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<b>School:</b>	<b>Woodthorpe Infant School</b>
<b>Meeting title:</b>	<b>Autumn term meeting of the governing body</b>
<b>Date and time:</b>	<b>Wednesday 4<sup>th</sup> October 2023 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
	Mrs L Kay
A	Mr D Grimshaw
	Ms M McGuinness

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

**GB/43/23**      **Apologies for absence**      **Action**  
 Dr Haessly welcomed all governors to the meeting. She gave a special welcome to Mrs Bowler as this was her first FGB meeting as Headteacher.

There were no apologies for absence.

**GB/44/23**      **Declaration of interest**  
 There were no declarations of interest, either direct or indirect, for items of business on the agenda.

- Governors **completed** The School Governance (Constitution) (England) Regulations 2012 Qualifications and disqualifications (regulation 17 and Schedule 4 to the Regulations) whilst at the meeting and left their copies with the school.
- Review and sign 2023/2024 Declaration of Eligibility
- Review and sign Governor Code of Conduct
- Review and sign 2023/2024 Register of Business Interest

Governors confirmed that they had **completed** the above via the electronic link shared ahead of the meeting.

**GB/45/23**      **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**

- It was agreed at the summer term meeting that a Parent Governor election would take place in the autumn term in attempt to recruit to the two parent Governor Vacancies. Dr Haessly informed governors that she had promoted the position at the F2 meeting and that one parent was very interested. It was agreed that an article go into the newsletter before half term to promote the role and the formal process would take place after half term. HT
- Dr Haessly reported that Mr Grimshaw had submitted his resignation in writing on **4<sup>th</sup> October 2023**. It was agreed that the clerk would inform governor services and write to Mr Grimshaw to thank him for his time and commitment to the school. This leaves a co-opted governor vacancy and a skills gap in finance. Mrs Bowler stated that she knew somebody with these skills that she would approach them to consider the role. Clerk  
HT

GB/46/23

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

The minutes of the summer term meeting held on **Tuesday 6<sup>th</sup> June 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.

### **Review of planning document: delegation and organisation of committees:**

#### **Agree committee structure and membership of committees.**

It was agreed that the governing body would continue to operate one full governing body meeting per term and two committee meetings per term - Curriculum and Pupils (C&P) and Finance and Personne (F&P)

C&P membership – Mrs Kay, Miss Collins and Mrs McGuinness

F&P membership – Mr Lau, Dr Haessly and Mrs Jacques.

#### **Approval of scheme of delegation 2023-2024**

Miss Collins agreed to share the Scheme of Delegation with Mrs Bowler and would support the completion. Once completed, it would be uploaded to Governorhub for electronic approval. KC & HT

#### **Note annual planner 2023-2024 to support agenda setting.**

Miss Collins agreed to share the Annual Planner with Mrs Bowler and would support the completion. Once completed, it would be uploaded to Governorhub for electronic approval. KC&HT

#### **Policy checklist 2023-2024 – statutory policies for schools**

Governors **noted** the Policy Checklist 23-24. Mrs Bowler stated that she was working through the list and once updated, would share with governors via Governorhub. HT

#### **Review of and appointment to link governor roles.**

The following governor link appointments were made:

- Safeguarding and Health and Safety– Mrs Kay
- GDPR – Mr Lau
- SEND – Mr Lau
- English (Phonics, Reading and Writing) – Mrs Jacques
- Refining the Curriculum – Miss Collins

- Headteacher appraisal – Dr Haessly
- Training Coordinator – Dr Haessly

**GB/47/23 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.

**Review of actions**

Mrs Kay informed governors that the notes from the Safeguarding focus group which she attended were available to view on Governorhub. There were no other matters arising.

It was reported that the Finance and Personnel Committee had not yet met.

**Policies to approve.**

- Child Protection Policy – Mrs Kay reviewed the policy.
  - Governor code of conduct policy – Dr Haessly reviewed the policy.
  - Nottinghamshire Disciplinary Guidance toolkit – Dr Haessly reviewed.
- Governors **approved** the policies above.

Mrs Bowler informed governors that she was working her way through the remaining policies which would be emailed to governors prior to the next meeting. These policies include:

- HR policy
- Complaints policy
- HR Audit – Pre Ofsted-Checklist.

HT

**GB/48/23 Report from training co-ordinator of impact of training undertaken including a skills audit and review of governor training requirements (including safeguarding) for 2023/24**

Following the resignation of Mr Grimshaw, Dr Haessly agreed to take on the role of Training Coordinator. She commented that it had been a long time since an assessment took place identifying any skills gaps and training required.

Miss Collins added that it would be good to have internal, tailored training for the school in the preparation for Ofsted.

Governors **agreed** to this approach.

Dr Haessly agreed to research this further and feedback at the next meeting.

Mrs Bowler added that she had circulated National Training College information to all governors and urged people to have a look at any sessions they would like to attend.

Dr Haessly suggested that she look to see if there is any training for Ofsted preparation.

DH  
All Govs  
DH

Mrs Bowler informed governors that she had been led to believe that if there are no Safeguarding complaints/concerns raised, the school should be Ofsted Inspection free for this academic year, but they would have to come before **July 2025**.

**GB/49/23 Overseeing Financial Performance - Financial reporting**

- **Schools Financial Value Standard (SFVS) 2023/24**  
The SFVS return for 2023/24 is a mandatory requirement and should be formally ratified by the Governors and signed by the Chair of Governors or the Chair of the sub-committee as per the scheme of delegation. It should be submitted to the NCC schools finance team by **31 March 2024**.

Dr Haessly reported that the SFVS was submitted by the deadline last year (2022-2023), although feedback was received which stated that there was not enough detail. Dr Haessly agreed to complete this year with more detail provided.

DT

- **Year-end re-forecast**

Autumn term is when schools are required to prepare and submit their half-year reforecast. This should be submitted to NCC finance by **30 November 2023**

Mrs Bowler reported that finances are looking better with a reforecasting meeting taking place on **10<sup>th</sup> November 23**.

Funding for SEND is still being finalised. Unfortunately, the school were unsuccessful with a HLN funding bid, although were awarded high AFN at £6000. The school can reapply by **1<sup>st</sup> December 23** and will be notified on **8<sup>th</sup> February 2024**.

AFN moderation takes place in **November 23**.

- **Governors' Year End Financial Statement for 2022/23 (including the Committed Balances Return 2022/23) for information.**

This was submitted in the summer term.

GB/50/23

**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. She thanked Mrs McGuinness for her guidance in the preparation of the document and the expectations ahead of the meeting.

Mrs Bowler highlighted the following points:

- There are two vacancies across the school, one in Year 1, and one in F2.
- Work is being done to consolidate 'Little Wandle' and Talk for Writing which forms part of English SIP Priority 1.
- Tara Shepherd is leading on the 'Respect Curriculum' and is differentiating delivery in Years 1 and 2.
- The Assessment lead will now be Mrs Bowler.
- There have been no reports of Bullying, and behaviour remains good across the school.
- There are currently 5 (3%) pupils who are recorded as having SEND (this includes 1 child in Foundation 2, although there may be other children that become recorded as SEND). A breakdown of needs and funding received are included within the report.
- Staffing update shared within the report.
- Appraisals for teaching staff will be completed before half term with Mrs Bowler's appraisal taking place on **18<sup>th</sup> October 23**.
- Safeguarding remains high profile across the school. A Governor monitoring meeting with Mrs Kay taking place on **17<sup>th</sup> November 23**.
- The school have purchased coloured lanyards to identify visitors around school: blue (visitors who have had a DBS), red (visitors who have not had a DBS) and yellow (governors)  
Governors **appreciated** this introduction.
- There is currently 1 Post Looked After Child, 3 service children and 5 children in receipt of Free School Meals.
- Whiz Kids continues to be very popular.
- Parent consultation meetings will take place face to face again this year.

- A curriculum evening took place on **Monday 25th September** which gave teachers the opportunity to talk through their year group's curriculum with parents/carers.
- Health and Safety governor visit **18<sup>th</sup> October 23.**

See Confidential item.

Governors thanked Mrs Bowler for her comprehensive report.

**Update on appraisal process for headteacher and staff including an update on the wellbeing of the headteacher and staff.**

**GB/51/23**

- **Confirm external adviser.**  
Mrs Bowler confirmed that the external adviser was Simon Thompson.
- **Confirm/appoint appraisal governors.**  
Mrs Kay and Dr Haessly were confirmed at the Appraisal Governors.
- **Confirmation of the Quality Assurance arrangements**  
Miss Collins agreed to take on the role of Quality Assurance.

**Receive and scrutinise headteacher's annual report on whole school appraisal process including:**

**GB/52/23**

- Review appraisal policy in line with recommended changes from HR Provider. The Clerk referred governors to the appraisal policy and added that there is a lot of guidance on the East Midlands Education Support Service (EMED) website under the package for governors.
- Ensure effective appraisal arrangements for all staff are in place. Mrs Bowler confirmed that everybody passed their appraisal at the end of the summer term and reviews for all teachers will take place before half term with targets being re set at this meeting.
- Ensure timetable in place for termly review.  
As above

**Ensure clarity of vision, ethos and strategic direction, set by governors.**

**GB/53/23**

- Review and embed the vision, ethos and strategy of the school reflected in the school improvement plan.  
The SLT are currently undertaking a curriculum drive and tightening this up.
- Approve (or confirm arrangements to approve) the School Improvement Plan, as detailed in the scheme of delegation.  
The School Improvement Plan will be uploaded to Governorhub once complete.

**Q: When will this be completed?**

A: The milestones are being added and the aim is to have the SIP completed by October Half term.

**GB/54/23**

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

**Nottinghamshire SEND Improvement Programme** Summary of Report - for information:  
Autumn term 2023 - Chris Jones SEND Strategic Lead

Following the recent local area SEND inspection by Ofsted and the Care Quality Commission (CQC) in early 2023, the local area partnership has developed a SEND Improvement Programme to ensure the experiences and outcomes for children and young people with Special Educational Needs and Disabilities (SEND) are improved.

A SEND Improvement Board has been established to oversee improvements arising from the [inspection report](#), with Dame Christine Leneham (Director of the Council for Disabled Children), as its independent Chair. The SEND Improvement Board held its first meeting on Friday 23 June 2023.

**Priority Action 1** - Leaders, NHS Nottingham and Nottinghamshire Integrated Care Board and education, health, and care providers should cooperate to urgently identify, assess, and provide for the needs of children and young people with SEND. This includes assessment of needs, timely issuing of Education, Health and Care Plans and holistic oversight of these plans through annual reviews.

**Priority Action 2** - Leaders, including commissioners and providers, should act urgently to identify and address the delays and gaps in access to some health services, particularly speech and language therapy, neurodevelopmental pathways, and equipment services. They should also ensure that they use available performance data to identify where gaps exist and whether actions taken to address these are effective.

Further details including a link to power point is available in the directors' report for governors.

**Questions governors will want to ask:**

1. How familiar is your school with the local area SEND inspection and the outcomes?
2. How effectively does your school identify, meet and monitor children and young people with SEN Support?
3. How does your school engage children and young people with SEND and their parents and carers in the decisions made about them wherever possible?

Mrs Bowler assured governors that the SIP Priority 3 correlates to this Corporate Directors Report.

**Safer Working (recruitment and selection), Teachers Pay and other.**

**HR updates - September 2023 Andy Wilson Senior HR Business Partner Schools**

**Teachers Pay Award September 2023** - At the time of writing this report, the teachers' pay award is not yet confirmed by the Department for Education (DfE), Schools should therefore plan for implementation in the November or December payroll.

1. **The proposals for 2023/24** effective from (and when approved backdated to) 1 September 2023, subject to consultation, are summarised as follows:
  - a) 7.1% uplift to the starting salary for Early Career Teachers, appointed on MPR 1, to reach the Governments stated aim for £30,000 starting pay in September 2023.
  - b) 6.5% increase to all other pay points on the Unqualified Teachers pay Range (UTR), Main Pay Range (points 2-6), Upper Pay Range (UPR), Leading Practitioners Pay Range (LP) and Leadership Pay Range (LPR).
  - c) 6.5% increase to all Teaching and Learning (TLR) and Special Educational Needs (SEN) allowances

**Funding** – The school finance team has updated the budget planning tool over the summer, to include the new teachers pay salaries as recommended by School Teachers’ Review Body (STRB) for September 2023. The DfE have provided a Teacher Pay Grant and the allocation details for September 2023 to March 2024 can be found on the Home tab of the budget planner, which will help to mitigate much of this increase.

**Performance related pay progression** teachers and leaders eligible to progress on their respective pay range will receive an additional % increase. Appraisal objectives for the new year 2023-24 should be set using the Appraisal policy and Guidance 2023. | [NCC Schools Portal \(nottinghamshire.gov.uk\)](https://www.nottinghamshire.gov.uk)

**The HR Service letter** 31 August 2023 sets out the DfE proposals in full, subject to parliamentary approval in October/ November and is available here: <https://www.nottinghamshire.gov.uk/media/5083445/7-school-pay-award-letter-1.docx>

**Support Staff Pay award effective from 1 April 2023** - The pay award remains unresolved, and we will provide a further update as more information is available.

**The School Pay Policy for 2023** - The HR Service will issue the pay related updated documents following completion of consultation with the local trade unions and final publication of the STPCD 2023 in November.

**School Appraisal Policy and Guidance Updates 2023** - The revised Appraisal Policy 2023 and Guidance Document 2023 are now available on the schools Portal.

**Updates to Recruitment and Selection Safer Working Documents 2023** - Has been revised in line with Keeping Children Safe in Education 2023 (KCSIE 2023), Several HR policies and procedures, including contracts of employment and accompanying letters which can be accessed [here](#).

**The School's Employee Code of Conduct** - this document has been updated in line with changes to policies for all Nottinghamshire County Council employees regarding second employment and acceptance of gifts.

**The School Induction Policy (updated Sept 2023)** - please refer to the policy when inducting new staff and use the checklists.

**Counselling support for all school-based employees** – reminder that counselling intervention is available for employees through our new provider Health Assured – see school portal for more details.

**Length of the School Week** - The School White paper announced an expectation for all mainstream state-funded schools to deliver at least a 32.5-hour week by September 2023. This has now been extended and schools have until September 2024 to meet this expectation.

**New SENCO Qualification requirements from September 2024** - The Department for Education announced in the [SEND and alternative provision improvement plan](#), published in March 2023 that a new leadership level national professional qualification for SENCOs will now replace the existing qualification

## 1. Action for governors – Summary

- To read the letter issued to all schools on 31 August 2023, providing draft interim guidance

on the (a) ongoing consultation on the teachers' pay award 2023 and (b) continuing consultation on the pay award for school support staff.

- Once appraisal outcomes for 2022-23 are determined, head teachers may prepare and present a report to the governing body setting out the recommended incremental pay progression for teachers, where applicable, using Pay Policy 2022 Toolkit Appendices 8 and 9. Schools do not need to delay these decisions until the Pay Policy 2023 is published.
- To be aware of the proposed changes to staff pay (teachers and support staff) and assess the implications for the school budget.
- To make arrangements for the appropriate committee of the governing body to meet to approve all new policies, guidance documents and toolkits as they are published. Remember, head teachers and governors must make policies school specific where required.
- To ensure that all staff and governors have read the required elements of Keeping Children Safe in Education, 2023 and Annex A as required.
- To ensure that the school policies and systems for undertaking the required safer recruitment checks for staff, governors, volunteers and contractors are robust. Plan to review your SCR and undertake a Pre-Ofsted Safer Working Check, if required.
- To ensure that a DBS and Section 128 check has been carried out for all governors.
- To ensure that all appropriate HR policies and procedures have been adopted (Governor Policy Checklist, 2023), including the specific updates as described in this report.
- Look out for updates on the School Pay Policy in October 2023 and apply the new rates in November, when agreed by Parliament.

Policies have all been updated in line with the above.

**GB/55/23 Safeguarding update**

The Safeguarding update is covered within the Head teachers report.

**GB/56/23 Safeguarding information for consideration and action:**

**Assurance of statutory safeguarding arrangements in Nottinghamshire Schools, colleges, and independent providers**

**KCSIE 2023**

Annual training has taken place for all staff, who have signed to say that they have attended. The Department for Education published KCSiE 2023 on the **6th June 2023**, this has been circulated via email to all schools and to Governors through Governor Services via GovernorHub and can be found here with the SIE audit tools GovernorHub.

KCSiE 2023 became statutory guidance from 1st September 2023, KCSiE 2023 Annex F informs of the substantive changes and can be found on pages 177 and 178. A summary of the Key revisions to the KCSiE 2023 has been provided in an article by Cheryl Stollery, Safeguarding Children in Education Officer in the Autumn 2023 newsletter and included.

- Filtering and monitoring
- Retention of documents
- Use of school sites by outside organisations

KCSiE 2023 revisions have been made to the following NCC and NSCP statutory guidance, policies, documents and toolkits. GovernorHub

**Safeguarding Children in Education: self-audit tool 2023/2024 plus supporting guidance**

The SIE audit tool should be revised and agreed at the first full governing body/ trust meeting of the Autumn term 2023 and returned to Cheryl Stollery by **20<sup>th</sup> December 2023**.

Mrs Kay and Mrs Bowler agreed to complete the Safeguarding Audit on **17<sup>th</sup> November 2023**. **HT&LK**

**GB/57/23**

**General Data Protection Regulations - Receive report from Data Protection Officer and Information Governance governor.**

Mrs McGuinness shared the following GDPR update:

1. There have been 0 subject access requests (sars)
2. There have been 0 freedom of Information requests (FOIs)
3. 3 data breaches were reported to the DPO from 4<sup>th</sup> September 2023 (the start of the academic year)
4. The breaches were rectified promptly.
  - Two breaches related to children taking home the wrong book bag (no confidential information was held within the book bags and a systems solution has been put in place
  - One breach related to a temporary cleaner putting confidential waste in the incorrect bin. This was rectified promptly but could potentially have led to a serious breach. Advice and guidance has been given to the site manager and a systems solution has been put in place for new/temporary cleaners.
5. GDPR breaches continue to be low in number.
6. Office manager has updated all relevant policies.
7. Office manager has updated the risk register and asset register.
8. GDPR policies were emailed to all staff last term. The register shows that not all staff have signed, and a reminder has been sent out.
9. An employee GDPR refresher briefing was distributed last term. The register shows that not all staff have signed, and a reminder has been sent out.

**Future Actions:**

1. Office manager to chase all staff who have not signed to show that they have read all GDPR policies and training briefing.

**GB/58/23**

**Communication received and updates**

**From Chair**

- Dr Haessly encouraged governors to read the Governor Newsletter.
- Dr Haessly and Mrs Bowler are in regular contact.
- 13 applications have been received for the Year 1 Teacher post; 3 have been shortlisted with interviews taking place on **17<sup>th</sup> October 2023**.

**Q: Is this post for 4 days?**

**A:** No, 5 days which will provide more capacity.

**From Headteacher**

Mrs Bowler informed Governors that a new staff member had started who had undertaken whole school Safeguarding and Health and Safety induction.

## From Clerk - Governor Newsletter – Autumn 1

Governors were encouraged to read the newsletters which are available to view on Governorhub. Articles in this edition include:

- School Admissions Information – key dates and admission arrangements for 2025-2026 LA schools and own admission authority requirements
- Safeguarding in Education - KCSiE2023 actions for governors and key changes
- Updated NCC and NSCP statutory guidance, policies, documents and toolkits - actions for governors.
- National updates: - updated Ofsted inspection handbook, DFE announcement re 2 year action plan for PE and update re professional qualification for SENCOs.
- The Nottinghamshire Safeguarding Children Partnership (NSCP) Consultation
- Review of safeguarding practice in response to events at Harlow Academy
- Message from Chair of NAGS – updates from the National Governance Association conference, including national priorities for governors in primary and secondary school plus updates of awarding the NGA prizes to winning ECO schools.
- Support for Governors – reminder of the support available for those schools purchasing advice and guidance and the announcement of the Frequently Asked Questions (FAQ) tab on Nottinghamshire Governor Services GovernorHub page.
- Dealing with Exclusions – Support for Headteachers and Governors - key information regarding reviews and support for schools
- School Collaborations – what a formal collaboration is and the renewal process.
- Can Governing Boards use WhatsApp or Messenger? – advice boards should not be used to conduct any formal governance business.
- The Education Library Service – updates
- Notts support governors – can you help? - are you an experienced governor ready for a new challenge
- School Governors’ right to time off work – employment law
- Governor recruitment- information and update

GB/59/23

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

Mrs Jacques reported that she had attended the curriculum evening which was excellent. She commended Mrs Bowler on the lovely welcome that she gave to the children.

**Q: Did many parents give any feedback?**

**A:** Yes, some parents came over and gave very positive feedback.

Mrs Jacques also attended the Year 2 meeting with Mrs McGuinness and Mrs Bartlem. She added that the parents should be very grateful for the education and support that the pupils receive at Woodthorpe and commended the staff for their commitment and dedication to the school.

GB/60/23

### Evidence of governing body impact on school improvement

- Questioning over staff absences.
- Governor link positions have been allocated to monitor key areas.
- Health and Safety and Safeguarding monitoring visits were undertaken in the summer term.
- Safeguarding focus group attendance.

- Head and Chair meetings continue to take place regularly.

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

**GB/61/23**

- Questions on the HT report.
- Challenge during the meeting.

**Confirmation of dates for 2024**

**GB/62/23**

Spring term - Wednesday 28 February 2024 at 6:30 pm  
Summer term – Wednesday 5 June 2024 at 6:30 pm

**Determination of confidentiality of business**

**GB/63/23**

Governors

**Resolved**

that staff absence and the Head teacher report be confidential

All other papers will be available on request.

**The meeting closed at 7.30pm**

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

*Kate Harty*

*28/02/24*