

MINUTES OF MEETING



**Nottinghamshire
County Council**

School: Carlton Standhill Infants' School
Meeting title: Spring term meeting of the governing body
Date and time: Wednesday, 13 March, 2019 at 6.00pm
Location: At the school

Membership
'A' denotes absence

A	Mr Patrick Astill
	Mrs Jackie Bucknall
	Mrs Joy Clarke
	Ms Emma Edwards
	Mrs Emma Fletcher (Chair)
	Miss Sarah Flint
	Mrs Sarah Ghattaora (Headteacher)
	Mr Terry Morley (from item GB/03/19)
A	Mrs Rosemary Ward
A	Mr Adam Wilson
	Mr Connor Worrall

In attendance Miss Sally Smith (clerk to the governors)

GB/01/19 Apologies for absence Action

Apologies for absence were received from Mr Wilson (personal), Mr Astill (work commitment) and Mrs Ward (personal).

It was

resolved

that the governing body consent to these absences.

GB/02/19 Declaration of interest

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

GB/03/19 Review of membership

There were no vacancies on the governing body.

Governors agreed to Terry Morley's appointment as LA governor and he was welcomed back to the governing body.

No governors were due to end their term of office in the current year.

GB/04/19 Approval of minutes of autumn term meeting

The minutes of the autumn term meeting held on Thursday, 8 November, 2018 having been previously circulated were confirmed and signed by the chair.

Review of actions

GB/46/18 – The SEND governor was reminded to consider the report.

JC

GB/05/19 Receipt of minutes and approval of policies from committees and working parties

Finance and General Purposes Committee

The minutes of the meeting of the Finance and General Purposes Committee meeting held on Wednesday 10 October 2018 had been available to governors before the meeting.

School Review Committee

The minutes of the School Review Committee meeting held on Wednesday 23 January 2019 had been available to governors before the meeting.

The Behaviour Policy was being developed with the staff.

6.05pm Ms Edwards joined the meeting.

Approval of NCC Pay Policy

Governors noted that the Pay Policy had been agreed at the Finance and General Purposes Committee.

GB/06/19 Headteacher's report

The Headteacher presented her report which had been available to governors before the meeting. Governors asked questions throughout the presentation.

Following a question governors were told how the school was addressing the pupil places available in the school.

Governors congratulated the school on reaching above average attendance data.

Q How often are you planning on conducting Pupil Premium interviews? This had been the first time and interviews were still ongoing. It was hoped they would be repeated twice a year.

Q Do you have to let the parents know the conversations are taking place? No, this was part of the school day.

Q Are you recording the interviews? No, but Mrs Ghattaora was collating responses on a chart.

Q Why had support staff absences doubled? This was due to two staff having planned operations and needing time for recovery.

Mrs Ghattaora informed governors there was a staff absence involving a mid-day supervisor. Details were not shared.

Q Governors asked for clarification on what was happening in school until the situation was resolved and this was described.

Q Do you still have a playleader? Yes, but they were expected to go on maternity cover.

Q When does the playleader's temporary contract end? They were on a supply style contract. Mrs Ghattaora would find cover for this role if this was possible.

Mr Wilson had been in to school to look at GDPR and was to visit the school again.

Mr Worrall had conducted a Health and Safety visit.

Mrs Ghattaora was asked to email to remind governors to visit the school for monitoring visits.

SG

Q Will Julie Wardle visit for the headteacher's mid-year appraisal meeting? No she would visit again at the end of the appraisal cycle.

Q Was nurture having an effect? Yes, especially with one child. Children were more settled and were accessing nurture group work which was having an effect.

Post LAC children had made expected progress but had not yet achieved the same as their peers.

Q Was the school addressing the momo situation? A letter had been sent to parents and children had been warned and were discouraged from discussing it in school. Information was available in school for sharing with parents who expressed an interest. Pupils were taught e-safety.

Q Do all pupils go ice skating? All year 2 pupils went. It was developing resilience in the pupils who were enjoying it.

Q Does ICT include provision for pupils? It would when the staff equipment had been updated. The provision had improved for pupils.

Q How was the outdoor area going? Lowater visited regularly and local childminders accessed the area weekly. It was part of the school's community involvement.

Q How are links with Porchester Junior school progressing? Children had visited twice and a joint SLT meeting had taken place and a future one was planned. A handwriting policy was to be developed across the two schools. SEN transition visits would start after Easter.

GB/07/19 Approval of

School budget

Governors noted that an increase of around £10,000 was expected. The school would lose funding for Higher Level SEN needs as pupils moved on. There would be some pupils with moderate needs.

The school was in a good financial position. The 5 year budget remained valid. Mrs Ghattaora outlined changes to the budget.

Q Were less parents applying for free school meals? Yes, and ways of encouraging parents to apply were discussed.

The budget was not yet finalised and would be presented to the Finance and General Purposes Committee.

Schools Financial Value Standard (SFVS)

This had been discussed by the Finance and General Purposes Committee.

Services for schools

Services for School would cost £2,000 more than the previous year, mainly due to an anticipated audit which would need to be paid for.

Services being bought were described to governors with the usefulness for the school.

GB/08/19 Update on appraisal process for headteacher and staff

Pupil Progress meetings were being held and would be followed by interim appraisals. Mrs Ghattaora had no concerns at that point in the year. Mrs Fletcher and Mrs Ward were to visit for the interim headteacher's appraisal.

GB/09/19 Information from the Corporate Director for consideration and action

Nottinghamshire Safeguarding Children Partnership

Governors received the report and were assured that the school had taken appropriate actions.

GB/10/19 Communication

From clerk – Governor Newsletter

The clerk reminded governors that there had been 2 issues of the Nottinghamshire Governor Newsletter since the last meeting and highlighted relevant articles.

GB/11/19	Report from training co-ordinator including review of governor training requirements for 2019	SG
	Mr Wilson had not provided a training report. Mrs Ghattaora was to ask if he was arranging group training.	
GB/12/19	Governor monitoring visits	All gov
	There had been no monitoring visits.	
	Governors were reminded to fill in monitoring forms after each visit.	
GB/13/19	Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account	Summer
	Governors had: <ul style="list-style-type: none"> • asked extensive questions throughout the meeting • approved the Pay Policy • questioned staff sickness • discussed Pupil Premium provision • discussed governor monitoring roles and the impact this work had on the school • discussed achievement data extensively in committee <p>The Staff Disciplinary Policy and Code of Conduct had been sent to governors. Governor approved the Staff Disciplinary Policy.</p> <p>(Note added after the meeting that the Code of Conduct would need to be approved at the Summer term meeting).</p>	
GB/14/19	Confirmation of date for 2019	
	The governing body	
	agreed	
	Summer term – Wednesday, 12 June, 2019 at 6.00pm	
GB/15/19	Determination of confidentiality of business	
	It was	
	resolved	
	that all papers and reports be made available as necessary.	
	The meeting closed at 7.10pm.	

Signed (chair) Date