



School: Carlton Standhill Infant School
Meeting title: Spring term meeting of the governing body
Date and time: Wednesday 16 March 2022 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
	Mrs Sarah Ghattaora (Headteacher)
	Mr Terry Morley
A	Miss Nicola Scott
	Mrs Amanda Wheldon
	Mr Connor Worrall

In attendance Mr Paul Bruch (clerk to the governors)

GB/01/22 Apologies for absence Action

Apologies for absence were received from Miss Scott.
It was
RESOLVED
that the governing body consent to Miss Scott's absence.

GB/02/22 Declaration of interest

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

GB/03/22 Review of membership

There were no vacancies on the governing body.

Two terms of office are due to end soon:

- Mrs Flint on 16 October 2022
- Mr Worrall 8 November 2022

Governors were reminded that parent governors may see out their term of office even after their child had left the school.

Q: Can Mrs Flint campaign on the basis of being the existing Chair? A: It would count as a desired skill/experience, yes.

It was AGREED to begin the parental election process when the September intake of new parents were eligible to take part.

HT

GB/04/22 Approval of minutes of summer term meeting and any additional special governing body meetings

The minutes of the autumn term meeting held on Wednesday 10 November 2021 having been previously circulated were confirmed and signed by the chair.

Review of actions

GB/39/21 Declaration of Interests: Have been completed on Governor Hub.
GB/45/21 Confidential item: In process.
GB/51/21 DPO Report to be presented this meeting.
GB/53/21 Governor training: Most governors have done the Ofsted training; an informal governors' meeting is planned 23 March 6pm on Ofsted expectations. A crib sheet for parents will be made available.

All gavs

Finance training remains ongoing.

F&GP gavs

GB/05/22 Receipt of minutes and approval of policies from committees and working parties

Committee minutes are available on Governor Hub

Review of actions

School Review Committee – no actions outstanding. The committee reported that:

- Phonics screening is on track
- Attendance stands at 96.93% - above national average
- There will be a 'speed dating' session for governors to meet staff; date tbc

HT

Finance & General Purposes Committee – no actions outstanding. The committee reported on:

- Update on school budget
- Quotes for the toilet refurbishment
- Buying the governor development service for training
- NCC no longer providing insurance; the school has opted to buy from the government-approved Risk Assurance. There were no concerns about the policy: It offered better cover at a cheaper price and included a helpline. The price, however, is not fixed.

Q: Was this a decision made by the local authority? A: Yes, following a consultation. The school did not want to change, but the new policy price is based on pupil numbers and the roll is steady.

- The NCC Finance policy had been approved by the committee (annual requirement)

GB/06/22 Summary of Headteacher's report and governors' questions and challenge

The Headteacher presented her report which had been previously circulated to governors, who asked questions throughout the presentation.

Pupils:

The pupil mobility of last term has settled; there are two pupil places available, and there has been no significant impact on the budget. The school does follow up pupils on the waiting list, but none subsequently join the roll.

Governors NOTED the FSM attendance is not as high as overall. The school employs incentives and attendance in this group is improving.

Q: What Year group? A: Three children in Year 2. Education Welfare is involved with one family and the school is constantly working on building relationships with families.

Q: Do FSM pupils have lower outcomes in other areas? A: They would have reached age-related expectations had they been attending more regularly.

Governors NOTED it was more difficult to provide catch up interventions when children are late to school or absent. The school provides a package of support for each family.

Staffing:

Staffing absence has been greatly inflated by Covid and does not appear to be settling down.

Q: Are staff being advised to take Covid tests? A: Some staff who tested negative but felt unwell were coming into school, only to test positive later. Current advice is to stay home for five days.

Q: Is there a large impact on learning and behaviour? A: Yes; to alleviate this, mid-day supervisors are spending more time with the children.

Governors congratulated the school on keeping going so well during times of staff absence.

Q: What is the policy on counting absent days, and episodes of absence?

A: It is done on a six-term rolling system, but clearly Covid or suspected Covid within families has meant repeated isolations for, or occurrences of, the same illness, which makes the system unfair.

Staff appraisal reviews take place tomorrow. Everyone is on track. A date for the HT is yet to be set.

Professional development:

Safeguarding has been refreshed. There has also been training on subject knowledge and progression, as well as phonics and reading.

Q: Is the handwriting programme a new approach? A: Yes; it teaches handwriting techniques and is used by the junior school, so there is a continuity of approach.

Quality assurance visit:

Standards is an important focus for this term. The local authority conducted a quality assurance visit which yielded positive outcomes and showed the school was accurate in its self-evaluation, and was working on the right areas for improvement, such as developing subject intent to be put on the website. Staff were also able to answer most Ofsted-style questions. Crib sheets were devised for staff. The visit identified:

- Strong leadership
- Curriculum is good
- Handwriting is poor but is in the SDP
- Phonics is not as consistent as could be wished for
- School Development Plan covers the areas needing attention.

The visit involved three observations each of Geography, Maths and Phonics.

Q: What does RQT stand for? A: The Headteacher explained the difference between Recently Qualified Teacher and Early Career Teacher, and how the school supports staff who had missed the change of category by providing extra planning time.

The more able Year 2 pupils need extending – it was suggested that governor link visits could be an opportunity to ask children about the support they receive which could be fed back to the teacher.

Governors expressed their appreciation of the fresh perspective and advice provided by the QA visit.

Phonics assessment is above national attainment.
Governors NOTED the impact of booster sessions.

Safeguarding:

- No new exclusions
- One incident of bullying – nurture lessons are helping the children involved
- Additional SE support is being sought for a pupil who has needed to be handled for its own safety
- Annual safeguarding refresher training has taken place
- **Governors asked about replacing the damaged boundary fence.** This should have been resolved on Friday. There has been one objection to the planning proposal, but this should not prevent a replacement being erected.

Budget:

The initial funding allocation was discussed, being subject to normal variations explained in the HTR, mainly SEN numbers.

Q: What will the reserves be spent on? A: Toilet refurbishment, plans for the outdoor provision (new shed and bike area – governors were invited to suggest other needs) and provision has been made for flooring across the school.

The Sports Grant expenditure was outlined and included CPD for summer activities.

Buildings:

The temporary boiler has now been removed and the repaired original boiler reinstalled; it will still need to be replaced soon.

Q: Will the LA relace it? A: This has not yet been agreed.

GB/07/22 Approval of financial matters

Budget 2022-23

Will be finalised 31 May

Scheme of Delegation

Approved in the summer

Schools Financial Value Standard (SFVS) 2021-2022

Completed for the end of March submission as approved by F&GP Committee

Year-end re-forecast

Shared by F&GP. The new budget came in February; there are some variations but overall there will be higher income this year.

Services for schools

After discussion, governors AGREED the following bought-in services:

- Catering
- ELS Library Service
- Health & Safety
- Occupational Health (part of the enhanced HR package)
- Legal advice
- Governor Learning & Development package (a change from previously being on pay per session and includes two annual conference places)
- Clerking

- Advice and Guidance

Governors NOTED the value of the training service

GB/08/22 Update on appraisal process for Headteacher and staff including an update on the wellbeing of the Headteacher and staff

HT review date to be arranged.

It is good practice to change the external adviser every three years, and Carolyn Brearley (School Improvement Partner) may be asked to take this role next year.

Staff Reviews will take place tomorrow.

Wellbeing:

Governors were informed that the school leadership has been trying to balance the impact of report writing and parents' evenings in the light of the impact of Covid. Staff have made sacrifices to keep going and money is being spent on curriculum time to ensure it does not impact on PPA time.

Governors NOTED the importance of having a stable workforce and effective teamwork in the school. They expressed understanding of the hard impact of Covid and the expectations of Ofsted. They acknowledged that the HT has worked hard to mitigate the effects of stress on staff.

Q: Who does the HT go to for support? A: The HT leads the school, but it is not a completely rigid hierarchy; the HT feels able to talk to staff in the leadership team and share the burden.

HT

GB/09/22 Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems

The internal audit will take place next Wednesday.

The Clerk explained the process and its purpose as being an internal audit of files, not processes, including transfer of files as pupils change school. It is important as evidence of correct practice for Ofsted and as part of the strategic role of governors and should be seen as a vital part of safeguarding, not a bureaucratic chore.

GB/10/22 Information from the Corporate Director for information and action

Ten-year Plan

The Clerk outlined the aims of the Nottinghamshire Plan and its vision for a "healthy, prosperous and greener future for everyone." The report includes the nine ambitions which underpin the vision, and actions for governors.

Q: Does the school have to publish a response on its website? A: There is nothing in the report to suggest this, but the clerk will check.

Clerk

Understanding Behaviour in Schools

The Clerk outlined the relevance of this report in terms of children achieving a successful return to school after the unsettled Covid period. The report explains the accompanying toolkit in terms of seeing behaviour as a response to unmet needs, individual influences and relationships, and lists actions for governors as well as the questions governors should ask about the effectiveness of existing behaviour and other related policies. The report also emphasises the impact of behaviour on wellbeing and the strategic leadership role of governors.

Q: What is done to support a class with a child with 'challenging behaviour?'

A: Most TA support happens on a one-to-one basis now. This frees the teacher to teach the class.

GB/11/22 Communication

From chair

No additional communication.

From headteacher

Two letters received requiring the HT's attention. Both have been dealt with satisfactorily.

From clerk - Governor Newsletter

There had been 2 issues of the Nottinghamshire Governor newsletter since the previous meeting. The clerk drew particular attention to the following articles:

Newsletter 1:

- Governor Conference 26 March
- EYFS links
- EEF bite size training
- Engaging with parents guidance
- Safeguarding news
- Anti-bullying
- Ofsted focus on reading
- Access to the Chairs' and HTs' briefings
- GDPR and other governor training

Newsletter 2:

- Newsletter now shows 'for action' and 'for information' on the contents page
- Holiday Activities and Food Programme (HAF)
- Children Missing Education
- Safeguarding records audit (see GB/09/22)
- Standhill Infants is in this month's Active Schools survey

GB/12/22 Report from training co-ordinator including review of governor training requirements for 2022-23

Governors recognised the efforts Mrs Wheldon has been making to promote governor training.

Governors were reminded to add training attended to their Governor Hub profile. The next priority was identified as Link governor training. The staff and governor 'speed dating' session will allow the groups to meet and chat informally.

All gobs

GB/13/22 Receive report from Data Protection Officer and Information Governance governor

Governors received a report from the DPO via the HT.

The DPO is Rachel Randall; SIRO is the HT; Terry Morley is the Information Governance Governor

The school aims to take a common sense approach to data protection.

Q: Have there been any breaches? A: There have been no breaches of sensitive personal data.

The report will be uploaded to Governor Hub.

GB/14/22 Governor monitoring visits

Mr Morley visited a nurture group and looked around to obtain a general feel for the school.

Action

Governors will arrange more visits and take the opportunity to ask children about the support they receive in lessons.

All gobs

Mrs Clarke carried out the SCR review and will continue to do so termly. There were no anomalies found. Training she attended raised a question about the SCR and frequency of updating it, which the Clerk thought was incorrect, but will investigate and report to governors.

Clerk

Governors AGREED to work with the Chair and HT to revise Link Governor responsibilities. An initial plan suggests:

- Literacy & Phonics – J. Bucknall and S. Britten
- Curriculum – E. Croghan and.....
- Outdoor provision – S. Flint and A. Wheldon

Chair/HT

GB/15/22 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 throughout the HTR including:

- Impact of pupil attendance and staff absence on attainment and behaviour, and the effects of changed behaviour on all pupils
- Provision for monitoring staff absence
- Safeguarding considerations (boundary fence)
- budget considerations including use of reserves and future planning for the boiler
- Wellbeing of staff and Headteacher as the impact of Covid continues

GB/16/22 Confirmation of dates for 2022 – to be agreed at the meeting in conjunction with the clerk

The governing body

confirmed

Summer term 2022 – Wednesday 15 June 2022 at 6.00pm

GB/17/22 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as required.

The meeting closed at 7.50pm.

Signed (chair) Date