

School: Carlton Standhill Infants'
Meeting title: Summer term meeting of the governing body
Date and time: Wednesday 21st June 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 (joined after ratification of re-appointment)
 Miss Nicola Scott
 Mrs Amanda Wheldon
 Mr Connor Worrall

In attendance Aimee Sawyer (clerk to the governors)

GB/18/23 Apologies for absence **Action**

There were no apologies for absence.

GB/19/23 Declaration of interest

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

GB/20/23 Review of membership and terms of office ending in the next 12 months

Prior to Mr Morley joining the meeting, governors considered his re-appointment as LA governor. Governors unanimously voted in favour of re-instating Mr Morley.

Clerk

Mr Morley joined the meeting at 6.10pm

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

Mrs Bucknall (co-opted) – 16.3.24

Miss Scott (co-opted) – 10.3.24

It was confirmed that these would be discussed at the autumn term meeting.

Mrs Wheldon shared that Porchester Junior School were seeking a parent governor and she was going to show interest as a parent of a child at the school. This would mean she would potentially step down as governor at Standhill.

GB/21/23 Approval of minutes of spring term meeting and any special governing body meetings

The minutes of the spring term meeting held on 8 March, 2023 having been previously circulated were confirmed. These minutes will have the chair's e signature placed on them.

Matters arising/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/12/23 *Governors agreed that it would be useful to have further in-house Ofsted training – headteacher to arrange this in the summer term. The headteacher confirmed that there had not been the capacity to arrange this.*

GB/22/23 **Receipt of minutes and approval of policies from committees and working parties**

Matters arising/review of actions

A meeting of the School Review Committee had taken place on Wednesday 1st May 2023. There were no actions to report.

A meeting of the Finance and General Purposes Committee had taken place on Wednesday 24th May 2023. The minutes were to be uploaded to Governor Hub.

HT

GB/23/23 **Financial reporting**

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

Statement approved at F&GP Committee meeting on 1st May.

The headteacher explained that the majority of the surplus money in the budget would be spent on staffing, including the recruitment of an intervention teacher from September. New furniture had also been purchased.

Governors **formally approved** the statement.

GB/24/23 **Summary of headteacher's report and governors' questions and challenge**

The report had been circulated on Governor Hub prior to the meeting.

The headteacher gave an overview of the report covering the following key points:

- Mobility
- Attendance
 - A governor asked if school was still offering a reward incentive to persistent absentees.** The headteacher confirmed that this was still being offered but was not making an impact.
- Appraisals – staff appraisals were due to take place the 2 weeks following the meeting.
- Professional development
- Standards

A governor commented that for those pupils that had not met the standards, the school had evidence of the interventions that had been put in place and the progress made.

A governor asked if school communicated regularly with the parents of those children who were not reaching the standards. The headteacher explained that this had been challenging. Out of 42 children taking the KS1 SATs, only 1 parent replied. Only 4 parents attended the year 1 phonics screening meeting. The headteacher explained that many children were not practising enough reading at home in order to move on with book bands. Fluency was an issue that had been raised by Ofsted, but school did not have the capacity to support children any more with reading that what was already in place. A discussion was had regarding the situation of lack of support with reading at home.

- SEF

A discussion was had regarding the expected imminent Section 5 Ofsted inspection. The school remained graded as good in April 2022 after a Section 8 inspection. The headteacher stated that the school had evidence to show it was a good school.

The headteacher explained that the Behaviour Policy had been re-developed to create one group of 'behaviour buddies' from September. The headteacher and curriculum leaders had carried out teaching observations. It was noted that some behaviour in classrooms was still an issue. The headteacher explained that the focus of observations had been on the use of the additional adult and that teachers were responsible for how TAs were utilised in class. There was positive feedback from observations for a TA that had recently received coaching.

- Monitoring

A pupil premium monitoring visit had recently taken place with the headteacher and the chair.

- Safeguarding

- Budget

- Buildings, maintenance and health and safety

A governor asked if school had been able to sell the furniture that had been replaced. The headteacher explained that some was sold, and the rest was donated to local community groups.

A governor commented that there was some missing information in the report. The headteacher explained that this related to the Pupil Premium Strategy, 4 action points. The actions points were published on the school website. The 4th action point was related to statements around pupil premium which the headteacher confirmed was on the strategy review, also available on the school website.

GB/25/23 Update on appraisal process and wellbeing for headteacher and staff

As previously discussed, staff appraisals were to take place within the 2 weeks after the meeting. The headteacher shared that a staff wellbeing day had taken place as part of INSET and there had been positive feedback from staff. The headteacher's appraisal was to take place on 13th July. It was confirmed that Miss Flint and Mr Morley were the appraisal governors and Mrs Croghan was the QA governor. The external advisor was confirmed as Julie Wardle.

A governor asked if staff were on tenterhooks because of the expected Ofsted visit. The headteacher confirmed that this was the case and that it was also report writing time and some behaviour in school was challenging. A TA was also absent at the time of the meeting so being short-staffed was also putting more pressure on staff.

A governor asked if school were doing the same as previous years in terms of a gradual start in September for new pupils. It was confirmed that this was the case.

A governor commented that the work that staff and the headteacher were doing under challenging circumstances was very much appreciated. All governors acknowledged this. A governor commented that staff always seemed happy and smiley at drop off and pick up times which was extremely positive for the pupils and parents.

GB/26/23 Information from the Corporate Director for consideration and action

Briefing on the SEND and Alternative Provision Improvement Plan

On 2 March 2023, the Government published the SEND and Alternative Provision Improvement Plan Right Support, Right Place, Right Time in response to the SEND Green paper that was published in March 2022.

Summary

The Improvement Plan sets out a threefold mission:

- **fulfilling children's potential** and improving outcomes with an emphasis on preparing for adulthood, particularly in relation to employment;
- **rebuilding parental trust** in the system;
- **providing financial sustainability.**

The Improvement Plan sets out a single system underpinned by national standards detailing the various elements of support available to meet need, along with the partners that should provide and fund these.

A system of funding bands and tariffs will be explored along with a new approach to funding for Alternative Provision (AP). This will be delivered by local inclusion partnerships which will produce inclusion plans based on an assessment of need.

The future role of AP is focused on early intervention and how the expertise in this sector can be used as an intervention rather than destination.

There is focus on the workforce and leadership, including early years, SENCOs and educational psychologists.

There has been some capital investment to deliver 33 new free special schools across the country, along with £70m to deliver a change programme to test and refine proposals through 9 expert partnerships.

There is a commitment to join up the plans across Whitehall to come together into a single forum to discuss shared agendas.

Once implemented the Improvement Plan will deliver a sustainable system with the following characteristics:

- The **new national SEND and alternative provision system will be well established** which will bring national consistency to the identification of need

and provision of support as set out in the evidence-based National Standards.

- The system will be **financially sustainable** for local authorities with needs routinely being met effectively where they arise.
- **Parents have confidence** that high-quality teaching and targeted evidence-based support will be available as a matter of course in mainstream settings when a need is identified, to avoid needs escalating.

Children and young people can access additional support through a fair and consistent process where children, young people, families, and professionals work together to put in place the right value-for-money support to meet their needs.

Action for governors

Governors will have key role in supporting the implementation of the SEND and alternative provision implementation plan. To do this please ensure that:

- The school's SEND Policy is consistent with the vision of the Improvement Plan in offering every child and young person the support that they need to participate fully, thrive, and fulfil their potential.
- The school is inclusive and uses the graduated response (for further information please follow this link) for children and young people with SEND. The Improvement Plan highlights the importance of early identification of need and intervention.

Children and young people with SEND and their parents and carers are fully engaged in the decisions made about them wherever possible. This is known to increase the trust of parents and carers one of the key aims of the Implementation Plan.

GB/27/23 General Data Protection Regulations – report from the DPO/Information Governance Link Governor

The headteacher confirmed there were no data breaches or service access requests to report.

A governor commented that an email had been received from governor services regarding a focus group and all email addresses had been visible. Clerk to pass this information to business support.

Clerk

GB/28/23 Receive report from the Designated CLA (Children who are Looked After) teacher (presented at least once per year)

There were no looked after children on role at the time of the meeting. The headteacher shared that she had attended the LAC annual conference for good practise.

GB/29/23 Communication

From Chair
None

From Headteacher
None

From Clerk - Governor Newsletter

The clerk highlighted key points from the summer 2 newsletter and signposted governors to both summer newsletters on Governor Hub. A discussion took place regarding further potential industrial action. The headteacher confirmed she was not aware if any staff were involved in any future strike action.

GB/30/23 Approval of in-service training days (5) 2023-2024

School had liaised with the linked junior school and confirmed the following dates:

4 September 2023

6 November 2023

22 December 2023 (twilights during autumn term)

25 May 2024

3 June 2024

Governors **formally approved** the INSET dates.

GB/31/23 Review of planning document: delegation and organisation of committees:

Agree committee structure and membership of committees

No action required

Approval of scheme of delegation 2023-2024

The headteacher had completed and uploaded the document onto Governor Hub.

Note annual planner 2023-2024 to support agenda setting

The headteacher had completed and uploaded the document onto Governor Hub with any changes highlighted.

Policy checklist 2023-2024 – statutory policies for schools

The headteacher and Mrs Clarke to complete and circulate.

HT/JC

Review of and appointment to link governor roles

It was agreed that due to Mrs Wheldon potentially stepping down as governor, the role of training coordinator should be allocated to another governor. Miss Scott volunteered to take on the roll and this was approved.

GB/32/23 Report from training co-ordinator of impact of training undertaken and review of governor training requirements (including safeguarding)

It was confirmed that both Mrs Clarke and Miss Flint attended safeguarding training as part of their employment in schools. A discussion was had regarding ensuring any training information was detailed in Governor Hub personal profiles.

Mrs Wheldon shared that there was HR link governor training available. At the time of the meeting there was no link governor allocated on the board. A discussion was had about the board having recently gone through a redundancy process and finding the process fairly straight forward.

Mrs Wheldon and the headteacher to chase up governor logins for the new East Midlands Education Support Service provision. A discussion was had about the new service and the training options. The following were highlighted:

- British values
- EAL
- Role of the governing body in spending, monitoring and evaluation of PP
- Governors Guide to early reading

The headteacher commented that the early reading training would be particularly useful.

GB/33/23 Review of governor monitoring visit reports – key actions for governing body

The chair gave an overview of the pupil premium monitoring visit which had taken place. The report was to be written and circulated.

The headteacher asked if the chair noticed differences between the advantaged and disadvantaged children. The chair stated that this was not significant, but she did notice that some pp pupils were less talkative. The chair explained that pupils could name children that often disrupted lessons but they were able to articulate that this did not have an impact on their learning.

The headteacher confirmed that a 'speed dating' session with curriculum leaders and governors was to take place in September.

GB/34/23 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

- Mrs Wheldon asked the question regarding communication with the parents of those pupils not reaching standards. This led to a valuable discussion and suggestions for improving response from parents including recorded sessions and re-instating a crèche
- The re-instatement of Mr Morley as LA governor
- Pupil Premium monitoring visit
- Question and challenge of the headteacher's report
- Attendance at committee meetings
- Staff well-being check in by governors

GB/35/23 Confirmation of dates for 2023-2024 to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

Autumn term 2023 – Wed 15th November 2023

Spring term 2024 – Wed 28th February 2023

Summer term 2024 - Wed 26th June 2024


GB/36/23 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 19:28pm.

Signed  (chair) Date6.12.23.....

