

**School:** Carlton Standhill Infants'  
**Meeting title:** Summer term meeting of the governing body  
**Date and time:** Wednesday 26 June, 2024 at 6pm  
**Location:** At the School

**Membership**

'A' denotes absence

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

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

**GB/18/24 Apologies for absence Action**

Apologies for absence were received from Mrs Clarke (bereavement).

It was

**resolved**

that the governing body consent to these absences.

**GB/19/24 Declaration of interest**

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

**GB/20/24 Review of membership and terms of office ending in the next 12 months**

The clerk highlighted the following vacancies on the governing body:

None

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

None

**GB/21/24 Approval of minutes of spring term meeting and any additional special governing body meetings**

The minutes of the spring term meeting held on 28 February 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/02/24** *The clerk explained that Miss Flint, Mr Morley and Ms Duncan needed to confirm their declarations of interest on Governor Hub. Mr Morley still to update.* **TM**

**GB/04/24** *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. – Due to absence, this had been postponed until the autumn term. Staff were aware this would be part of the INSET day.* **HT**

**GB/08/24** *The headteacher to meet with appraisal governors for the interim review. – Postponed due to absence.* **HT/SF/EC**

**GB/09/24** *Confidential file audit - Mrs Clarke and the headteacher had started this process. School used CPOMs. To be completed before half term. Headteacher to check if this has been completed.*

**GB/14/24** *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. – Staff had been involved at reviewing this and this was ongoing. Governors to be updated on progress soon.*

### **GB/22/24 Receipt of minutes and approval of policies from committees and working parties**

#### *Review of actions*

A meeting of the Finance and General Purposes Committee met on 22 May 2024. Draft minutes of the meeting had been sent to the head and chair and were to be uploaded onto GovernorHub. **HT**

A School Review Committee meeting had not taken place as there were no new updates.

There were no actions to discuss.

### **GB/23/24 Financial reporting**

*Schools Financial Value Standard (SFVS) 2023-2024 (deadline 31.03.24)*

- It was confirmed that this had been submitted.

*Approval of school budget (if not already agreed in actions from committees)*

- Approved at F&GP Committee meeting

*Governors consistent financial reporting out-turn statement including the intended use of balances (BO2) return*

- The headteacher explained that a Committee Balances Return was not needed because budget surplus was below the percentage threshold to require one.

*Approval of services for schools/review of contracts (if not already approved in spring term)*

- *Approved at F&GP Committee*

*Finance Policy*

- This was **formally approved** by governors.

## **GB/24/24 Summary of headteacher's report and governors' questions and challenge**

The report had been shared with governors prior to the meeting and the headteacher discussed the following key points:

- There had been significant movement throughout the year with children leaving because families were relocating.
- The headteacher shared that 40 children had visited the school this week, so she was hopeful that the number of pupils joining in September would be better than at first thought. There would also be a child joining year 1. School would continue to try and fill any gaps in pupil numbers.
- Attendance had dropped slightly. This was partly due to 3 children being on part-time timetables. Attendance was still above the national average but was not as good as previously. Procedures and policies regarding attendance continued to be followed.
- **A governor asked if school was initiating fines for poor attendance.** The headteacher responded that fines had been issued but generally this was not the case. A discussion was had about the new national attendance guidance and how all schools would have to consider fining after 10 sessions were missed.
- The headteacher explained that after working with Miss Scott, the new staffing absence procedure had been launched. There had been some unpaid leave taken and some negative responses from staff. Absences had been covered at minimal cost to school by covering in house.
- Personnel – there were no significant changes to share. The intervention/PPA teacher would be reducing to 1 day a week. A discussion was had about the significant amount of money that had been used to work with the bottom 20% in small phonics intervention groups. The headteacher explained that this had been very positive for Ofsted but not for the long-term impact. Children would all participate in whole-class phonics teaching from September.
- The spring attainment data had been shared in the report. Current KS1 writing results were quite poor being lower than the national average. Maths and reading were in line with last year's national average, as was EYFS. Phonics results were below national average. The data had been shared with the LA as even though KS1 assessments were not statutory, the LA analysis was helpful. The headteacher stated that she needed to unpick what had happened with writing. **A governor asked if this was cohort related.** The headteacher said this was not the case as they were

where they should be for other things. Mr Worrall, as writing lead, said that it was surprising which children had not met targets. Some staff had had issues with using Talk for Writing.

- The headteacher shared that there had been 5 exclusions this year.
- There had been no more reports of bullying since the autumn term.
- The fact that there had still been a budget carry forward was positive.
- There was nearly £7k in the School Fund. Money from this had been used to support the budget for additional expenditure.
- Some sports grant funding would be dropped next year. Schools was currently using Next Level, but this would not continue because of the cost. They would still be used for PPA cover.
- The year 2 graduation event at Nottingham Trent would not be continuing next year. 18 pupils would be graduating this year. Mrs Croghan to look at another way of doing this – perhaps directly as part of the national scheme. **EC**

#### **GB/25/24 Update on appraisal process and wellbeing for headteacher and staff**

Staff end of year appraisal reviews to be completed this term. New targets will be set in September.

The headteacher's appraisal will be completed and new targets set in the autumn term.

**A governor asked if there was anything governors could do to help with staff wellbeing.** The headteacher responded that it was report-writing time and a long half term, so it was challenging. She stated that she tried to be fair in terms of cover for time to write reports. Previously, job-share staff also had 1 day for report writing each, but this had been changed to make it fair on full time staff.

All staff meetings this term had been given up to continuous provision, to support staff in being ready for September.

#### **GB/26/24 Information from the Corporate Director for consideration and action**

##### **Pupil Place Planning Report for information and action - Summer term 2024**

Each year, the Council's Pupil Place Planning team creates data dashboards that provide information to every Nottinghamshire school and academy regarding the place planning situation in their local areas. In particular, each school's dashboard provides details of projected future demand for places at both school and local planning area level.

All Nottinghamshire schools and academies now have access, via the Council's School Performance Portal, to their own 2023 dashboards, along with a letter that provides some contextual information.

The Council has drawn the attention of school senior leadership teams to the pupil projections for the planning area in which their schools sit. In some instances, projections indicate that there is likely to be a considerable over-supply of primary school places when compared to likely demand. If so, some schools may wish to consider the potential long-term school management implications that this could have.

##### **Action for governors**

Governing Bodies and Trust Boards may request sight of their schools' current dashboards via Head Teachers or nominated representatives. If Governors have any concerns regarding projected pupil numbers and the implications for their schools' strategic direction, they should discuss this as part of normal Governing Body discussions with Head Teachers.

**GB/27/24 General Data Protection Regulations – report from the DPO/Information Governance Link Governor**

The deputy head, as the DPO, had completed a report. There had been no data breaches and no further incidents.

**GB/28/24 Receive report from the Designated CLA teacher (Children who are Looked After) (presented at least once per year)**

School currently had no LAC. The headteacher shared that she attended a LAC conference at the start of the term. There would be a post-LAC starting in September.

**GB/29/24 Communication**

*From Chair*

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

*From Headteacher*  
- Nothing further

*From Clerk - Governor Newsletter*

The clerk signposted governors to the 2 editions of the summer newsletter available on GovernorHub and highlighted the key articles.

All governors to look at information regarding cyber security. Staff had completed cyber security training and policies were in place.

**All gobs**

**GB/30/24 Approval of in-service training days (5) 2024-2025**

The headteacher explained that she had liaised with the junior school regarding the following dates:

2 September 2024  
4 October 2024  
2 June 2025  
28 July 2025 – made up as twilights  
29 July 2025– made up as twilights

The above dates were **formally approved**.

**GB/31/24 Review of planning document: delegation and organisation of committees:**

*Agree committee structure and membership of committees and committee Chairs, as per the scheme of delegation*

- Committee membership was discussed. Clerk to update this on GovernorHub.
- Mr Morley had stepped down from his role of chair of the F&GP committee.
- Miss Scott nominated to move over to F&GP and chair. This was **formally approved**.
- Ms Duncan to join the School Review Committee.
- Mrs Britten nominated to chair the School Review Committee. This was **formally approved**.

**Clerk**

*Approval of scheme of delegation 2024-2025*

- This had been updated, shared and reviewed. **Formally approved**.

*Note annual planner 2024-2025 to support agenda setting*

- Shared on GovernorHub

*Policy checklist 2024-2025 – statutory policies for schools*

- Shared on GovernorHub

*Review of and appointment to link governor roles*

*The following link governor roles were in place:*

- Safeguarding – Mrs Clarke
- SEND – Mrs Clarke
- Training co-ordinator – Miss Scott
- Health and Safety – Mr Worrall
- Appraisal governors – Mrs Croghan and Miss Flint

Headteacher to set up ‘speed dating’ style event. Governors will be contacted to sign up to certain subjects to review reports and action plans. This will include expectations of monitoring visits etc.

**HT/All  
govs**

**GB/32/24**

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

Miss Scott explained that governors had access to training packages with some courses being on demand to complete as and when.

Ms Duncan to complete induction training.

All governors to look at courses that link with their link role responsibilities.

The headteacher to give governors access to whole-school safeguarding training for the autumn term.

**MD  
All govs  
HT**

**GB/33/24**

**Review of governor monitoring visit reports – key actions for governing body**

The chair and Miss Scott had visited when the headteacher was absent to discuss any issues with the deputy head.

The headteacher’s absence had impacted governor monitoring visits.

**GB/34/24**

**Evidence of governing body impact on school improvement and review of how the governing body has held the school’s leaders to account**

- Question and challenge during meeting.
- Governor support with implementation of staffing absence procedure.
- Governor support with headteacher absence.
- Attendance at committee meeting.
- Review and approval of policies.

**GB/35/24 Confirmation of dates for 2024-2025 to be agreed at the meeting in conjunction with the clerk**

The governing body

**agreed**

Autumn 2024 – 13 November 2024  
Spring 2025 – 12 March 2025  
Summer 2025 – 11 June 2025

**GB/36/24 Determination of confidentiality of business**

It was

**resolved**

that all papers and reports be made available as necessary with the exception of 1 item.

**The meeting closed at 19:03pm.**

Signed .....  ..... (chair) Date ....13.11.24.....