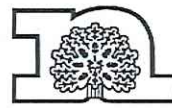


# MINUTES OF MEETING



**School:** Carlton Standhill Infants School  
**Meeting title:** Spring term meeting of the governing body  
**Date and time:** Wednesday 8 March 2023 at 6.00pm  
**Location:** At the school

### Membership

'A' denotes absence

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

**In attendance** Ms Caspia Baird (temporary clerk to governors)

- |                 |  |               |
|-----------------|--|---------------|
| <b>GB/01/23</b> | <b>Apologies for absence</b>   | <b>Action</b> |
|                 | There were no apologies for absence.   |               |
| <b>GB/02/23</b> | <b>Declaration of interest</b>   |               |
|                 | There were no declarations of interest, either direct or indirect, for items of business on the agenda.  |               |
| <b>GB/03/23</b> | <b>Review of membership and terms of office ending in the next 12 months</b>   | <b>Agenda</b> |
|                 | Mr Morley confirmed that he has submitted his application to be reappointed as local authority governor. However, as his current term of office ends on 12 March 2023, it was noted that he may lose access to Governor Hub in the interim period prior to his reappointment being approved by the service director. Mr Morley's reappointment to be ratified at the summer term FGB meeting.                            |               |
|                 | Governors noted that Mrs Wheldon's term of office as a parent governor is due to end on 5 December 2023.   |               |
| <b>GB/04/23</b> | <b>Approval of minutes of autumn term meeting and any special governing body meetings</b>  | <b>All</b>    |
|                 | The minutes of the autumn term meeting held on 16 November 2022, having been previously circulated, were confirmed and signed by the chair.  |               |
|                 | <i>Review of actions</i><br>GB/54/22 – Governor training: Mrs Wheldon reminded governors to update their training records on Governor Hub, including any relevant work-based training attended. It was noted that individual governors have recently attended training on the monitoring role of the link governor, safeguarding (including low-level concerns and impact of drug misuse) and the Single Central Record. |               |

**GB/05/23 Receipt of minutes and approval of policies from committees and working parties**

The headteacher confirmed that the NCC pay policy had been approved by the F&GP committee.

Governors

**approved**

the finance policy.

**GB/06/23 Holding executive leaders to account: summary of headteacher's report and governors' questions and challenge**

The headteacher presented her report, which had been previously circulated. The following aspects were highlighted and discussed:

- Noted increase in pupil numbers.
- Attendance currently at 95% but increase in unauthorised absence due to holidays taken in term time. Governors agreed that they supported fines being issued for unauthorised absences where appropriate.
- Lateness – the headteacher stated this had been included in the school review and that letters had been sent to individual families. From September 2023, the gate will be closed at 8.45am.
- Persistent absentees – currently at 10%, which is lower than national. The headteacher stated that she is working with the families to support attendance, particularly children on FSM.
- High levels of staff absence in spring one term.
- CPD – linked to behaviour and reading, areas highlighted by Ofsted. The local authority support package remains in place and the reading advisor is coming into school every half term, which is having a significant impact. Staff have also had training on CPOMS.
- The headteacher thanked governors for their monitoring on the 'governor voice' week, which included talking to children and subject monitoring. The information from the week has been fed back to staff to use in subject leadership. Governors agreed the week had given them a broader picture of the school, including behaviour and safeguarding.
- Behaviour monitoring – the headteacher gave an update, including review of the behaviour policy and the deployment of TAs. Class teachers are now more rigorous in their monitoring of behaviour – however, there are still a small number of high-profile children in the school. The headteacher stated that she has met with the behaviour lead from the local authority, who highlighted the good practice of the use of positive reassurance. Nurture provision has been introduced at playtimes to address challenging behaviour.

**Q: Is it mainly children in reception who are having unauthorised absences?**

A: No, it is across the school. Some families have taken more than one holiday in a school year, and fines have been issued for this in the past.

**Q: Is the headteacher able to continue being responsible for attendance management?**

A: Yes, this is manageable as the school is small and relationships have been built with key families.

**Q: Do governor need to take any action regarding CPOMS?**

A: No. Once the use of CPOMS has been expanded to include behaviour, it will be easier to provide reports for the governing body.

**In response to a governor question**, governors discussed the use of restorative justice and staff training on this.

**Q: Does the school engage with the parents about significant behaviour incidents?**

A: Yes, where possible. However, sometimes the subsequent absence of the children from school has an impact on how we can address the incidents. Governors noted that the headteacher addresses each incident and moves TA support where possible and appropriate. The headteacher stated that this can be stressful for the staff and ongoing support is provided. The staff team also support each other.

**Q: Are the TAs who provide one-to-one support given opportunities to de-stress?**

A: We do try not to have TAs working one-to-one with the same child all the time, but this can have an impact on consistency.

GB/07/23

**Overseeing financial performance – financial reporting**

**School budget**

The headteacher stated that the school budget is yet to be set, but provided an update, stating that she had met with the local authority finance advisor and the budget position was positive.

**Q: Could the budget surplus be spent on staffing?**

A: Yes – as a result of the resignation of a TA and after discussion with the SLT, we have advertised for a full-time teacher for the summer term only. This teacher will work on behaviour management and teach maths and interventions, allowing a TA to be released to work more widely across the school. The post will be reviewed at the end of the term, with the possibility of it continuing for a further year.

The headteacher informed governors of a staffing reduction from September 2023, with the loss of a classroom assistant role due to a child moving to a special school. **In response to a governor question**, the headteacher confirmed that this is being dealt with by HR, who will manage the staffing reduction process and calculate any redundancy payment, which will be covered by NCC. The headteacher stated that she will provide an update on this item at the next F&GP committee meeting.

**SFVS**

Governors

approved

the SFVS for 2022/23.

**Services for schools**

The headteacher stated that she will review this with Mrs Parr and present it at the next F&GP committee meeting.

F&GP

GB/08/23

**Update on appraisal process for headteacher and staff including an update on the wellbeing of the headteacher and staff**

Headteacher, chair and Mrs Croghan to arrange a spring term headteacher appraisal review meeting.

Head/Chair/  
EC

The headteacher stated that staff appraisal reviews had been completed before half-term and that there were no concerns to note.

The headteacher stated that the TA appraisal cycle runs from January to January and that targets for this year have been set, supporting professional development.

#### **Wellbeing update**

The headteacher reported that staff wellbeing had been discussed as part of the behaviour support training and stated that the staff team are supportive of each other and communicate daily.

**In response to a governor question**, the headteacher stated that she feels supported by the staff team and also has contact and support from other local headteachers.

#### **GB/09/23 Confirm arrangements to review child protection and safeguarding recording and reporting systems (CP confidential file audit)**

Mrs Clarke confirmed that she is currently in the process of reviewing the child protection files.

JC

#### **GB/10/23 Information from the Corporate Director for consideration and action**

Governors noted the following reports:

- *The Schools Bill and school attendance.*
- *Harm Outside the Home toolkit.*

#### **GB/11/23 Communication received and updates**

*From chair*

None.

*From headteacher*

The headteacher informed governors that she had received a letter of resignation from a TA. **In response to a governor question**, the headteacher stated that parents will be informed of the resignation prior to the Easter holiday.

*From clerk*

Governors noted the spring term issues of the governor newsletter.

#### **GB/12/23 Report from training co-ordinator including review of governor training requirements for 2023**

Training noted at item *GB/04/23* above.

Governors discussed training requirements for the remainder of the academic year, in particular on appraisal and the role of the link governor. Governors agreed that it would be useful to have further in-house Ofsted training – headteacher to arrange this in the summer term.

Head

Governors discussed the frequency of 'governor voice' weeks and it was **agreed** that these should be held twice a year, in addition to the 'governor speed dating' session.

**Q: Can the outcomes from the most recent 'governor voice' event be shared with all governors?**

A: Headteacher to upload to Governor Hub.

Head

**Q: It would be useful to follow up on some aspects of the 'governor voice' – would this be possible?**

A: Yes, governors are welcome to come into school for shorter follow-up visits – this would also be useful and supportive for staff.

**GB/13/23      General Data Protection Regulations**

The DPO was confirmed as Rachel Randall.

The SIRO was confirmed as the headteacher.

The headteacher presented the GDPR report, stating that there had been two FOI requests and there were no issues or concerns to note.

**GB/14/23      Review of governor monitoring visit reports – key actions for governing body**

Discussed at items *GB/06/23* and *GB/12/23* above.

**GB/15/23      Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account**

Governors noted the following:

- Governor monitoring visits.
- Headteacher appraisal.
- Questions and challenge of headteacher's report.
- Attendance discussions.

Governors had a further discussion on the issuing of fines for non-attendance, reiterating their support for the school on this matter and their trust in the judgement and discretion of the headteacher.

**Q: Do you think fining would be effective?**

A: Yes, for some families. Fining is also the start of the next stage and increases the involvement of external agencies. It is important to set a precedent in the infants as early patterns of non-attendance can continue all the way to secondary school.

**Q: Are there guidelines for fining?**

A: This is always at the discretion of the headteacher. Fines can be issued for unauthorised holidays and for general absences.

**Q: Would this increase the headteacher's workload?**

A: Slightly, but it would only apply to a small number of families.

**GB/16/23      Confirmation of dates for 2023**

Governors noted the following meeting date:

Summer term 2023 – Wednesday 21 June 2023 at 6.00pm

**GB/17/23      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