 Holding executive leaders to account: Summary of Headteacher's report and governors' questions and challenge

The EHT spoke to her report, which had been circulated on GovernorHub prior to the meeting along with supporting reports, papers and data.

The report included information about key headlines, school context, quality of education, behaviour and attitudes, personal development, effectiveness of leadership and management, EYFS, key features of Christian distinctiveness, community links and key enrichment opportunities.

This was supplemented by a series of reports from the co-heads:

- Autumn term assessments of core subjects
- Pupil attendance and behaviour
- Pupil premium, including attendance data and extra-curricular club participation
- Staffing update and absence
- School improvement plan
- Staff training

- SNMAT trilogy report
- PE & sports premium
- Staffing structure

Updates and additional information were given, where appropriate, and governors' questions answered.

Confidential item

It was confirmed that the academisation consultation meeting with parents is planned for 20 April 2023 at 6pm in school. RH reported that she has prepared a 'Frequently Asked Questions' information leaflet to circulate to parents in advance of the meeting. Governors were encouraged to attend if available.

All gobs.

As part of a staffing update, the EHT confirmed that Alison Davies is retiring as the finance officer at Linby. **Governors were pleased to hear that Sarah Perry, SNMAT Business Director, has offered support with the school's financial management, free of charge, until the school formally joins SNMAT in July.** National office staff will also be assisting.

This comes at a time when the school is moving from the NCC system, based on the financial year to the SNMAT system which operates within the framework of the school year.

A governor asked about progress in plans to adopt an on-line payment system for school transactions such as dinner money and payment for residential.

RH responded that two systems are currently being evaluated for best value for money. One is subscription based, the other takes a % of each transaction with a minimum charge. A decision will be made as soon as possible.

The EHT referred governors to external quality assurance reports from both LA and SNMAT officers which had been circulated on GovernorHub. These give very positive judgements about the focus and pace of school improvement. The wider curriculum is at least 'good' with a current focus on history and geography. As reported at the recent accountability panel meeting, really good progress is being made.

TS reported that during his recent curriculum development monitoring visit he had been very impressed by the improvements already in place. The lovely atmosphere, thoughtful use of space and pupil engagement in worship led by TR. Genuinely positive comments came from children in conversation.

A governor asked why, if this is the case, school leaders still judge the school to 'Require Improvement'. It was explained that whilst an effective curriculum is now in place, it has to become embedded in school practice to be considered 'Good'.

Governors wished to record their congratulations to the SLT and all the staff for ensuring such rapid progress.

The EHT and leadership team were thanked for their full and informative reports.

School budget update

Governors were referred to the school budget report for 2023-24, discussed at the last accountability panel meeting and available on GovernorHub.

The chair stated that there is an estimated carry forward of E35 000 from the current financial year.

It is anticipated that the government will cover the cost of impending teacher pay rises in the current offer, but further increased may well fall on school budgets. Clearly, this will present a challenge for budget setting and possible staff restructuring.

Further information is awaited relating to salary increases for support staff.

A governor asked what the minimum NOR was to sustain the current staffing compliments.

School leaders responded that this is difficult to calculate as so many pricing factors, such as utility costs, continue to rise.

The current budget predictions are based on 104 NOR, budget allocations are based on the previous year's October census data. **A governor noted that there are 18 Y6 children leaving in the summer and asked if there would be a reception intake of 18.**

School leaders responded that a number of families have expressed an interest in applying for places.

It was noted that the current statutory limit for infant classes is 30. However, in extenuating circumstances, such as if there is an infant amongst a group of siblings applying, governors can agree that a 31st KSI child be admitted.

Governors unanimously agreed that should this circumstance arise; the child should be given a place.

It was agreed that there should be further promotion of the school and a small school at the heart of its community.

Scheme of Delegation for 2022/2023

As reported earlier in the meeting, the Scheme of delegation has been completed and is available on GovernorHub.

Schools Financial Value Standard (SFVS) for 2022-2023

The SFVS was completed, and copies circulated to all governors for review.

Services for schools

Services for schools was reviewed as part of the budget planning process and outcomes circulated to all governors.

Sustainability fund

It was reported that the school has received a grant of E1 000 from the DfE sustainability fund the purpose of which is to fund capital projects that save energy. Following detailed consideration of the current school building and plant it has been agreed that there are no site improvement projects to be recommended. However,

the DfE guidelines state that the funding can be used to provide for more energy efficient equipment. School leaders, therefore, suggested that the funds be used to replace old and inefficient IT equipment.

Governors unanimously approved this action.

School Fund

Governors noted details of the Barclay's School Fund Account, circulated on GovernorHub. This shows a credit balance to 21.03.23 of E 15 830.83, however, E1400 will shortly be deducted for PGL payments.

GB/09/23 Update on appraisal process for headteacher and staff including an update on the wellbeing of the headteacher and staff

It was confirmed that a meeting has been arranged to set objectives for the EHT.

GB/10/23 Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems (CP confidential file audit)

- Ratification of safeguarding audit

The safeguarding audit and action plan, completed by NL, safeguarding link governor, having been circulated to all governors on GovernorHub for scrutiny, was unanimously accepted and ratified.

GB/11/23 Information from the Corporate Director for consideration and action**School Attendance**

The Department for Education are introducing several important changes to the non-statutory guidance, policy framework and statutory regulations related to school attendance and the use of legal interventions. The policy and legislative changes will set an expectation for local authorities to take on a more strategic role in relation to school attendance. Schools will be expected to develop and publish a Schools are encouraged to commence data sharing this academic year.

Action for governors - Questions governors will want to ask:

1. How familiar is your school with the new non-statutory guidance for 2022-23?
2. Does the school have an attendance policy in place that will meet the requirements set out above?
3. How effective are school leaders in tracking pupil attendance?
4. What are the school's current arrangements for the use of Education Penalty Notices for unauthorised absences in term time?
5. Has the school begun to share attendance data with the Department for Education using Wonde?

Harm outside the home toolkit

The Harm Outside the Home Toolkit was created with the aim of supporting schools in developing their capacity as a protective factor for children at risk of harm. Examples are child sexual abuse, radicalisation, street violence, child on child abuse and criminal exploitation. It includes an abundance of relevant resources.

Creation of the toolkit was one strand of Nottinghamshire's involvement in the DfE's regional Practice Solution Project which involved working in partnership with Lincolnshire and Leicestershire.

A co-production approach was adopted drawing together teams from across Children's and Families Services.

The aim of the toolkit was to create something meaningful and useful; grounded in evidence-based practice, mindful of what our children and young people have said, and what our schools and settings have reflected whilst at the same time ensuring it is purposeful across different contexts, different settings, and across counties The toolkit is published on the Em-ed website and will also feature in the regional website once completed Links to each are below: <http://www.em-edsupportorquk/harm-outside-the-home>
[https://www.childexploitationeastmidlands.org.uk/ Action for governors](https://www.childexploitationeastmidlands.org.uk/Action%20for%20governors)

To support the longevity of this project, Governing Bodies and Trust Boards are requested to monitor use of the toolkit in their schools and across their organisations.

GB/12/23 Communication received and updates

From Chair - none

From Headteacher - none

From Clerk - Governor Newsletters

The clerk drew governors' attention to useful information in the latest Governor Newsletter and encouraged them to browse through these useful documents. He drew particular attention to:

- school Admissions arrangements — 2024-25, including governor responsibilities.

The EHT noted that SNMAT admissions arrangements will be discussed at the next Accountability Panel meeting and a revised policy introduced for the 2025-26 intake. **Acc.Panel**

Governors note the report, circulated prior to the meeting, of the admissions meeting held on 28 February 2023 which considered 48 applications for places in the September 2023 reception class. This ranked applications in order according to the school's admissions criteria.

It is planned to review the admissions policy which will now be applied to the 2025-26 intake. **SLT**

It was again recognised that efforts must continue to raise the profile of the school in the community. **All govs.**

GB/13/23 Report from training co-ordinator including a skills audit and review of governor training requirements for 2023

Governors were referred to relevant information recorded in the minutes of the latest Accountability Panel meeting.

Governors were reminded that they must all complete on-line data protection awareness training if they have not already done so. **All govs.**

GB/14/23 Governor skills audit

Governors were referred to relevant information recorded in the minutes of the latest Accountability Panel meeting.

GB/15/23 General Data Protection Regulations

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

DPO: SNMAT will take on this responsibility following academisation in July. The EHT will investigate interim arrangements. **EI-IT**

SIRO: Sarah Barratt — Executive Headteacher

Information Governance Governor: -- Elliott Mizen

Report from the DPO and Information Governance Governor

There have been no reportable GDPR breaches since the last report or Freedom of Information requests.

GB/16/23 Review of governor monitoring visit reports — key actions for governing body

- NL has visited school to monitor the reading and gained a useful overview of strategies in place.
- EM has completed a Health & Safety audit which raised concerns about areas of concrete floor. There are plans in hand to repair with the support of the SNMAT estates manager, James Clarke. Further details have been circulated to governors in a recent premises report.
- TS has visited to review recent curriculum developments
- KB visited school before Christmas to review the SEND action plan
- EM has audited data protection security
- The use and impact of pupil premium was reviewed at the accountability Panel meeting and a summary report circulated to all governors on GovernorHub.
- NL reviewed recent safeguarding developments and completed the safeguarding audit with support from the EH T.

It was agreed that monitoring visits focusing on quality of education would be a priority in the new school year.

GB/17/23 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

- Restructuring of governor meetings so that all governors now actively involved in key decision making.
- A renewed focus on relevance and purpose in the pursuit of school improvement.
- Careful consideration of staffing structure going forward, to ensure the continuity of quality education for all the children.
- Scrutiny of budget planning information to ensure value for money and priorities that support school improvement.

GB/18/23 Confirmation of dates for 2023/24

The governing body

agreed

Accountability Panel

Monday 22 May 2023 @5pm

Full governing Body

Thursday 6 July 2023 @ 6pm

GB/19/23 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

GB/20/23 Closing prayer

EM closed the meeting with the school prayer.

The meeting closed at 7.15pm.

Signed _____ (chair) Date.....

