

MINUTES OF MEETING



**Nottinghamshire
County Council**

School: Carlton Standhill Infants School
Meeting title: Summer term meeting of the governing body
Date and time: 15 June 2022 at 6pm
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)
N Mr Terry Morley
Miss Nicola Scott
Mrs Amanda Wheldon
Mr Connor Worrall

In attendance Paul Bruch (clerk to the governors)

GB/18/22	Apologies for absence	Action
	There were no apologies for absence.	
GB/19/22	Declaration of interest	
	There were no declarations of interest, either direct or indirect, for items of business on the agenda.	
GB/20/22	Review of membership and terms of office ending in the next 12 months	
	The clerk highlighted the following vacancies on the governing body: There are currently no vacancies The clerk brought to the attention of governors the following end of terms of office: Miss Flint (Parent) - October 2022 Mr Morley (LA) - March 2023 Mr Worrall (Co-opted) - November 2022 With the consent of the governors involved, it was resolved to reappoint Mr Worrall as a co-opted governor, and to apply to the LA to renew Mr Morley's term of office.	Clerk
	Governors discussed the balance of skills and categories of the board and resolved to apply for a change in constitution: To increase the number of co-opted members from four to five; To reduce the number of parents from three to two.	Clerk
GB/21/22	Approval of minutes of spring term meeting and any additional special governing body meetings	

The minutes of the spring term meeting held on 16 March 2022, having been previously circulated, were confirmed and signed by the chair.

Review of actions

- GB/03/22 Parent Governor election: No longer required following reconstitution of the GB
- GB/04/22 Pre-Ofsted meeting 23 March 2022: Was useful, and the school has since been inspected
- GB/05/22 Staff/Governor 'speed dating': Will be 13 July 2022
- GB/08/22 HT appraisal: Spring review has been done; Summer meeting is planned
- GB/10/22 school website response to NCC 10-year Plan: There is no requirement for the school to respond

All other actions and outcomes are on the agenda.

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

Review of actions

Finance Committee **approved** the Uniform Policy, and the school is investigating the use of Sharewear and Shoewear as sources of reduced-price items to help parents.

GB/23/22 Financial reporting

In addition to the detail in the HTR, governors **noted** the school has a relatively healthy balance, although this is expected to reduce over the next few years.

GB/24/22 Summary of headteacher's report and governors' questions and challenge

The Headteacher talked governors through her report, highlighting:

- In-year admissions
- Attendance is c96% and remains above the national average
- One child must now be recorded as unauthorised which has impacted those figures
- Staff absence is being routinely monitored
- The SENCo returns to school soon in a job share arrangement
- CPD has focused on phonics, including hearing individual pupils read. The next focus will be on the help TAs give children
- Inspection – the report became available last Thursday. There have been no questions from parents. Governors discussed the confusing opening sentence to an otherwise positive report. The school is confident that it can justify a 'good' rating under a full inspection
- Governors considered the school's response to Ofsted and **noted** that next year's priorities are likely to be:
 - Outdoor provision
 - Behaviour (owing to one observed incident)
 - Reading

Governors observed that behaviour is a shared responsibility with parents.

Governors will review the school behaviour policy.

Q: Will money be released to help support plans to prepare for full inspection including releasing staff time to develop behaviour

- Curriculum provision was judged to be strong
- Phonics screening may result in 78% success

Q: Has investment in phonics paid off? A: Yes, massively. Some pupils who began with a score of 6 are now at 28 – not quite the pass score of 32 but interventions have resulted in remarkable progress.

- Bullying – no reported incidents
- Safeguarding – planning permission for the new fence has been granted
- Budget – c£114k carry forward with only a £700 variance on the budget plan
- The >8% surplus has been ear-marked for:
 - Toilet refurbishment
 - New carpets
 - Outdoor learning area
 - Continue coaching funding
- Covid recovery and catch-up funding is being applied to additional phonics teaching
- The new room will be called ‘The Jubilee Room’

GB/25/22 Update on appraisal process and wellbeing for headteacher and staff

HT appraisal is covered in the HTR.

Governors asked about the wellbeing of staff following Ofsted and were informed that they were a little down but are a strong team and were picking themselves up.

Governors asked about the expectations for a full inspection in the next 12 months, and whether the additional impact on a small school could be explained to Ofsted. A: No, but feedback can be given after the inspection.

Governors recognised the disruptive effect of inspection particularly on children with emotional and social difficulties or trauma.

GB/26/22 Information from the Corporate Director for consideration and action

The Clerk presented a summary of the report on Promoting the Education of Children with a Social worker:

- Background to the report
- Questions for governors
- Links to further advice and information

GB/27/22 General Data Protection Regulations – report from the DPO/Information Governance Link Governor

The school continues to take a common-sense approach to matters of sensitive and personal information, and there are no breaches or data requests to report.

GB/28/22 Receive report from the Designated LAC teacher (presented at least once per year)

The Designated LAC Teacher is Mrs Ghattaora, who produces a monthly report which includes post-LAC. Relevant information is provided to governors when a LAC is on roll.

GB/29/22 Communication

From chair

None.

From headteacher

None.

From clerk - Governor Newsletters

The Clerk drew attention to the following articles:

Newsletter 1 – April 2022

- Single Central Record
- Links to updates, training and resources for the Safeguarding Governor
- School closure procedures
- Use of AOB for genuinely urgent business only
- News from the DfE and NGA
- Governor Conference workshops on Governor Hub
- GIAS – schools' responsibilities
- Links to free Ofsted resources
- New governor recruitment

Newsletter 2 – June 2022

- Links to the new KCSiE in force September 2022
- H&S update – responsibilities and duties for schools and governors
- National updates from DfE and NGA
- Making the most of Governor Hub
- Links to summary information on the Education White Paper

Governors discussed the 'hotspots' where children might not feel as safe in school as in other areas, and concluded that the toilets perhaps need greater supervision at break times.

HT

GB/30/22 Approval of in-service training days (5) 2022-2023

The school has liaised with Porchester School, taking into account the impact on two job shares, and governors **approved** the following dates:

- 31 August 2022
- 31 October 2022
- 27 February 2023
- 26 May 2023
- 5 June 2023

Foundation Stage children will start school on Thursday and Friday morning 1st and 2nd September; Years One and Two 1st September 2022

GB/31/22 Review of delegation and organisation of committees:

Agree committee structure and membership of committees

It was **agreed** to maintain the current committee structure and membership, and governors were reminded that they are welcome to attend any committee meeting.

Approval of scheme of delegation 2022/23

Noted.

Note annual planner 2022/23 to support agenda setting

Noted.

Policy checklist 2022/23 – statutory policies for schools

Governors **noted** there are some new policies, and that all statutory policies are up to date.

Review of and appointment to link governor roles

- Safeguarding – Mrs Joy Clarke
- Curriculum – Miss Nicola Scott
- Health & Safety – Mr Connor Worrall

GB/32/22 Report from training co-ordinator of impact of training undertaken and review of governor training requirements (including safeguarding)

- Mr Morley attended Finance training
- The Ofsted training had given confidence and encouraged governor involvement
- Priority areas for future training were identified as Finance; Role of the Link Governor; Support and Challenge

Governors discussed the value of training and the importance of booking early. They were reminded to record training on their Governor Hub profiles, and to include relevant training carried out in other contexts such as at work.

The potential to reduce costs in future was considered, particularly when key training had been completed by the majority of the board.

GB/33/22 Review of governor monitoring visit reports – key actions for governing body

- Speed dating booked for 13 July for governors to meet staff
- Governors had accompanied children and staff on external trips and visits
- SCR has been checked as properly recorded and is up to date; Ofsted were satisfied with the process

GB/34/22 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Governors:

- Considered how best the constitution and committee structure could serve the school
- Asked questions about the budget, particularly the impact of investment in phonics

- Asked questions about behaviour and how it is addressed
- Discussed the Ofsted visit and the next steps towards a full inspection including allocation of funds
- Considered the training required for them to provide further support and challenge

GB/35/22 Confirmation of dates for 2022/23 – to be agreed at the meeting in conjunction with the clerk

The governing body **confirmed:**

Autumn term 2022 – 16 November
Spring term 2023 – 8 March
Summer term 2023 – 21 June

All Wednesday at 6pm

GB/36/22 Determination of confidentiality of business

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

The meeting closed at 7:25pm.

Signed (chair) Date