

MINUTES OF MEETING

School: Carlton Standhill Infants School
Meeting title: Autumn term meeting of the governing body
Date and time: Wednesday 16 November 2022 at 6pm
Location: At the School

Membership

'A' denotes absence

	Mrs Suzanne Britten
	Mrs Jackie Bucknall
A	Mrs Joy Clarke
	Mrs Emma Croghan
	Miss Sarah Flint (Chair)
	Mrs Sarah Ghattaora (Headteacher)
A	Mr Terry Morley
	Miss Nicola Scott
	Mrs Amanda Wheldon
	Mr Connor Worrall

In attendance Paul Bruch (clerk to the governors)

GB/37/22 Apologies for absence Action

Apologies for absence were received from Mr Terry Morley and Mrs Joy Clarke.

It was **resolved** that the governing body consent to these absences.

GB/38/22 Declaration of interest

Review and sign Register of Business Interest/Declaration of Eligibility

All governors confirmed that they had reviewed and signed the Declaration of Interest form and eligibility form.

Review and sign Governor Code of Conduct

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

Governors were reminded to update the three declarations and confirmations required on their Governor Hub profile.

All gobs

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

GB/39/22 Review of membership and terms of office ending in the next 12 months

There are currently no vacancies on the governing body:

The clerk brought to the attention of governors the following end of term of office:
Mr Terry Morley 12 March 2023. Mr Morley has indicated a willingness to continue as LA Governor.

**Gov
Services**

GB/40/22 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/41/22 Election of chair

Miss Sarah Flint was proposed and seconded for the position of chair. There were no other nominations. Following a vote, it was **resolved** that Miss Flint be appointed as chair of the governing body.

GB/42/22 Election of vice-chair

Mrs Jackie Bucknall was proposed and seconded for the position of vice chair. There were no other nominations. Following a vote, it was **resolved** that Mrs Bucknall be appointed as vice chair of the governing body.

GB/43/22 Approval of minutes of summer term meeting and any special governing body meetings

The minutes of the summer term meeting held on 15 June 2022 having been previously circulated were confirmed and signed by the chair.

Review of actions – including approval of scheme of delegation

GB//22 The toilet area has been reduced in size to create the Jubilee Room, thus removing the potential behaviour 'hot spot' identified previously.

GB//22 Scheme of Delegation has been **approved**.

GB/44/22 Receipt of minutes and approval of policies from committees and working parties

Review of actions

It was **noted** that:

- Performance data is in line with national results
- The toilets are not being replaced as originally planned
- The Jubilee Room has therefore been created more cheaply

Approval of child Protection Policy

The LA Child Protection Policy has been adopted and is on the school website.

GB/45/22 Overseeing Financial Performance – Financial reporting

Governors **noted** that a new Financial Guide is available and is being used.

Schools Financial Value Standard (SFVS) 2022/23

Has been completed.

Year-end re-forecast

Money saved on the toilets has been re-allocated to staffing, ICT, and support for teaching reading.

The HT also explained how timetable changes and assembly time can be used for 1:1 reading support for the lowest 20% of achievers.

The expected carry forward will be c£86k

Governors' Year End Financial Statement for 2021/22 (including the Committed Balances Return 2021/22) for information

There has been very small movement in the reset budget. The next four years show a surplus, albeit diminishing slowly.

GB/46/22 **Holding executive leaders to account: Summary of Headteacher's report and governors' questions and challenge**

The HT explained details from her report, which had been circulated prior to the meeting, and governors asked questions throughout the presentation.

Mobility has been high, having importance for the census which in turn impacts on funding.

Attendance is very close to national averages. Persistent absence was described for governors.

Q: Are attendance incentives still being used? A: Yes, up to £20 per child.

Q: Is there high persistent absence amongst specific groups, such as FSM?

A: Yes, which impacts the overall percentages.

Staffing absence is still being affected by Covid regulations and isolation.

Appraisals were completed as planned in the summer term. The outcomes linked to pay were considered by the Pay Committee. The HT appraisal has been delayed by the external adviser and will take now place on 23 November. TA appraisal runs on a January-January cycle.

Professional Development ELSA training is being funded in addition to that listed in the HTR.

Standards are lower than 2019, as is the case in other schools. Reading records were explained to governors to illustrate how this will ensure accurate assessment.

Governors discussed reading at the younger ages and how children learn to read new words and read fluently, especially the lowest 20%.

Q: How are staff being supported while reading is under scrutiny? A: Reading folders are used to record what each child is reading, and assessment of progress is supported by evidence.

Behaviour continues to be monitored closely and low-level disruption is being tackled more vigorously and consistently, incorporating training being given to staff.

SEF has been adjusted to be more measurable and clearer. The next adviser visit will look at the impact of these changes especially in reading.

Safeguarding There have been no incidents to report. One child now has an individual handling policy.

Q: Is each incident involving this child recorded? A: Yes, and ELSA support is in place.

Sports Grant New opportunities are arising to use this money.

Pupil Premium numbers have fallen a little but there are children in Reception who are not being signed up for Free School Meals. This is being addressed.

GB/47/22 **Update on appraisal process for headteacher and staff including an update on the wellbeing of the headteacher and staff**

Confirm external adviser

Julie Wardle is an LA trained adviser and will conduct the HT appraisal.

Confirm/appoint appraisal governors – confirm appraisers have completed training

Mrs Flint and Mrs Emma Crogan are the appraisal governors.

Confirmation of the Quality Assurance arrangements

Miss Nicola Scott will carry out the QA checks on the appraisal process.

GB/48/22 Receive and scrutinise headteacher's annual report on whole school appraisal process including:

Review appraisal policy in line with recommended changes from HR Provider

There are no changes to the policy, which has been **approved** by the F&GP Committee.

Ensure effective appraisal arrangements for all staff are in place

The HT carries out teacher appraisal.

The Governing Body is responsible for the HT appraisal.

Rachel conducts TA appraisal.

Ensure timetable in place for termly review

The normal annual cycle will be followed again.

Confirm arrangements to consider/ratify headteacher pay recommendations for all staff in line with the scheme of delegation and the pay policy

Pay recommendations were **considered** and **approved** by the F&GP Committee in conjunction with Mrs Flint and Mr Morley.

Confirm arrangements to receive the appraisal governors pay recommendations for the Headteacher in line with the scheme of delegation and the pay policy

[Staff members Mrs Ghattaora and Mr Worrall left the meeting 6:50]

The HT has met her targets, and the recommendation is for her to progress to Band 18 (the maximum as agreed February 2022).

Q: Does this become the new ceiling, restricted by the size of the school? A: Yes. The uplift from 15 to 18 was allowed as staffing numbers had increased.

Q: Can the budget accommodate it? Yes.

Governors **agreed** the HT pay recommendation.

GB/49/22 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 School Improvement Plan goes to School Review, and is also part of the HTR. Ethos includes behaviour, which will be a major part of the plan.

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

School Review Committee.

GB/50/22 Information from the Corporate Director for consideration and action

Pupil Place Planning – report for information for School Governors

Local Authorities have a statutory responsibility to ensure that sufficient school places are available to meet the needs of their local school aged child population. Following the strategic school place planning workshops in April for schools, this report provides all governors with confirmation that **the birth rate continues to decline** and that many schools over the coming 5 years may need to plan for a reduction in their school population.

Action for governors

Governors are school leaders and have a responsibility to fulfil their statutory duties to ensure that the strategic and financial planning for the school is carried out effectively. Bearing in mind the school place planning data supplied to the school, Governors are invited to:

1. Know and understand the strategic school place planning data for their school and district over the next 5 years. This is available via a dashboard on the School Performance Portal.
<https://secure.nottinghamshire.gov.uk/SchoolPerformancePortal>
2. Establish that the headteacher has accessed your school's individual dashboard. This report outlines key projection data; it is updated annually and reflects demographic changes and housing delivery which must be included in the School Capacity (SCAP) return made annually to the DfE by the LA.
3. Ensure that future staffing and financial modelling is undertaken to address any significant changes in pupil numbers as evidenced at school and planning area level.
4. Ensure that consideration is given as to how any emerging surplus space might be used to meet the needs of small groups of children, possibly with SEND, or with the wider community.
5. Ensure that the headteacher and chair of governors engages with the LA's Strategic School Place Planning team to work in the best interests of the wider community.

HR UPDATES – Autumn term 2022 – Andy Wilson Senior HR Business Partner Schools

Action for governors – Summary

- To read the letter issued to all schools on 6 September 2022, providing draft interim guidance on the (a) Teachers Pay Award 2022 and (b) continuing consultation on the pay award for school support staff.
- Once appraisal outcomes for 2021-22 are determined, head teachers may prepare and present a report to the governing body setting out the recommended incremental pay progression for teachers, where applicable, using Pay Policy 2021 Toolkit Appendices 8 and 9. Schools do not need to delay these decisions until the Pay Policy 2022 is published.
- To be aware of the proposed changes to staff pay (teachers and support staff) and assess the implications for the school budget.
- 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, 2022 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.

- To ensure that a 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, 2022), including the specific updates as described in this report.

GB/51/22 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 2022/2023 plus supporting guidance

Governing bodies and schools have a responsibility to safeguard and promote the welfare of children as detailed in Keeping Children Safe in Education (KCSiE) updated 2022. A summary of the key changes has been made available on [GovernorHub](#)

Governor training: KCSiE 2022 - The management of safeguarding, section 2 paragraph 81 says,

“Governing bodies and proprietors should ensure that all governors and trustees receive appropriate safeguarding and child protection (including online) **training at induction**. This training should equip them with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place in schools and colleges are effective and support the delivery of a robust whole school approach to safeguarding. **Their training should be regularly updated.**”

All gobs

A signposting document for governors’ safeguarding training to meet this requirement has been provided on [Governorhub](#).

In addition, all Governors:

- Are required to read the whole of KCSiE 2022, as the whole board is responsible for safeguarding, and making sure school's policies, procedures and training are compliant.
- Must also comply with the duties outlined in Part 2 of KCSiE 2022 “The management of safeguarding, the responsibility of governing bodies, proprietors and management committees”.

The Chair of Governors and the safeguarding governor:

- Should agree with the HT and Senior DSL, the requirements for ensuring that those staff who work directly with children read at least Part one of KCSiE 2022.
- Should also agree and ensure that those staff who do not work directly with children read either Part one or Annex A (a condensed version of Part one) of this guidance.

The Safeguarding Children in Education: Annual self-audit tool 2022/23 has been sent to all schools with supporting guidance and should be revised and signed off at the first full governing body/ trust meeting of the Autumn term 2022 (and detailed in the minutes) and returned to Cheryl Stollery by **20th December 2022**.

The audit tool is designed to breakdown the requirements in KCSiE 2022 and help schools with their assurance of statutory safeguarding arrangements.

The Safeguarding Audit will be used in evidence as part of the Headteacher appraisal process. The SiE audit tool clearly stipulates what is a statutory requirement and what is best practice.

Governing bodies must ensure a robust Quality Assurance process is in place for accurate completion of the audit with evidence seen in order to confirm the statements in the audit (e.g. training certification).

The NCC and NSCP child protection policy toolkit was published on the 18th July 2022, and emailed to all schools. This document should be tailored to the individual school's own safeguarding arrangements.

It was **confirmed** that the autumn term audit had been carried out by the HT and Mrs Clarke (safeguarding lead) and had been seen by Ofsted.

GB/52/22 General Data Protection Regulations - Receive report from Data Protection Officer and Information Governance governor

Rachel has oversight of this in school and there was no breach or other incident to report this term to date.

GB/53/22 Communication received and updates

From Chair

None.

From Headteacher

None.

From Clerk - Governor Newsletters 1 and 2 - autumn term editions

The Clerk drew governors' particular attention to the following items in the September and October 2022 Newsletters:

- Key changes to KCSiE and the requirements for Safeguarding and Child Protection training
- Encouraging good attendance
- DfE school governance updates
- Governor Termly Briefings
- New Complaints Policy
- Governor Conference 4th March 2023
- Changes to Governor Hub
- Governor Learning and Development
- Safer Recruitment
- Safeguarding Governor Focus Group meetings
- Privately Fostered Children
- School Suspensions and Permanent Exclusions
- Behaviour Guidance Sept 2022
- Changes to Attendance Guidance
- NAGS Pupil Competition

GB/54/22 Report from training co-ordinator including a skills audit and review of governor training requirements (including safeguarding) for 2022/23

Mrs Wheldon (Governor Training Co-ordinator) recommended that governors attend training on:

- Support and Challenge
- The Role of the Link Governor

Governors also attended the 'speed dating' event in the summer and the action/evaluation forms are being collated.

Governors are also invited to attend the School Review Committee.

There is a new skills audit for Governing Bodies, to be considered on the next agenda.

Q: Is the Prevent training appropriate for primary school governors? A: There may be safer recruitment implications, but the Clerk will check.

Clerk

GB/55/22 Review of governor monitoring visit reports – key actions for governing body

A Governor visit questionnaire is being prepared for governors to use during Governor Week.

HT

Q: Governors asked about the addition of 15 minutes to the school day
A: There is no choice; the time is a statutory requirement and actually helps staff who are less rushed in the afternoons.

GB/56/22 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Governors asked questions about:

- Finances
- Attendance
- Reading for younger children
- Support for staff
- Records of handling incidents
- HT Pay Award
- Prevent training
- The school day

GB/57/22 Confirmation of dates for 2022/23

The governing body **confirmed**:

Spring term 2023 – 8 March
Summer term 2023 – 21 June

GB/58/22 Determination of confidentiality of business

It was **resolved** that all papers and reports be made available as necessary.

The meeting closed at 7.27pm.

Signed



(chair)

Date 8 March 2023