

School: Carlton Standhill Infants'
Meeting title: Spring term meeting of the governing body
Date and time: Wednesday 28 February 2024 at 6:00pm
Location: At the school

Membership

'A' denotes absence

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

In attendance Mrs Aimee Sawyer (clerk to the governors)

GB/01/24 Apologies for absence Action

There were no apologies for absence.

GB/02/24 Declaration of interest

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

The clerk explained that Miss Flint, Mr Morley and Ms Duncan needed to confirm their declarations of interest on Governor Hub.

SF/TM/MD

GB/03/24 Review of membership and terms of office ending in the next 12 months

Governors welcomed Ms Duncan as the new parent governor.

There were no vacancies on the governing body.

GB/04/24 Approval of minutes of autumn term meeting and any special governing body meetings

The minutes of the autumn term meeting held on 6 December 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/43/23 All governors to update training records on Governor Hub – to review at summer FGB. **All govs**

GB/55/23 Link governor roles to be reviewed at spring FGB meeting.

Health and Safety – Mr Worrall

Safeguarding – Mrs Clarke

GDPR – Miss Flint

Training – Miss Scott.

SEND/Pupil groups – Mr Morley

The headteacher to create a timetable for governors to meet with subject leaders and pupils as done in previous years in the summer term. Governors sign up to subjects and report back after coming into school.

HT/All govs

GB/05/24 **Receipt of minutes and approval of policies from committees and working parties**

Review of actions

A meeting of the Finance and General Purposes Committee had taken place on 8 October 2023. The headteacher gave a summary of the meeting, including:

- The defibrillator was now included in the regular health and safety checks
- Incorrect flooring had been laid in the new outdoor shelter and this had to be re-done. The work was almost complete by Arc.

A meeting of the School Review Committee had taken place on 31 January 2024. The headteacher explained that the home-school agreement had been discussed and it was agreed that listening to reading at home would be added for September. No further actions.

Approval of Finance Policy – to be approved at summer meeting.

Agenda

GB/06/24 **Holding executive leaders to account: Summary of Principal's/Headteacher's report and governors' questions and challenge**

The headteacher's report had been circulated to governors prior to the meeting. An overview was given, including the following key points:

- There were currently 2 pupil spaces – 1 space was on hold for a child, but the situation was complicated.
- Expected reception pupil numbers for September – 35 (45 PAN) 27 – county, 8 – city.

A governor asked if the headteacher knew details of number of siblings etc. The headteacher confirmed that she had seen a detailed list. She commented that school needed to be mindful of lower numbers and the impact on the school budget going forward.

- Attendance – above national. 2 children had received exclusions and because of needs were on reduced timetables which impacted attendance

figures. The headteacher stated that this was working, and the children's needs were being met. SEN support had been in for one of the children and said school were doing everything they could in terms of support. **A governor asked if the family were receiving support.** The headteacher responded that this was the case, however the family were not in the catchment area. The other child was in the process of seeking a diagnosis. The headteacher had sent positive letters out to those families where attendance had improved.

- Staff absence – the headteacher explained that there had been a high leave of absence requests. The policy included reference to leave of absence but especially because of the significant number of job-share roles, staff could not assume this leave would be paid. Staff could request the time but the headteacher could not guarantee this would be paid. A discussion was had about types of leave and how it was managed. **A governor asked what is said in the Pay Policy.** The headteacher confirmed the wording was up to 5 days leave. However, the impact on the budget needed to be considered.

Governors approved that going forward, the headteacher would seek governor approval for any leave of absence to be paid. It was agreed that Miss Scott would be contacted regarding this because of her experience. **A governor asked what would happen if a staff member challenged this.** Governors agreed that because the policy says paid leave was discretionary as long as the process was fair and consistent this would be fine. Miss Scott and headteacher to meet and discuss further. To be reviewed at autumn term FGB.

- All appraisals were up to date
- Standards – the headteacher explained that the second lot of assessments were due to take place soon. EYFS had made good progress. There were now no year 2 SATs – because of this the KS1 leader would be attending LA training on what this would like in terms of reports and transition. **A governor highlighted the year 1 data figures as they seemed low.** The headteacher replied that year 1 data could not be compared with foundation stage because of the curriculum being different. The data does not reflect where the children will be by the end of the year.
- Behaviour continues to be generally good. Staff were keeping on top of any issue and the school was not in the same place as a couple of years ago. Exclusions have taken place in order to put things in place for when the child returned to school.
- Budget- a discussion was had about B02 carry forward spend. The impact of previous spending on staffing has been successful. The headteacher shared that a member of staff that was funded for a year was to have a permanent contract for 1 day a week. The significant carry forward in the budget was not going to be there for 24/25 onwards. A governor asked if having less children on role would mean school was officially over-staffed. The headteacher responded that technically this was the case, the budget was there for the current year and then numbers would need to be confirmed for September before any further discussion. The headteacher stated that there was a natural reduction in staff with someone having asked to reduce their hours. 4 children receiving SEN funding were joining the juniors in September which would also impact the budget. There would potentially be a LAC joining in September. A governor commented that as

soon as this was confirmed in April, the Virtual School could be contacted regarding funding.

GB/07/24 **Overseeing Financial Performance – Financial reporting**

Approval of (if applicable)

Schools Financial Value Standard (SFVS) for 2023-2024 – Miss Flint and Mrs Clarke had agreed this with the headteacher, and it was to be submitted.

HT

Year-end re-forecast

The School Business Manager had projected the following pupil funding which was based on the October census:

22/23 – £640k

23/24 – £657k

24/25 – £701k

Services for Schools - Buy Back of NCC Services

A number of services were discussed and approved, including the following:

- Catering
- Payroll
- SIMS support

A governor asked if school had looked at not using Atom for some services as they were expensive. The headteacher said that different quotes had been sought and recently school had moved to another provider for some IT services.

- Governor services package including clerking service
- Legal services
- Education library

The headteacher stated that buy back services were to cost approximately £400 more than the previous year. The School Business Manager carried out a benchmarking activity every year to compare the costs to other similar schools.

The headteacher explained that there would be no F&GP committee meeting in the spring term because the meeting with LA finance would not take place in time and the SBM would not be available. This would take place in the summer term.

Fundraising

Following advice from LA finance, school had been using some money from the fundraising pot to pay for extras in school. The pot had been around £8k for a while and was now approximately £6k. The headteacher stated that she would like school and governors to consider how more fundraising could take place. There was no PTA in place. A discussion was had about the challenges of this with the school being a small infant school.

GB/08/24 **Update on appraisal process for Headteacher and staff including an update on the wellbeing of the Headteacher and staff**

The headteacher to meet with appraisal governors for the interim review.
The chair asked the headteacher about her wellbeing and that of the staff.
 The headteacher responded that staff were very supportive of each other and remained positive. Staff worked well as a team.

HT/SF/EC

GB/09/24 Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems (CP confidential file audit)

Mrs Clarke and the headteacher had started this process. School used CPOMs. To be completed before half term.

HT/JC

GB/10/24 Information from the Corporate Director

Growing Up in Nottinghamshire School Survey - By Kay Massingham Public Health and Commissioning Manager

In the academic years 2022/23 and 2023/24, all Nottinghamshire schools have the chance to participate in a free health and wellbeing survey for pupils and headlines include:

Primary (responses from pupils in Years 4, 5 and 6)

- 11% of pupils didn't have anything to eat or drink before lessons on the day of the survey, whilst 9% only had a drink.
- 42% of Y6 pupils responded that they were unhappy with their weight (36% wanting to lose weight and 7% wanting to gain it.)
- 5% of Y5+ pupils said they had tried vaping. 0% had tried smoking.
- 8% of pupils had a low score on the Stirling Children's Wellbeing Scale indicating poor mental health.

Responses from Secondary (responses from pupils in Years 7, 8 and 10) can be found in the briefing report.

Action for governors

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

Specifically:

- Ask what your school's plans are to undertake the survey.
- If your school has already participated – ask what the findings were and how they plan to respond.
- As a Governing Body or Trust Board, discuss how you can support NICE

recommendations for a whole school approach to health and wellbeing

Confirmation of actions to be taken

Responses were discussed, but survey not appropriate for KS1.

GB/11/24 Communication received and updates

From Headteacher

Confidential item

From Clerk - Governor Newsletter first spring term edition

The clerk signposted governors to both editions of the spring newsletter and explained that links to further information, including training could be found within the newsletter.

Governors were reminded that the Governor Conference was to take place on 2nd March.

GB/12/24 Report from training co-ordinator including review of governor training audit and training requirements for 2024/2025

The need for governors to update training records on Governor Hub had already been discussed. To review at next meeting.

GB/13/24 General Data Protection Regulations

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

Report from the DPO and Information Governance Governor

The Deputy Headteacher was confirmed as the DPO and headteacher as the SIRO.

The headteacher shared that staff had recently undertaken cyber security training which had been very useful.

School had introduced a new system called SCOPAY which was an online payments and messaging service. There had been some challenges, but they were in the early stages of this.

GB/14/24 Review of governor monitoring visit reports – key actions for governing body

No visits had taken place since the last meeting. A speed dating style meeting with governors and subject leaders was to take place next term.

A governor asked if governors needed to do anything regarding the issue of British Values and RE raised at the Ofsted inspection. It was discussed that there should be a particular focus on these and the headteacher to ensure visits with subject leads and pupil voice was timetabled.

HT

A governor asked what was happening regarding covering the SBM role whilst she would be recovering from an operation. The headteacher replied that she would cover the office in the afternoons. **A governor asked if this would be putting too much on the headteacher.** She said that she did not want to use funds when the role could be covered temporarily in house.

GB/15/24 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

- Attendance at committee meetings
- Successful parent governor election
- Question and challenge of the headteacher's report

- Governor involvement in staffing discussions
- The headteacher thanked Miss Flint for her social worker knowledge in supporting some families in school.

GB/16/24 Confirmation of dates for 2024/2025

The governing body

agreed

Summer term – Wednesday 26 June 2024 at 6pm

Autumn term 2024 – to be agreed – 13th Nov 24 6pm

Spring term 2025 – to be agreed- 12th March 25 6pm

Summer term 2025 – to be agreed – 11th June 25 6pm

GB/17/24 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary with the exception of one item.

The meeting closed at 19:28pm.

Signed



..... (chair)

Date26.6.24.....