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**School:** Carlton Standhill Infant School  
**Meeting title:** Summer term meeting of the governing body  
**Date and time:** Wednesday 16 June 2021 at 6.00pm  
**Location:** Virtual

**Membership**  
'A' denotes absence

	Mrs Jackie Bucknall
	Mrs Joy Clarke
A	Miss Sarah Flint
	Mrs Sarah Ghattaora (Headteacher)
A	Mr Terry Morley
	Miss Nicola Scott
	Mrs Amanda Wheldon
	Mr Adam Wilson (Chair)
	Mr Connor Worrall
	Vacancy (Parent governor)

**In attendance** Miss Sally Smith (clerk to the governors)

**GB/18/21 Apologies for absence Action**

Apologies for absence were received from Miss Flint (illness) and Mr Morley (work commitment).

It was

**resolved**

that the governing body consent to these absences.

**GB/19/21 Declaration of interest**

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

**GB/20/21 Review of membership**

Emma Croghan was welcomed as a new parent governor and governors introduced themselves.

Mr Wilson resigned from the governing body from the end of the meeting. He was thanked for his work on the governing body over around 4 years.

(Subsequent to the meeting, Miss Flint was appointed chair for 1 year via email with the decision to be ratified at the next meeting of the full governing body).

There had been another parent who had applied for the parent governor role. Governors discussed her possible appointment as a co-opted governor. This would make four parents on the governing body.

After discussion governors agreed to Mrs Suzanne Britten being appointed as a co-opted governor subject to her agreement.

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

The minutes of the spring term meeting held on Wednesday 10 March, 2021 having been previously circulated were confirmed and e-signed by the chair.

GB/06/21 The school had not been able to claim for an additional caretaker while the site manager was shielding.

**GB/22/21 Receipt of minutes and approval of policies from committees and working parties**

The Finance and General Purposes Committee had met on 26 May 2021. The minutes had been available to governors on GovernorHub before the meeting.

The School Review Committee had met on 19 May 2021 and the minutes had been available to governors before the meeting on GovernorHub.

**GB/23/21 Financial reporting***Schools Financial Value Standard (SFVS) 2020-2021*

SFVS had been discussed at F&GP and submitted on time. Governors ratified the decision to approve the SFVS.

Mrs Ghattaora had sought clarification on 'other staff costs' which was explained and Mrs Clarke had agreed with the response.

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

Proposed uses for the underspend included renovating plumbing in the toilets, a path to be resurfaced, new signage, storage for Foundation, turning a cloakroom into a learning area and staffing costs.

This had been agreed by F&GP and was ratified by governors.

*Approval of services for schools/review of contracts.*

Contracts were to remain as in the previous year except staffing insurance which would be with the Local Authority as they offered better cover for maternity leave.

**Has the member of staff said when she would be starting maternity leave?**

She had expressed when she was aiming to start maternity cover.

**GB/24/21 Headteacher's report**

The headteacher presented her report which had been available to governors on GovernorHub before the meeting.

Miss Flint had sent questions on the report to Mrs Ghattaora which were addressed at appropriate points in the presentation.

**What had the support worker done with persistent absentees?** She had discussed the issues around not attending with parents and maintained regular contact with the families.

**Does the school pay for this?** No, it was a service provided by the local authority.

**Do you make another referral when a family stops attending after a period of attendance?** Yes, or the school could ask for the file to remain open. Support was only available when attendance was below 80%.

**Were you sending the letter to persistent absentees?** Not currently as they had involvement from outside but they would remain under review by the school.

**Are there any children on the waiting list for year 1?** No. Governors were reminded that admissions were dealt with by the local authority.

**What were the pupil numbers for September?** Places had been offered to 43 children. 41 had accepted and 2 more had been offered a place. There had been 17 and 21 attending the getting ready for school sessions.

**What work is the staff member completing while shielding?** She had been given a list of jobs to complete and was re-organising the phonics planning across the school, doing reading meetings, co-ordinating special needs provision and monitoring the curriculum.

**What was the background to the inaccuracies on reading monitoring?** There was a range of prior experience in assessments across the staff and this had impacted on the monitoring. Additional support in phonics was being funded from covid funding.

SEN funding had been received for the child who had needed physical handling.

**Have the parents of children with gaps in their learning been informed of the gaps and given ideas of how they could help?** Yes this had been discussed at the previous parents evening and would be included in school reports.

**GB/25/21 Fundraising**

The following fundraising events had been held:

Christmas Jumper Day  
Children in Need  
Macmillan Coffee Morning  
DVD sales  
Comic Relief

**GB/26/21 Update on appraisal process for headteacher and staff**

Appraisal was planned for the end of term. All teachers were on track and there were no known issues of competency or engagement.

The date for Mrs Ghattaora's appraisal had not yet been planned.

**GB/27/21 Information from the Corporate Director for consideration and action**

Governors noted the report on the Nottinghamshire SEND Strategic Action Plan 2021-2023.

Policies were updated ready for the autumn term. Mrs Ghattaora would take on the SENCO role when Mrs Thompson was on maternity leave.

**GB/28/21 General Data Protection Regulations – report from the DPO/Information Governance Link Governor**

A report from the DPO was shared with governors.

There had been a SAR request from an individual who wanted all the information the school held and Mrs Ghattaora had contacted the legal department for advice before releasing the information. There had been no follow up.

Staff had been reminded of GDPR procedures and 365 training had included updating details.

**GB/29/21 Receive report from the Designated LAC teacher**

There were currently no LAC or post LAC in the school.

**GB/30/21 Communication**

*From chair*

There was no further information from the chair.

*From headteacher*

There was no further communication from the head.

*From clerk - Governor Newsletter*

Governors were reminded there had been 2 issues of the Nottinghamshire Governor since their previous meeting and relevant articles were highlighted.

**GB/31/21 Approval of in-service training days (5)**

Mrs Ghattaora had worked with the junior school in arranging the following dates:

31 August 2021 to be taken as twilight session by staff

1 September 2021

21 February 2022

6&7 June 2022

**Are these alongside half term holidays?** Yes, they were.

**Are staff happy to do the twilight sessions?** Yes. Teaching Assistants would provide additional support in class to make up the time.

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

*Agree committee structure and membership of committees*

*F&GP*

Mrs Ghattaora

Mrs Flint

Mrs Clarke

Mr Morley

Mrs Wheldon

*School review*

Mrs Ghattaora

Mrs Clarke

Mrs Bucknall

Miss Scott

Mr Worrall

*Approval of scheme of delegation/decision planner 2021/22*

Governors approved the Decision Planner for 2021/22 which was available on GovernorHub.

*Note annual planner 2021/22 to support agenda setting*

Governors noted the Annual Planner for 2021/22.

*Policy checklist 2021/22 – statutory policies for schools*

The policy checklist was available on GovernorHub. Mrs Ghattaora kept a log of policies and dates for review.

*Appointment/re-appointment of link governors*

Link governors would be arranged when the school development plan for 2021/22 was available in the autumn term.

Agenda

**GB/33/21 Report from training co-ordinator including review of governor training requirements (including safeguarding) for 2021/22**

Mrs Wheldon was the training governor.

Mrs Croghan had signed up for induction training the following week.

Governors were encouraged to attend some training.

Mrs Ghattaora agreed to arrange training on Ofsted for the whole governing body.

SG

**GB/34/21 Governor monitoring visits**

Parent governors had attended reading monitoring sessions.

**GB/35/21 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account**

Questioning throughout the headteacher's report

Proposing training

Questioning attendance and funding

Approve the inset days

Receiving feedback on appraisals to ensure children are taught by competent staff

Recognising the need for training for governors

**GB/36/21 Confirmation of dates for 2021/22**

The governing body

**agreed**

Autumn term 2021 – Wednesday 10 November 2021 at 6.00pm

Spring term 2022 – Wednesday 16 March 2022 at 6.00pm

Summer term 2022 – Wednesday 15 June 2022 at 6.00pm

**GB/37/21 Determination of confidentiality of business**

It was

**resolved**

that all papers and reports be made available as necessary.

**The meeting closed at 7.20pm.**

Signed



(chair) Date 10 November 2021