

MINUTES OF MEETING

School: Carlton Standhill Infant School
Meeting title: Autumn term meeting of the governing body
Date and time: Wednesday 10 November 2021 at 6.00pm
Location: At the school

Membership
'A' denotes absence

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

In attendance Miss Sally Smith (clerk to the governors)
Mr Paul Bruch (clerk from January 2022)

GB/38/21 Apologies for absence Action

Apologies for absence were received from Mrs Clarke (family commitment) and Mrs Scott.

It was

resolved

that the governing body consent to these absences.

GB/39/21 Declaration of interest

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

Review and sign Register of Business Interest/Declaration of Eligibility

Governors were reminded to complete the register on GovernorHub.

All gov

Review and sign Governor Code of Conduct

Governors were asked to confirm using GovernorHub that they agreed to abide by the Governor Code of Conduct.

All gov

GB/40/21 Review of membership

There were no vacancies on the governing body.

Mrs Clarke's term of office was due to end on 4 December 2021 which was before the next meeting. This had been advertised in school and Mrs Clarke was to continue for a further term.

GB/41/21 Determination of term of office for vice-chair

It was agreed that the term of office for the vice chair would be 1 year.

GB/42/21 Election of vice-chair

Mrs Bucknall was nominated as the vice chair of the governing body. There were no other nominations.

Governors agreed that Mrs Bucknall be appointed as the vice chair of the governing body.

Governors ratified the decision to appoint Mrs Flint as chair of the governing body which had been agreed by email after the previous meeting.

GB/43/21 Approval of minutes of summer term meeting and any additional special governing body meetings

The minutes of the summer term meeting held on Wednesday 16 June, 2021 having been previously circulated and subject to the following corrections being made were confirmed and signed electronically by the chair.

GB/32/21 Review of delegation and organisation of committees

Miss Scott was not a member of F&GP.

Mr Worrall was a member of School Review.

Review of actions

There was a need with governors for training on Ofsted and all governors were asked to attend a training if possible.

All gov

The following governor links to areas on the School Improvement Plan were agreed:

Mr Morley – SEN
Mrs Clarke – Safeguarding
Mr Worrall – Health and Safety

Mrs Bucknall – Literacy and phonics
Mrs Flint – Outdoors
Mrs Croghan – Curriculum
Mrs Wheldon – Outdoors
Mrs Britten – Literacy and phonics
Miss Scott – Curriculum

GB/44/21 Receipt of minutes and approval of policies from committees and working parties

School Review Committee had met in September.
Finance and General Purposes had met the previous week.

Minutes of the meetings were available on GovernorHub.

Review of actions

Safeguarding Policy – governors agreed to the recommended new policy which had been circulated to governors before the meeting.

GB/45/21 Financial reporting*Schools Financial Value Standard (SFVS) 2021-2022*

SFVS was due on 31 March and F&GP had agreed that Mrs Clarke and Mrs Flint would complete the form with Mrs Ghattaora and that it would be agreed by governors and sent in by 31 March 2022.

Year-end re-forecast

The year-end re-forecast had been sent to governors and was available on GovernorHub.

Governors were given the highlights.

One of the main losses was for Universal Free School Meals where there had been a loss of £13,000.

Governors' Year End Financial Statement for 2020/2021 (including the Committed Balances Return 2020/21) for information

The statement had been circulated to governors.

How does the carry forward compare with previous years? It had increased.

The school anticipated setting a positive budget for the next 5 years.

GB/46/21 Summary of Headteacher's report and governors' questions and challenge

The headteacher presented her report which had been circulated to governors before the meeting. Governors asked questions throughout the presentation.

Frequent absentee pupils were mainly Pupil Premium Pupils. Letters had been sent to the parents.

Have parents given reasons for absences? Some had, but not all. Absences were followed up and were not authorised by the school.

Is absence higher than pre-covid? No, absence levels were lower.

The headteacher was working with 3 families in particular and offering a gift voucher for attendance as in the Attendance Policy.

Are you still coding in relation to covid? There was not a code for isolating pupils. Pupils with covid were coded as absent due to illness.

Do you use an agency for supply cover? There was one person who was used regularly by the school but an agency had proved cheaper.

What happens when TAs are off? The school used other TAs when possible.

How are staff finding the new curriculum? They had needed to adapt some planning but were getting used to it after work on assessment and training.

A staff meeting had been held on moderating writing standards.

Do staff get enough time for this? Yes, it was coming from their curriculum time and they were receiving additional training.

Were changes in PP also due to promoting its availability? Yes, but numbers had also increased during the pandemic.

Attendance was promoted across the school with Fruity Friday.

Do you have planning permission to go higher with the fence? The school wanted to go to the height of the existing fence and so needed planning permission. The background to the need for the fencing was described.

Governors noted the New to English course and asked how children learn without English. The training had recommended doing more pictorial work. There were 8 different languages in use in school.

Does this affect phonics? Children picked this up quickly.

Is there any extra provision that could be provided? The children access booster group phonics and with the range of different languages a bilingual teacher could not be sought. Staff used Google Translate when they were not able to communicate visually.

Is there a trauma background for any pupils? Yes, and fortunately one of their parents spoke English.

GB/47/21 Update on appraisal process for headteacher and staff

Confirm external adviser

Julie Wardle would be the external advisor for one more year. A new advisor would be needed for the following year.

Confirm/appoint appraisal governors

The appraisal governors were Mrs Flint and Mr Morley.

The next headteacher appraisal date had been arranged.

Confirmation of the Quality Assurance arrangements

Mrs Wheldon agreed to be the Quality Assurance governor and would look for relevant training.

GB/48/21 Receive headteacher's annual report on whole school appraisal process and consider/ratify headteacher pay recommendations for all staff

Review Appraisal policy in line with recommended changes from HR Provider

The updated Appraisal Policy had been agreed at F&GP.

Ensure effective appraisal arrangements for all staff are in place

All teacher appraisals targets had been set.

Decisions on those who passed the previous year had gone to Pay Committee and details sent to payroll.

Ensure timetable in place for termly review

The timetable was described with reviews and pupil progress.

Mrs Ghattaora left the meeting.

This item was deemed confidential and is minutes separately.

Mrs Ghattaora returned to the meeting and was informed of governor decisions.

GB/49/21 Information from the Corporate Director for consideration and action

Spotlight on Disadvantage

Pupil Premium progress had been covered extensively in the headteacher's report.

Personal and Intimate Care and the Administration of Medicine Policies for Nottingham Maintained Schools

The policy would be updated and presented to governors.

School Teacher's Pay award, School Pay Policy, Appraisal Policy, Safer Working (recruitment and selection) and other information

Governors noted the report.

GB/50/21 Safeguarding information for consideration and action:

Safeguarding Children in Education: self-audit tool 2021-22 plus supporting guidance

Mrs Ghattaora and Mrs Clarke were in the process of completing the audit. Designated Person training was being updated. Safeguarding was a regular part of school life. Mrs Clarke checked record keeping in school regularly. HR had agreed to look at the Single Central Record.

GB/51/21 Receive report from Data Protection Officer and Information Governance governor

The report was read to the governors and would be posted on GovernorHub.

SG

Had there been any breaches ? No

GB/52/21 Communication

From chair

There was no further communication from the chair.

From headteacher

The headteacher made a presentation to the clerk and thanked her for her work over the past years.

From clerk - Governor Newsletter

There had been 2 issues of the Nottinghamshire Governor newsletter since the previous meeting. The clerk highlighted the relevant articles including:

- Updated model Complaints Policy
- Safeguarding news
- School admissions information
- Ofsted updates
- Getting the best from GovernorHub
- Chair and 'New to governance' network

GB/53/21 Report from training co-ordinator including review of governor training requirements for 2021/22

New governors had attended induction training.

Finance Committee members were encouraged to attend Finance training.

F&GP

It was agreed that Mrs Croghan would join the Finance Committee and Mrs Britten would join the School Review Committee.

It was suggested that each governor attended one course.

Governors were reminded that training could be recorded on GovernorHub.

All gov

GB/54/21 Governor monitoring visits

Mrs Flint had attended school to monitor the EYFS New Parents Induction session which was available for governors.
Mrs Croghan had attended the Parent Expectation meeting.

GB/55/21 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Governors had:

- Challenged free school meal numbers in the existing cohort and its promotion
- Asked questions about attendance
- EYFS questions
- Asked questions throughout the headteacher's report

GB/56/21 Confirmation of dates for 2022

The governing body

agreed

Spring term 2022 – Wednesday 16 March 2022 at 6.00pm
Summer term 2022 – Wednesday 15 June 2022 at 6.00pm

GB/57/21 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary except part of GB/45/21.

The meeting closed at 7.40pm.

Signed (chair) Date