

Minutes of the meeting of the Local Governing Body

held on Wednesday 31st January at 6.15pm



Present:

Nichola Irwin	Head teacher
Janet Wilson	Community Governor
Nick Johnson	Community Governor (Chair)
Helena Tooth	Staff Governor
Sarah Baryayanga	Community Governor
Carly Allen	Community Governor
George Marshall	Parent Governor

In Attendance:

Louise Pearson	Minute taker
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		Action
1	<p>Welcome to the new minute taker, parent governor and Approval of new community governors by the Governing Body</p> <p>Welcomes were made to new minute taker.</p> <p>All Governors approved appointments of new community Governors (SB and CA).</p>	
2	<p>Apologies for absence</p> <p>Apologies of absence were received from Governor PO prior to meeting, although no reason provided. Governor LR was absent as due to give birth imminently. These were accepted by the board.</p> <p>None attendance from MT, due to misunderstanding with date of meeting. This was not accepted by the board.</p>	
3	<p>Business Declarations</p> <p>There were no declarations of interest, either direct or indirect, for items of business on the agenda.</p> <p>The Chair shared with Governors their appointment of additional role as Governor for the Trust. The Chair explained the Trust is happy for the Chair to continue to work as school Governor.</p>	
4	<p>Approval of minutes from last meeting and matters arising:</p> <p>The Chair explained to new Governors that schools have a legal obligation to put information on its website about the Board of Governors. A draft overview has been prepared by Chair, and communication will be sent to parents once the website has been updated.</p> <p>The HT discussed working alongside Junior school to utilise photographer, who is due to visit and carry out professional photo shoots. New leaflets to be available by Summer and delivered to nurseries in Hucknall and Bulwell, where school places are</p>	<p>NJ</p> <p>NI</p>

	<p>more lightly to be oversubscribed. This is due to the fall in birth rates in the Kimberley area, which may lead to low admission rates for the school.</p> <p>A Governor reinforced the importance of working with the Junior school. The HT explained Infants and Junior school tours take around 40 minutes to complete. Looking at option of open evening where parents can get a feel for the Junior School. HT explained that school has two form entries, and catchment area overlaps with Hollywell Primary.</p> <p>The Chair confirmed the Junior School is not part of Trust.</p> <p>The HT confirmed that Governor role documents are available on Governor Hub.</p> <p>The HT informed Governors that Pupil Premium page of website had received 21 hits in September and the average time spent on the page was 1 minute 35 seconds.</p> <p>All other actions from the previous minutes had been completed and the minutes were approved and subsequently signed by the Chair.</p>	NI
s5	<p>Assign link roles</p> <p>The Chair shared the Annual Planner with the Governors and its purpose. The Chair explained that Governors would be assigned roles, and be required to provide review documentation prior to meeting based on assigned strategic themes.</p> <p>Roles were assigned in the meeting as follows:</p> <p>Safeguarding – NJ SEND – CA Finance – SB H&S - MT Curriculum – GM Attendance & admission – PO Behaviour & attitude - JW Personal development & PHSE - JW Standards & school development – LR Head & staff appraisal – NJ and LR Governor development – NJ GDPR – SB Wellbeing & mental health – CA/GM</p> <p>The Chair informed all Governors need to have awareness of themes in bold. The Chair to update Annual Planner and share on Governor Hub.</p> <p>The Chair shared they are attending Safeguarding training.</p>	NJ
6	<p>Review the policies checklist</p> <p>The HT shared a list of all policies and explained to Governors when policies need to be reviewed, how often and who needs to review the policy.</p>	

	<p>The HT explained statutory policies need to be published on school's website. The HT informed the Governors the Business Continuity Plan and Cyber Response Policy are the responsibility of HT. The Cyber Response Policy is currently being updated and HT has a meeting this week to finalise policy. This policy will be reviewed at the next meeting in Spring 2.</p>	
7	<p>Health & Safety review including the Maintenance Plan</p> <p>The HT confirmed there are no outstanding item on the maintenance plan, and no changes from the previous review.</p> <p>Capital project approved.</p> <p>The HT shared a new refurbishment and small extension project has been approved. Architect plans are being finalised. Drainage plan has already been completed. Planning permission and surveys are still required. Once complete the project will be put out to tender. The current timeline is to complete building work in the summer holiday period.</p> <p>The HT shared there may be logistical challenges with timeline and informed the Governors there is asbestos in the building, which may cause delays. Plans for canopy in courtyard, will depend on cost.</p>	
8	<p>Monitor expenditure against the Budget Plan</p> <p>The Chair provided an overview of the current budget, following recent reforecast, it is predicted the school will be in deficit at the end of the year.</p> <p>The HT shared challenges of additional funding for SEND pupils, which does not cover the additional costs the school incurs for providing support to SEND pupils. The Chair informed Governors that Trust is aware of budget situation.</p> <p>The Kitchen is currently making a loss, as the price of a meal is capped for children in KS1.</p> <p>Review Charging & Remissions Policy</p> <p>This policy was approved by the Chair.</p>	
9	<p>Review Head's appraisal progress</p> <p>The Chair shared the HT's objectives and progress in the meeting, which were reviewed by NJ and LR.</p>	
10	<p>Monitor standards of teaching</p> <p>The Chair shared that teaching of writing needs to be consistent across all teachers. HT explained that she had carried out monitoring of writing, which highlighted the inconsistency. The HT is currently mentoring a member of staff to take over English lead for school.</p>	NI

	<p>The HT explained they visited schools that are utilising Literacy Tree and shared the school is looking to take the structure from Literacy Tree, but do not want to be tied to their books.</p> <p>Review the School Development Plan</p> <p>The Chair shared where School Development Plan can be found on Governor Hub and shared the update LR completed, explaining this was on track.</p> <p>Curriculum Review RE and sex education</p> <p>JW confirmed a review of RE and Sex Education had been completed and was on Governor Hub. An overview was shared and confirmed the review was unchanged since previous review which was approved by Governors in September 2022.</p> <p>Review Behaviour monitoring records & policy</p> <p>The Chair shared the behaviour policy review with the Governors. HT explained reasons for logging behaviour, and how this supports safeguarding staff, conversations with parents and helps to spot trends. HT explained to Governors that this is a legal report that is shared with OFSTED.</p>	
11	<p>Policies</p> <p>Attendance Policy</p> <p>The HT confirmed that this has not changed since previous review.</p>	
11	<p>Agenda items for next meeting:</p> <ul style="list-style-type: none"> • Governor Development Plan review • INSET DAYS Agreement • Health & Safety review including the Maintenance Plan • Accident Report • Review Lettings Policy, payments & agreements • Monitor School Records (GDPR) • Monitor expenditure against the Budget Plan • Determine the staffing compliment & review the structure • Monitor standards of teaching • Monitor progress & attainment • Consider the disapplication of pupils from statutory testing • Review curriculum coverage & provision • Policies - Accessibility Plan & Equality Plan (and evaluation) 	
12	<p>Confirm next meeting</p> <p>27th March 2024 – Confirmed</p>	
13	<p>Evidence of GB impact on School Improvement</p> <ul style="list-style-type: none"> - Monitoring & budget - Standards of teaching of writing - School improvement plan - Behaviour monitoring - Structure of the governing body moving forward 	

14	<p>Determine confidentiality of business</p> <p>Item 7 - Update on Teacher Appraisals</p> <p>The HT confirmed that there was no confidential business</p>	
15	<p>AOB</p> <p>The Chair informed the new Governors a skills audit is required within the first 6 months of appointment. Access to training is via Modern Governor.</p> <p>New Governors will require access to Modern Governor, Governor Hub, and will need an email address</p> <p>Chair offered to come in to school with new Governors for their first visit, and shared the Trust Assurance form, explaining this can be used for school visits.</p>	LP

Meeting Closed at 8:20pm

Signed: (Chair of Governors)

Date: