

## MINUTES OF MEETING



<b>School:</b>	<b>Woodthorpe Infant School</b>
<b>Meeting title:</b>	<b>Summer term meeting of the governing body</b>
<b>Date and time:</b>	<b>Wednesday 5<sup>th</sup> June 2024 at 6:00pm</b>
<b>Location:</b>	<b>School</b>

'A' denotes absence

	Mrs S M Jacques
	Mrs E Bowler (Headteacher)
	Dr. K Haessly (Chair)
	Miss K Collins
A	Mr A Lau
	Mrs L Kay
	Mrs K Bradley
	Mrs Everitt – virtually via Teams
A	Ms M McGuinness

**In attendance** Jenny Kirkwood (Clerk to the governors)

**GB/23/24**      **Apologies for absence**      **Action**  
 Dr Haessly welcomed all governors to the meeting.  
 Apologies for absence were received from Ms McGuinness and Mr Lau.  
 Governors consented to these absences.

**GB/24/24**      **Declaration of interest**  
 There were no declarations of interest, either direct or indirect, for items of business on the agenda.

**GB/25/24**      **Review of membership and terms of office ending in the next 12 months**  
 The clerk informed governors that the following terms of office end next year:

- Mr Lau – Parent Governor term of office ends **30<sup>th</sup> September 2024**  
 Governors agreed that an election would be held in the autumn term, in attempt to recruit 2 parent governors. It is hoped that Mr Lau would apply.

**GB/26/24**      **Approval of minutes of Spring term meeting and any additional special governing body meetings**  
 The minutes of the spring term meeting held on **Wednesday 28<sup>th</sup> February 2024**, having been previously circulated were confirmed as a true record and were signed by the Chair.

- **Review of actions**

**GB/06/24** - The clerk agreed to notify Governor Services regarding the outcome of the election. – *The clerk confirmed that this was actioned.*

**GB/09/24** - Dr Haessly reported that she had not yet circulated the audit, as she was waiting for the new governors to be in position. This will be circulated to all governors, and all were asked to complete – *It was agreed that this action be deferred until the new governors are in role.*

**Autumn  
FGB**

**GB/09/24** - Mrs Bradley was encouraged to undertake the 'Introduction to Governance role' training as she is new to the world of governance. Mrs Everitt had been a governor before at a different school. *Mrs Bradley reported that she had booked onto this course which starts on Thursday 13<sup>th</sup> June 2024.*

**GB/10/24** - Mrs Kay and Mrs Bowler met to undertake the Safeguarding Audit. An action identified within the audit was for all governors to undertake the Prevent Training. *Mrs Bowler reported that there are still some governors to complete this training and asked that they do so asap.*

**All Govs**

**GB/17/24** - It was agreed that Mr Lau would visit to undertake a SEND visit. – *Action for Mr Lau to arrange a SEND visit in the summer term.*

**AL**

**GB/27/24**

**Receipt of minutes and approval of policies from committees and working parties**

Minutes of Curriculum and Pupils Committee Meeting which was held on **14<sup>th</sup> May 2024** were available to view on Governor hub.

Governors **ratified** the Children missing in Education Policy which was **approved** at the Curriculum and Pupils Committee.

Minutes of the Extraordinary General Meeting held on **27<sup>th</sup> March 2024** were **approved** as a true record and were available to view on Governorhub.

**GB/28/24**

**Report from training co-ordinator including review of governor training audit and training requirements for 2024/2025**

**Training co-ordinator update**

Dr Haessly urged all governors to complete their Prevent training asap.

She added that she had attended the National College training on FGM which was difficult, but important. She urged all governors to have a look at the training on offer through National College which is free. She particularly suggested the Ofsted training.

**All Govs**

**All Govs**

It was agreed that the training audit would take place in the Autumn when new governors in role.

**Chair**

**GB/29/24**

**Financial reporting**

- **Schools Financial Value Standard (SFVS) 2023-2024 (deadline 31.03.24)**  
Mrs Bowler confirmed that this has been completed and returned following approval that the Spring F&P Committee Meeting.
- **Approval of school budget (if not already agreed in actions from committees)**

The school budget was sent to the Schools Finance Team by the **31/05/2024** and was **ratified** retrospectively by the full governing body, following **approval** at the Spring F & P Committee meeting.

- **Governors consistent financial reporting out-turn statement including the intended use of balances (BO2) return**  
Mrs Bowler stated that this would be presented and **approved** at the Summer term F&P Committee Meeting.
- **Approval of services for schools/review of contracts (if not already approved in spring term)**  
Governors **ratified** the decisions made regarding Services for Schools contracts which were discussed and **agreed** at the Spring term F & P Committee.
- **Approval of Finance Policy**  
Mrs Bowler stated that this would be presented and **approved** at the Summer term F&P Committee Meeting.

**GB/30/24**

**Holding executive leaders to account:** Summary of Headteacher's report and governors' questions and challenge.

Mrs Bowler shared her headteacher's report prior to the meeting which is available to view on Governorhub. The following points were highlighted:

- There is currently 1 pupil space in school.
- 60 places have been filled for the new F2 intake.
- Pupil Premium numbers remain the same.
- Pupil Progress was discussed at length at the Curriculum and Pupils Committee meeting, minutes of which are available to view on Governorhub.
- Attendance – The current national average stands at 93%, with Woodthorpe Infant School's attendance being significantly higher at 96.44% as at May half term. This attendance is better than the same time last year.
- 11 children are considered Persistent Absentees which equates to 6% of the school compared to the national figure of 20%.
- There is new guidance out called 'Working together to improve school attendance.' Mrs Bowler added that the school need to be mindful about considering fining.  
**Q: I have read somewhere that the guidance for fining is changing from next year; is that right?**  
A: Yes, there is further information in the Governor newsletter.
- SCMH interventions for pupils are in place.
- Pupil voice on bullying had been carried out which was very positive.
- 2 pupils currently at the school receive HLN funding, however, are leaving in July to attend special school. There are other pupils joining the school who will need additional support.
- Staff absence information was shared within the Headteacher's report along with a staffing update.
- School Improvement Plan – Two Quality Assurance visits undertaken this term. More information from these visits can be found in the Curriculum and Pupils minutes.
- The SEF has now been written as a combined effort with SLT. All areas have been awarded a 'good' with the exception of Early Years, which the school have rated as

'Requires Improvement.' There are however some 'quick fixes' within Early Years so this aspect will be revisited following the improvements that are currently being made.

- Curriculum, Intent, Implementation and Impact statements are in place.
- WIS kids, there is some work needed here to look at staffing as there are too many staff for the provision.

**Q: Will this be a difficult decision and a time-consuming process?**

A: It is hoped that there will be no need to make any redundancies.

**Q: Do all staff work the same hours?**

A: No, they work similar hours, but there are different people on different days.

- Training for the school cook on the new kitchen equipment took place on **20th May**.
- The 2023-24 budget was showing a projected surplus of **£2136** following the finance visit in March 2024.
- The budget for 2024-25 is showing a predicted deficit of **£13,060**.
- The staffing reduction process is underway.

**Q: What are you doing about replacing the Teacher role?**

A: Mrs Bowler has spoken to HR about this. It is a long process and there is at times conflicting advice.

- Governors were informed that Sarah Tyler resigned at half term. Following advice from HR the hours have been offered to the job share who has agreed to this. Governors were very pleased with this outcome.
- **12<sup>th</sup> July 24** is a school inset day. An ex Head Teacher, who is a current Ofsted Inspector is coming in between 9.00am – 10.30am. She is happy to meet governors either at this time, or on a separate occasion. Governors agreed that this would be beneficial. Mrs Bowler agreed to arrange this.

HT

GB/31/24

#### **Safeguarding Update**

A comprehensive update on Safeguarding was included within the Headteacher's report. Mrs Bowler added the following update:

- There is currently one pupil who is a Child in Need, however it looks as though this will close soon.
- There are three families within school with social work involvement.

GB/32/24

#### **Update on appraisal process and wellbeing for headteacher and staff**

All Teacher appraisals will have taken place by the **8<sup>th</sup> July**, with the Head teacher appraisal taking place before the end of the summer term.

**Q: How are the staff?**

A: There is a wellbeing meeting on **Wednesday 3<sup>rd</sup> July** and a wellbeing questionnaire was circulated to staff in the spring term.

Mrs Bowler regularly talks to the staff to check in, and changes are made where necessary. Governors commented that they appreciated Miss Collins' communication policy.

**Q: What are governors doing to support Mrs Bowler? Governors expressed their concern that she hadn't taken a break.**

A: Mrs Bowler assured governors that she was fine. She added that she would feel worse if she took time off, given that the Ofsted visit was just around the corner. She expressed her

thanks to the Governors as they have been there for her during the recent recruitment and whenever she had requested support.

**Q: Are you able to come into school a bit later, leave early etc.**

A: Mrs Bowler commented that she was conscious that she should be in school as a new head, although stated that she would look at this. Governors commented that she would be able to focus attention on specific tasks if she worked from home, rather than being in school where regular interruptions are expected.

**Q: Are people feeding back if they have too much on?**

A: Yes, a member of staff came to the Headteacher yesterday to say she was feeling overwhelmed. Support has been offered, they looked together at concerns together and came up with solutions. Mrs Bowler added that she visits staff in the morning to see how they are. She added that generally the atmosphere is great across school. Governors agreed and complimented Mrs Bowler stating that she was very supportive of the staff, and had done a great job, continuing to be very honest and transparent. They added that the staff feel that they can come to the Mrs Bowler and speak to her.

**GB/33/24**

#### **14. Information from the Corporate Directors for consideration and action**

##### **Pupil Place Planning**

Report for information and action - Summer term 2024

Each year, the Council's Pupil Place Planning team creates data dashboards that provide information to every Nottinghamshire school and academy regarding the place planning situation in their local areas. In particular, each school's dashboard provides details of projected future demand for places at both school and local planning area level.

All Nottinghamshire schools and academies now have access, via the Council's School Performance Portal, to their own 2023 dashboards, along with a letter that provides some contextual information.

The Council has drawn the attention of school senior leadership teams to the pupil projections for the planning area in which their schools sit. In some instances, projections indicate that there is likely to be a considerable over-supply of primary school places when compared to likely demand. If so, some schools may wish to consider the potential long-term school management implications that this could have.

##### **Action for governors**

Governing Bodies and Trust Boards may request sight of their schools' current dashboards via Head Teachers or nominated representatives. If Governors have any concerns regarding projected pupil numbers and the implications for their schools' strategic direction, they should discuss this as part of normal Governing Body discussions with Head Teachers.

**GB/34/24**

#### **General Data Protection Regulations – report from the DPO/Information Governance Link Governor**

Mrs Bowler provided the following update:

- There have been 0 Subject Access Requests.
- There has been 1 Freedom of Information Request – This related to resources the school use to educate and engage pupils and their parents in mental health awareness and wellbeing.
- 1 data breach was reported to the DPO since February 24. – The breach was minor

and was rectified promptly.

- GDPR breaches continue to be low in number.
- The office Manager has completed the Data Protection Impact Assessment for 'Insight.'
- The Office Manager updated the risk register in April 24.
- All staff have received training in Cyber Security and Online Safety which relate to GDPR and computer misuse.

**Future Actions:**

- The Asset Register is due to be updated in September 2024.
- GDPR Policies are due to be updated in September 2024.
- Consideration should be given to updating GDPR training for staff in September 2024.
- The post of DPO will need to be filled following the departure of Ms McGuinness.

**GB/35/24**

**Receive report from the Designated CLA (Children who are Looked After) teacher (presented at least once per year)**

Mrs Bowler informed governors that there are no Looked After Children within the school.

**GB/36/24**

**Communication received and updates**

**From chair** – Dr Haessly reminded governors about the free National College Training courses and urged all governors to attend the Ofsted Training Course.

**All Govs**

**From headteacher** – Mrs Bowler informed governors that there had been no complaints. She added that HR had been supporting with recruitment and that the SEF would be uploaded to Governorhub.

**HT**

**From clerk - Governor Newsletter first and second spring term edition**

The clerk referred governors to the Governor Newsletters which are available to view on Governorhub. She highlighted the following:

- 2 New DFE Governance Guides now replace several previous documents – details of changes to governors' expectations and governance requirements are in the newsletter article.
- HR - Updates to HR Policies and Procedures and Governor HR training sessions Summer Term Summer term 2024. The DFE is preparing to consult over the statutory changes to the School Teachers Pay and Conditions document headteachers and governors are kept up to date as information and guidance is available.
- Safeguarding Children in Education News
- Cyber security - governors should ensure your board knows what governors' roles are in cyber security and feel assured that it's being effectively challenged.
- Governor Allowances and Expenses – NEW policy template available
- National Updates and Information
- How inclusive is your MAT or Local Authority?
- Who can attend Governor Meetings?
- How to Recruit Great Governors – like you!
- Succession breeds success: How to grow leaders.
- Inspiring Governance - closing in its current format from 30th September 2024
- Governor Termly recorded briefings

- Message from the Chair of the Nottinghamshire Association of Governors – Sue Beasley
- Governor Training updates and feedback opportunity

**GB/37/24 Approval of in-service training days (5) 2024-2025**

Mrs Bowler requested the following:

- Monday 2<sup>nd</sup> September 2024
- Monday 24<sup>th</sup> February 2025
- Friday 4<sup>th</sup> July 2025
- Monday 28<sup>th</sup> July 2025
- Tuesday 29<sup>th</sup> July 2025

Mrs Bowler stated that the last two July 2025 dates would be in recognition of the National College training which staff undertake throughout the year, and for report writing which staff will undertake in evenings and weekends. These two days will then enable staff to have 5 weeks holiday.

Governors **approved** the Inset days.

**GB/38/24 Review of planning document: delegation and organisation of committees:**

- **Agree committee structure and membership of committees and committee Chairs, as per the scheme of delegation**  
Mrs Bowler **confirmed** that this had been actioned.
- **Approval of scheme of delegation 2024-2025**  
Governors **approved** the scheme of delegation.
- **Note annual planner 2024-2025 to support agenda setting**  
Governors **noted** the annual planner 24-25.
- **Policy checklist 2024-2025 – statutory policies for schools**  
Mrs Bowler **confirmed** that this had been actioned.
- **Review of and appointment to link governor roles**  
Governors **agreed** to keep their current link roles which would be reviewed when the new governors were in place.

Mrs Bowler confirmed that all of the above will be uploaded to Govenrorhub for governor reference. **HT**

**GB/39/24 Review of governor monitoring visit reports – key actions for governing body**

- Mrs Kay - Health and Safety visit undertaken and report on Govenrorhub. A number of issues were identified which will be actioned. **HT**
- Mrs Kay - Safeguarding visit undertaken on 3<sup>rd</sup> May 2024, report produced.
- Mrs Jacques – Little Wandle governor visit undertaken, and report produced.
- Miss Collins – Behaviour visit undertaken, and report produced.

**Visits for the summer term:**

- SEND visit – Mr Lau to attend. **AL&HT**

- SIP Priority 2 – Miss Collins to attend.

**GB/40/24 Evidence of governing body impact on school improvement**

- English visit for SIP priority 1. Developing story boxes for Talk for Writing. Mrs Bradley offered to support with this.
- Health and Safety and Safeguarding monitoring visits were undertaken in the first half of the summer term.
- Safeguarding focus group attendance.
- Head and Chair meetings continue to take place regularly.

KB&SJ

**GB/41/24 Review of how the governing body has held the school’s leaders to account.**

- Questions on the HT report.
- Challenge during the meeting.
- Well-being questioning
- Improvements in F2

**GB/42/24 What have the governing body been up to?**

- Recruiting a Deputy Head.
- Mrs Jacques – attends to support with Little Wandle
- Mrs Jacques and Mrs Bradley attended for the F2 meeting were they stated that the parents very positive and pleased that their children were attending in September.
- Safeguarding focus group – Mrs Kay attended.
- Online National College Training for Prevent and FGM.

**GB/43/24 Confirmation of dates for 2024**

**Autumn** – Tuesday 8<sup>th</sup> October at 6pm  
**Spring** – Tuesday 25<sup>th</sup> February 6.00pm  
**Summer** – Tuesday 3<sup>rd</sup> June 6.00pm

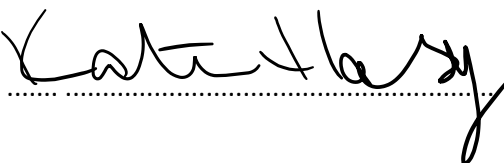
**GB/44/24 Determination of confidentiality of business**

Governors

**Resolved**

that the Head teacher report be confidential  
 All other papers will be available on request.

**The meeting closed at 7.30pm**

Signed  (chair) Date .8.10.24.....