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<b>School:</b>	<b>Woodthorpe Infant School</b>
<b>Meeting title:</b>	<b>Spring term meeting of the governing body</b>
<b>Date and time:</b>	<b>Wednesday 28<sup>th</sup> February 2024 at 6:30pm</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  
 Mr A Lau (virtually via Teams)  
 Mrs L Kay  
 Mrs K Bradley  
 Mrs R Everitt  
 Ms M McGuinness

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

<b>GB/01/24</b>	<b>Apologies for absence</b>	<b>Action</b>
	<p>Dr Haessly welcomed all governors to the meeting. She gave a special welcome to Mrs Bradley and Mrs Everitt as this was their first FGB meeting as newly appointed governors. All governors introduced themselves.</p> <p>There were no apologies for absence.</p>	
<b>GB/02/24</b>	<b>Declaration of interest</b>	
	<p>There were no declarations of interest, either direct or indirect, for items of business on the agenda.</p>	
<b>GB/03/24</b>	<b>Review of membership and terms of office ending in the next 12 months</b>	
	<p>The clerk informed governors that the following terms of office end next year:</p> <ul style="list-style-type: none"> <li>• Mr Lau – Parent Governor term of office ends <b>30<sup>th</sup> September 2024</b></li> </ul>	
<b>GB/04/24</b>	<b>Determination of term of office for Chair and Vice Chair</b>	
	<p>Governors <b>agreed</b> that the term of office for the Chair and Vice Chair would be two years and would be reviewed at the spring term FGB meeting in 2026.</p>	

GB/05/24

**Election of Chair**

Dr Haessly indicated that she would be prepared to stand for the position of chair. All governors were asked if they were interested in the position. Mr Lau stated that he wasn't in a position to take the Chair at the present time. It was proposed and seconded that Dr Haessly be elected chair and, there being no further nominations, it was:

**Resolved**

that Dr Haessly be elected chair for a period of office expiring at the date of the spring term meeting of 2026.

GB/06/24

**Election of Vice Chair**

Mr Lau indicated that he would be prepared to stand for the position of vice-chair. It was proposed and seconded that Mr Lau be elected vice-chair and, there being no further nominations, it was:

**Resolved**

that Mr Lau be elected vice-chair for a period of office expiring at the date of the 2026 spring term meeting.

The clerk agreed to notify Governor Services regarding the outcome of the election.

Clerk

GB/07/24

**Approval of minutes of Autumn term meeting and any additional special governing body meetings**

The minutes of the Autumn term meeting held on **Wednesday 4<sup>th</sup> October 2023**, having been previously circulated were confirmed as a true record and were signed by the Chair.

- **Review of actions**

All actions were completed. There were no matters arising.

GB/08/24

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

Minutes of Curriculum and Pupils Committee Meeting were available to view on Governor hub. There were no matters raised.

Minutes of Finance and Personnel Committee Meeting were available to view on Governor hub. The following point was highlighted:

- Mrs Bowler reported that HLN funding had been granted for one pupil discussed during the meeting and had been back dated to September 2023.

GB/09/24

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

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.

Dr Haessly added that the school subscribe to the Nottinghamshire County Council training programme, with most training sessions delivered remotely.

All Govs

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.

KB

GB/10/24

**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:

- Pupil Premium numbers have increased significantly from **3% - 9%**.
  - Pupil progress was discussed in detail at the Curriculum and Pupils meeting in January 2024.
  - Attendance is currently at **96.2%**, which is above the national average.
  - Persistent Absenteeism is below the national average at 8%.
  - 28 parents have received letters regarding their child's attendance if at **93%** or less.
  - Letters will be sent to parents of pupils whose attendance is **96%** or more to recognise this.
  - Personal Development and Well-being. The school have ELSA trained staff and Teaching Assistants (TA's), and meetings have taken place with TA's to look at interventions, review pupils and progress.
  - Restorative Justice scripts have been updated.
  - Bullying – Assemblies have taken place to talk to the children about bullying and to introduce the STOP acronym (Several Times On Purpose). Miss Collins stated that she had undertaken a link visit to review behaviour and was impressed with what she had seen.
  - Emergency AFN funding had been received for a child in Year 1. This will enable outside agencies to come into school and a multi-agency meeting is taking place on Monday.
  - Return to work meetings are now happening for staff following a period of absence.
  - HR are supporting with 3 staff members who have entered an Attendance Review Period.
  - Any staff absence from January has been covered internally in attempt to help to reduce the budget. Mrs Bowler acknowledged the impact and pressure on staff and the potential effect this could have on their well-being.
  - Staffing updates were shared with Governors and a comprehensive account included within the Headteacher's report.
  - Safeguarding - 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.
  - School Improvement Plan – Caroline Brierley is visiting school to support with the SIP.
- Q: In terms of the external support with F2 how does this link to the new F2 lead starting after Easter?**
- A: She came in on the INSET day this week and is meeting with Sarah Quinn. Mrs Bowler commented that she is excellent. As part of the recruitment, she was observed in her own setting, and she was fantastic.
- Mrs Bowler informed governors about the new OPAL provision, (outdoor play and learning) She added that she had visited Willow Farm to observe this approach in

All Govs

practice; the children were engaged, there were identified, specific areas and the children were happy. Governors were informed that there needed to be a steering group to lead this which includes a governor. Governors were asked to let Mrs Bowler know if they were interested in being part of this 12 – 18-month project.

All Govs

**Q: How much does this provision cost?**

A: The total cost is £10,000, £5000 for the OPAL pack and £5000 to fund the double pod and the trolley. The school is using Sports Premium funding to cover this. Dr Haessly stated that she visited Willow Farm along with Mrs McGuinness and there was a vast amount of equipment and different areas for the children to play. The children along with the staff plan the play together and develop the risk assessments and rules accordingly. Mrs McGuinness added that the approach is in response to the principal that there are of 5 hours of learning through play which is often lost through lack of provision.

**Q: Could some of the resources be sourced through the community?**

A: Yes, there is a plan in place to put a request out for resources.

**Q: Is the cost a one-off cost?**

A: As part of the payment, the school are allocated a mentor to support the school to get the scheme up and running. The company has plans to visit the site before Easter to recommend where the storage goes and to undertake an audit.

Mrs Bowler stated that she was visiting Willow Farm again tomorrow and that governors were also welcome.

- Little Wandle – Thanks were expressed to Mrs McGuinness for driving this approach which is having a great impact on pupil progress.
- The school are transferring from ‘Ezmag’ to ‘Insight’ for data tracking.
- The 2023-24 budget is currently in deficit, and this was projected to be approximately £5200 in deficit after the mid-year forecast.
- The budget for 2024-25 is forecast to show a surplus of approximately £21 300 but exact figures will be available after our budget setting meeting in March.

Dr Haessly thanked Mrs Bowler for the comprehensive report.

GB/11/24

**Overseeing Financial Performance** - Financial reporting

Governors agreed that all items below be deferred to F&P:

- |  |                       |
|--|-----------------------|
| <ul style="list-style-type: none"> <li>• School budget<br/>F&amp;P</li> </ul>  | <p><b>F&amp;P</b></p> |
| <ul style="list-style-type: none"> <li>• Scheme of Delegation (agenda item - summer term 2023) for 2023/2024<br/>F&amp;P</li> </ul>                                    | <p><b>F&amp;P</b></p> |
| <ul style="list-style-type: none"> <li>• Schools Financial Value Standard (SFVS) for 2023/2024<br/>Thank were expressed to Mrs Everitt for completing this.</li> </ul> |                       |
| <ul style="list-style-type: none"> <li>• Year-end re-forecast<br/>F&amp;P</li> </ul>   | <p><b>F&amp;P</b></p> |
| <ul style="list-style-type: none"> <li>• Services for Schools - Buy Back of NCC Services<br/>F&amp;P</li> </ul>  | <p><b>F&amp;P</b></p> |

**GB/12/24 Update on appraisal process for Headteacher and staff including an update on the wellbeing of the Headteacher and staff.**

Mrs Bowler reported that she had circulated a well-being survey for the staff who have been asked to complete in terms of how they felt at the end of the last academic year. This will then be repeated at the end of this academic year. She added that this would be an anonymous survey to inform how staff are feeling regarding workload etc. A staff meeting will also be held.

**Q: How are you?**

A: Good.

**GB/13/24 Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems (CP confidential file audit)**

- Safeguarding update – Mrs Bowler reported that the audit had been completed and was available to view on Governor.
- Mrs Kay stated that she had attended a Safeguarding focus group, fed back at C&P, and had uploaded the notes to Governorhub. She added that she was attending another focus group on 11<sup>th</sup> March 2024.
- Whole School safeguarding training was due to take place on February 24<sup>th</sup>, 2025. 9.00am – 10.30am online and governors are welcome to attend.

All Govs

**GB/14/24 14. Information from the Corporate Directors for consideration and action**

**Growing Up in Nottinghamshire School Survey - By Kay Massingham Public Health and Commissioning Manager**

In the academic years 2022/23 and 2023/24, all Nottinghamshire schools have the chance to participate in a free health and wellbeing survey for pupils and headlines include:

Primary (responses from pupils in Years 4, 5 and 6)

- 11% of pupils didn't have anything to eat or drink before lessons on the day of the survey, whilst 9% only had a drink.
- 42% of Y6 pupils responded that they were unhappy with their weight (36% wanting to lose weight and 7% wanting to gain it.)
- 5% of Y5+ pupils said they had tried vaping. 0% had tried smoking.
- 8% of pupils had a low score on the Stirling Children's Wellbeing Scale indicating poor mental health.

Responses from Secondary (responses from pupils in Years 7, 8 and 10) can be found in the briefing report.

Action for governors

To support this project, Governing Bodies and Trust Boards are requested to monitor participation in the survey and use of the results in their schools and across their organisations.

Specifically:

- Ask what your school's plans are to undertake the survey.
- If your school has already participated – ask what the findings were and how they plan to respond.

- As a Governing Body or Trust Board, discuss how you can support NICE
- recommendations for a whole school approach to health and wellbeing

#### GB/15/24 Communication received and updates

- **From chair** – None to report. Dr Haessly added that she had been in school alot in recent weeks supporting with recruitment.
- **From headteacher** – None to report
- **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:

- School Admission Arrangements - key dates for 2025-2026, LA schools & own admission authority requirements.
- Wellbeing support for HT, staff and governors – sources of support for all.
- Safeguarding in Education News – updated Working Together to Safeguard Children Report & governor actions for spring 2024. Date for the next Safeguarding Governor Focus Group meeting, further resources to assist with Cyber Security.
- Annual Report from Ofsted’s Chief Inspector – message from Amanda Spielman
- What happens when Ofsted receives a complaint about a school? – details around school complaints received by Ofsted.
- National updates and information. Updated SFVS checklist, Update DfE Reading Framework, Mandatory qualifications for SENCOs, School sport & activity action plan, Changes at Ofsted etc.
- Governor recruitment and succession planning - advice regarding terms of office & forward planning.
- Governor recruitment support - information about free support services.
- Help for heads and chairs – termly briefings & recording.

#### GB/16/24 General Data Protection Regulations

Mrs McGuinness reported the following:

1. There have been 0 subject access requests (sars)
2. There has been 1 freedom of Information requests (FOIs)
3. The FOI related to research around sex and relationship education.
4. 3 data breaches were reported to the DPO since the last report.
5. The breaches were rectified promptly
  - Two breaches related to children taking home the wrong reading diary home (no confidential information was contained in the reading diaries)
  - One breach related to a photograph being posted on the website. It was rectified on the same day and parents were informed. Parents were happy with the action taken.
6. GDPR breaches continue to be low in number.
7. Office manager has updated all relevant policies.

8. All staff have now signed to show that they have read all GDPR policies and the training briefing.

**Action:**

Office manager to complete an impact assessment for the implementation of Insight.

GB/17/24

**Review of governor monitoring visit reports – key actions for governing body**

- Miss Collins – Pupil Voice on behaviour. The pupils talked about kindness, respect and friendship and commented that this was why they enjoyed coming to school. The following questions were asked:

**Q: Do you know what bullying is?**

A: STOP. There are posters around the school.

**Q: What would you do if you saw bullying?**

A: Tell a grown up.

Miss Collins stated that it was a pleasure to be in school. It was very calm and really positive in terms of what she was told.

- Mrs Kay – Visited to undertake a confidential file audit and random CPOMS check. She stated that no concerns were raised and that she would write the report and upload to Governorhub.
- Mrs Jacques attended on the **22<sup>nd</sup> December 2023** to undertake a literacy visit.
- Mrs Jacques - Parents evening.
- Mr Lau - GDPR visit on **23<sup>rd</sup> November 2023**.

It was agreed that Mr Lau would visit to undertake a SEND visit.

AL

GB/18/24

**Evidence of governing body impact on school improvement**

- Questioning over staff absences.
- Pupil Voice.
- Health and Safety and Safeguarding monitoring visits were undertaken in the autumn term.
- Safeguarding focus group attendance.
- Head and Chair meetings continue to take place regularly.

GB/19/24

**Review of how the governing body has held the school's leaders to account.**

- Questions on the HT report.
- Challenge during the meeting.
- Pupil Premium questioning regarding attendance
- Questioning around the budget
- Staff absence insurance scrutiny.

GB/20/24

**What have the governing body been up to?**

- SFVS completion
- Safeguarding visit
- Parents evening attendance

- Recruitment

**GB/21/24 Confirmation of dates for 2024**

Summer term – Wednesday 5 June 2024 at 6:00 pm

Autumn term - 9<sup>th</sup> October 2024 – 6.00pm

**GB/22/24 Determination of confidentiality of business**

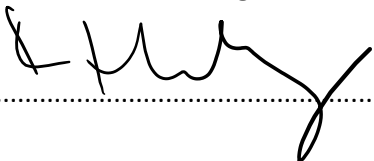
Governors

**Resolved**

that staff absence and the Head teacher report be confidential

All other papers will be available on request.

**The meeting closed at 7.35pm**

Signed  ..... (chair) Date ...5<sup>th</sup> June 2024.....

School Display