

**School:** Carlton Standhill Infants  
**Meeting title:** Autumn term meeting of the governing body  
**Date and time:** Wednesday 6 December 2023 at 6:00pm  
**Location:** At the school

**Membership**

'A' denotes absence

Mrs Suzanne Britten  
 Mrs Jackie Bucknall (vice-chair)  
 Mrs Joy Clarke  
 Mrs Emma Croghan  
 Miss Sarah Flint (chair)  
 Mrs Sarah Ghattaora (headteacher)  
 A Mr Terry Morley  
 Miss Nicola Scott  
 Mr Connor Worrall

**In attendance** Mrs Aimee Sawyer (clerk to the governors)

**GB/37/23 Apologies for absence Action**

Apologies for absence were received from Mr Morley (illness).

It was

**resolved**

that the governing body consent to these absences.

**GB/38/23 Declaration of interest – Governor annual declarations and agreements**

*Review and sign 2023/2024 Register of Business Interest*

All governors confirmed that they had reviewed and signed the Register of Business Interest.

*Review and sign 2023/2024 Declaration of Eligibility*

All governors confirmed that they had reviewed and signed the Declaration of Eligibility.

*Review and sign Governor Code of Conduct*

All governors confirmed that they had read, understood and signed the school governors' code of conduct.

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

The clerk explained how governor diversity data could be collated on Governor Hub.

**GB/39/23 Review of membership and terms of office ending in the next 12 months**

The clerk highlighted the following vacancies on the governing body:

1 x parent governor vacancy – the headteacher confirmed that an election would be held after Christmas.

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

Mrs Bucknall – March 2024

Miss Scott – March 2024

Both governors nominated themselves to be re-appointed as co-opted governors. This was approved by the governing body.

**GB/40/23 Determination of term of office for chair and vice-chair**

The governors agreed to continue with a one-year term of office for both chair and vice chair.

**GB/41/23 Election of chair**

Mrs Bucknall self-nominated for the position of chair. There were no other nominations. Following a vote, it was

**resolved**

that Mrs Bucknall be appointed as chair of the governing body.

**GB/42/23 Election of vice-chair**

Mrs Britten was proposed for the position of vice-chair. There were no other nominations. Following a vote, it was

**resolved**

that Mrs Britten be appointed as vice-chair of the governing body.

The governors thanked Miss Flint for all of her hard work as chair of the governing board.

A discussion was had regarding committee membership, and it was confirmed that Miss Scott would be the chair of the School Review Committee and Mr Morley would continue to be the chair of the Finance Committee.

**GB/43/23 Approval of minutes of summer term meeting and any special governing body meetings**

The minutes of the summer term meeting held on 21 June 2023 having been previously circulated were confirmed and signed by the chair.

- Review of actions

The actions from the previous minutes were reviewed and the governors confirmed that all actions had been completed, unless mentioned below or elsewhere in these minutes.

**GB/32/23** *Mrs Wheldon and the headteacher to chase up governor logins for the new East Midlands Education Support Service provision.* – All governors are to look at the training options on the website.

**All gobs**

**GB/44/23** **Receipt of minutes and approval of policies from committees and working parties**

A meeting of the Finance and General Purposes Committee took place on 8 November. The headteacher to follow up with the SBM regarding uploading the minutes onto Governor Hub.

**HT**

A meeting of the School Review Committee took place on 4 October. The minutes had been circulated via Governor Hub. The headteacher shared that there were no actions from the meeting.

Approval of child Protection Policy – **formally approved.**

Approval of governor code of conduct policy - **formally approved.**

**GB/45/23** **Overseeing Financial Performance – Financial reporting**

- Year-end re-forecast

This was covered at the autumn meeting of the finance committee. The headteacher went through the key points.

- HLN funding had not been awarded for a child that it had been applied for.
- There had been additional bids for 3 children. The headteacher discussed the funding, stating that there was approximately a £10k deficit in the funding expected.
- More money had needed to be spent on staffing which meant in the longer term, school was forecasting a potential deficit budget:

24/25 – C/F - £51,415

25/26 – C/F - £8,087

26/27 – C/F - £0

- Fundraising

The headteacher explained that there was approximately £8,300 in the school fund pot. She discussed what some of the money gets spent on. Due to the future budget deficit that had been forecast, LA finance had recommended using the fund for treat things that might have otherwise been paid for using money from the main budget.

**GB/46/23** **Holding executive leaders to account: Summary of Headteacher's report and governors' questions and challenge**

The report had been circulated prior to the meeting via Governor Hub. The headteacher discussed the following key points:

- Attendance- very positive
- Number of children receiving FSM was higher than the national average.
- Staffing – significant absence due to a number of reasons but these were one off reasons.
- Behaviour – generally good. Behaviour of some does have an impact on the learning of peers. Even with a TA present in the classroom, some behaviour was still having an impact on other children. The headteacher shared that school were seeking more professional support from external services.

**A governor asked if there was still a room for children to use if they needed to calm down.** The headteacher confirmed this was the case but many of the children showing challenging behaviour refused to go to the room.

**A governor asked about exclusions.** The headteacher explained that there had been 3 so far this year. One related to a child that was violent towards the headteacher, one incident involved violence towards a teacher and the other involved equipment in the playground being smashed.

**A governor asked what support was in place for pupils and staff.** The headteacher replied that school was doing everything it could and there were already 2 different professional bodies involved in providing support.

**GB/47/23 Update on appraisal process for headteacher and staff including an update on the wellbeing of the headteacher and staff**

- Confirm external adviser – Julie Wardle

**\*\*Confidential item\*\***

All staff appraisals had been completed and new targets had been set.

Appraisal governors were confirmed as Miss Flint and Mrs Croghan.  
QA governor was confirmed as Miss Scott.

**GB/48/23 Receive and scrutinise headteacher's annual report on whole school appraisal process including:**

Governors were happy that this had already been covered.

**GB/49/23 Ensure clarity of vision, ethos and strategic direction, set by governors**

- Review and embed the vision, ethos and strategy of the school – reflected in the school improvement plan.

The SIP had been shared at the School Review Committee meeting. The headteacher explained that the school ethos and vision had been updated and linked to core values and learning powers. This came into place in September.

- Approve (or confirm arrangements to approve) the School Improvement Plan as detailed in the scheme of delegation

### Formally approved

## GB/50/23 Information from the Corporate Director for consideration and action

**Nottinghamshire SEND Improvement Programme** Summary of Report - for information: Autumn term 2023 - Chris Jones SEND Strategic Lead

Following the recent local area SEND inspection by Ofsted and the Care Quality Commission (CQC) in early 2023, the local area partnership has developed a SEND Improvement Programme to ensure the experiences and outcomes for children and young people with Special Educational Needs and Disabilities (SEND) are improved.

A SEND Improvement Board has been established to oversee improvements arising from the [inspection report](#), with Dame Christine Leneham (Director of the Council for Disabled Children), as its independent Chair. The SEND Improvement Board held its first meeting on Friday 23 June 2023.

**Priority Action 1** - Leaders, NHS Nottingham and Nottinghamshire Integrated Care Board and education, health, and care providers should cooperate to urgently identify, assess, and provide for the needs of children and young people with SEND. This includes assessment of needs, timely issuing of Education, Health and Care Plans and holistic oversight of these plans through annual reviews.

**Priority Action 2** - Leaders, including commissioners and providers, should act urgently to identify and address the delays and gaps in access to some health services, particularly speech and language therapy, neurodevelopmental pathways, and equipment services. They should also ensure that they use available performance data to identify where gaps exist and whether actions taken to address these are effective.

Further details including a link to power point is available in the directors' report for governors

### Questions governors will want to ask:

1. How familiar is your school with the local area SEND inspection and the outcomes? Know
2. How effectively does your school identify, meet and monitor children and young people with SEN Support? Substantial gap in funding in SEN and what school has to pay. Been through how well children are supported
3. How does your school engage children and young people with SEND and their parents and carers in the decisions made about them wherever possible?

The headteacher stated that the EHCP application process appeared to have sped up but now staff in school were not given enough time to complete what was required.

The headteacher commented that some parents were expecting school to complete speech and language tasks that were home-based because children were refusing to do them at home.

**Safer Working (recruitment and selection), Teachers Pay and other HR updates - September 2023 Andy Wilson Senior HR Business Partner Schools**

**The HR Service letter** 31 August 2023 sets out the DfE proposals in full, subject to parliamentary approval in October/ November and is available here:

<https://www.nottinghamshire.gov.uk/media/5083445/7-school-pay-award-letter-1.docx>

**Support Staff Pay award effective from 1 April 2023** - The pay award remains unresolved, and we will provide a further update as more information is available.

**The School Pay Policy for 2023** - The HR Service will issue the pay related updated documents following completion of consultation with the local trade unions and final publication of the STPCD 2023 in November.

**School Appraisal Policy and Guidance Updates 2023** - The revised Appraisal Policy 2023 and Guidance Document 2023 are now available on the schools Portal.

**Updates to Recruitment and Selection Safer Working Documents 2023** - Has been revised in line with Keeping Children Safe in Education 2023 (KCSIE 2023), Several HR policies and procedures, including contracts of employment and accompanying letters which can be accessed [here](#).

**The School's Employee Code of Conduct** - this document has been updated in line with changes to policies for all Nottinghamshire County Council employees regarding second employment and acceptance of gifts.

**The School Induction Policy (updated Sept 2023)** - please refer to the policy when inducting new staff and use the checklists.

**Counselling support for all school-based employees** – reminder that counselling intervention is available for employees through our new provider Health Assured – see school portal for more details.

**Length of the School Week** - The School White paper announced an expectation for all mainstream state-funded schools to deliver at least a 32.5-hour week by September 2023. This has now been extended and schools have until September 2024 to meet this expectation.

**New SENCO Qualification requirements from September 2024** - The Department for Education announced in the [SEND and alternative provision improvement plan](#), published in March 2023 that a new leadership level national professional qualification for SENCOs will now replace the existing qualification

#### **1. Action for governors – Summary**

- To make arrangements for the appropriate committee of the governing body to meet to approve all new policies, guidance documents and toolkits as they are published. Remember, head teachers and governors must make policies school specific where required;
- To ensure that all staff and governors have read the required elements of Keeping Children Safe in Education, 2023 and Annex A as required;
- To ensure that the school policies and systems for undertaking the required safer recruitment checks for staff, governors, volunteers and contractors are robust. Plan to review your SCR and undertake a Pre-Ofsted Safer Working Check, if required;

- To ensure that a DBS and Section 128 check has been carried out for all governors
- To ensure that all appropriate HR policies and procedures have been adopted (Governor Policy Checklist, 2023), including the specific updates as described in this report;
- Look out for updates on the School Pay Policy in October 2023 and apply the new rates in November, when agreed by Parliament.

**GB/51/23 Safeguarding information for consideration and action**

- Assurance of statutory safeguarding arrangements in Nottinghamshire Schools, colleges, and independent providers
- Safeguarding Children in Education: self-audit tool 2023/2024 plus supporting guidance

The audit had been completed and Mrs Clarke had been involved in the process. Headteacher to submit the audit before the deadline of 20 December.

HT

**GB/52/23 General Data Protection Regulations - Receive report from Data Protection Officer and Information Governance governor**

The headteacher shared that there had been one data breach involving an email sent with the wrong attachment. All persons involved were satisfied it had been dealt with appropriately.

The headteacher said that she had been challenged by a parent recently regarding GDPR. This had related to a social care report that the headteacher had written. The headteacher had asked the family to come and meet with her to discuss the issue but they had not responded.

The headteacher had completed a cyber security training module which all staff would also be completing.

As per actions given at the Ofsted inspection, a new online payment/booking system was being put into place.

**GB/53/23 Communication received and updates**

- From Headteacher

\*\*Confidential item\*\*

- From Clerk - Governor Newsletter

The clerk signposted governors to the two editions of the autumn newsletter available on governor hub.

**GB/54/23 Report from training co-ordinator including a skills audit and review of governor training requirements (including safeguarding) for 2023/24**

Miss Scott highlighted the opportunity for governors to attend the governor conference in March.

Mr Worrall had completed health and safety training with NAGs.

Appraisal governors to ensure they had completed the relevant training.

**SF/EC**

All governors to update training records on Governor Hub.

**All gobs**

**GB/55/23 Review of governor monitoring visit reports – key actions for governing body**

All governors were present for recent Ofsted inspection.

Link governor roles to be reviewed at spring FGB meeting.

The following links were confirmed:

Health and Safety – Mr Worrall

Safeguarding – Mrs Clarke

GDPR – Mr Morley

Training – Miss Scott.

**Agenda**

**GB/56/23 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account**

- Governor involvement in Ofsted inspection
- Governor involvement in Headteacher's appraisal
- Review and approval of range of policies
- Attendance at committee meetings

**GB/57/23 Confirmation of dates for 2023/24**

The governing body

**agreed**

Spring term – Wednesday 28 February 2024 at 6pm

Summer term – Wednesday 26 June 2024 at 6pm

**GB/58/23 Determination of confidentiality of business**

It was

**resolved**

that all papers and reports be made available as necessary with the exception of two items.

**The meeting closed at 7:27pm.**

Signed ..... *J. Buckell* ..... (chair) Date ..28.2.24.....

School Display