

# MINUTES OF MEETING

**School:** Willoughby Primary School  
**Meeting title:** Spring term meeting of the governing body  
**Date and time:** Wednesday, 3<sup>rd</sup> February, 2021 at 4.30 pm  
**Location:** The meeting was held virtually via TEAMS

**Membership**  
'A' denotes absence

	Mr Thomas Bateson
	Dr Adrian Bath
A	Mr Owen Devine
	Mrs Gretta Edley
A	Mrs Denise Howitt
	Mrs Caroline Marlow
	Mr Stephen Marshall
	Miss Beatrice Smith
	Mr Sander Tiel (Chair)

**In attendance** Pat Colclough (clerk to the governors)

**GB/2021/1 Apologies for absence**

**Action**

Apologies for absence were received from Denise Howitt and Mr Devine did not join the meeting.,

It was

**Resolved**

that the governing body consent to these absences.

**GB/2021/2 Declaration of interest**

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

**GB/2021/3 Review of membership**

The clerk highlighted the following vacancies on the governing body:

A vacancy for a staff governor – Vicki Ridgeway, a KS2 teacher, had been elected as staff governor during a staff meeting via Zoom on the 20<sup>th</sup> January, 2021.

She had been unable to attend the FGB meeting due to work commitments but would join the next meeting.

The clerk brought to the attention of governors the following end of term of office:

Mr Devine – 15<sup>th</sup> May, 2021 (Parent Governor) Mr Devine had indicated that he did not wish to remain as a governor as his child was no longer at the school. The HT was asked to mention the upcoming vacancy for a parent governor in the March newsletter and hold an election in April in time for the new governor to join the May board meeting. AB agreed to take on the role of GDPR lead from OD and to pass on some of his other responsibilities to other GB members.

**HT  
AB**

Mr Tiel's term of office ends on the 8<sup>th</sup> October, 2021 (Parent Governor)

GB/2021/4

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

The minutes of the autumn term meeting held on 30<sup>th</sup> September, 2020, having been previously circulated were confirmed and it was agreed that the chair's electronic signature could be appended by the clerk.

CLERK

**Review of actions**

The H & S annual review visit had been completed by TB.

Safeguarding Audit – had been completed in September.

Submission of B01 and B02 forms – these had been signed and returned in November.

Policy checklist – AB had compared the old list with the updated one provided by the County Council and felt that all subjects had been covered, either individually or within other policies. The new County Council pay policy had not been incorporated into the school policy and the Clerk was asked to leave this as an open action point.

AB/  
CLERK

GB/2021/5

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

Minutes had been uploaded to GovernorHub on the joint Committee Meetings which took place in January.

**Review of actions**

**Approval of NCC Pay Policy (if applicable)**

Delegated to the finance committee

Finance  
C'ttee

**Approval of Finance Policy**

To be updated due to changes in staff.

Finance  
C'ttee

GB/2021/6

**Headteacher's report**

The HT report had been covered in detail in the Committee Meetings and two topics had been chosen to be discussed in the FGB Meeting.

**Ofsted Preparation**

AB, SM and ST had recently completed training on the new Ofsted inspection framework. ST informed governors that the training had been very useful and had

highlighted some areas where the governors could begin preparation for a future Ofsted Inspection.

ST/CM/SM  
/HT  
SM

It was agreed that a working party, comprising of ST, SM, CM and the HT would meet to begin preparatory work and present this to governors at the next FGB meeting in May. SM was to share the slides from the training as a starting point for discussion. The SEP and the SIP would be used as two key documents to illustrate how the GB was monitoring and challenging the curriculum and leadership and a separate section would be created within GovernorHub for all document. The Chair stressed that he did not feel that there were any problems, but that it was important that governors were able to evidence their role and to articulate their actions.

### Parent Survey

SM had undertaken an online survey of parents, looking for their views on home learning. He informed governors that the response rate had been good and shared his screen with the meeting. The analysis was very detailed and it was possible to see where individual children were needing support.

The feedback had been mostly very positive and from the comments it was apparent that the support of teachers was very much appreciated.

SM was asked to join the staff meeting the following week via ZOOM to feedback the results to the teaching staff, who had been unaware that the survey was being carried out. The HT informed governors that all comments would be considered and that action would be taken to improve the quality of home learning and that some actions had already been taken. She said that it was a balance between complying with government guidance (which was more proscriptive during this second lockdown) and the expectations of parents.

HT/SM

The Chair said that it was important that the parents had a response from the governors and that this would be either in a separate letter or in the newsletter. He felt it important that parents understood the amount of additional work for teachers. The HT said that the staff were producing two weeks work in advance in order that they could have a break at half-term. ST and SM agreed to work on a report to go out to parents before half-term.

ST/SM

GB/2021/7

### Approval of (if applicable)

- **School budget** – the budget for the coming year had not yet been received.

**Scheme of Delegation for 2020/2021** - to be reviewed by AB. This would be emailed to all governors for approval and confirmation to be sent to the clerk.

AB

- **Schools Financial Value Standard (SFVS) for 2020-2021** – A system was in place for submitting this on time (31<sup>st</sup> March, 2021)

ST

- **Year-end re-forecast** – this had been approved at the Committee Meeting. The budget for the current financial year was showing a surplus of approximately £40,000 to carry forward. There had been two approved but non-budgeted spends for a canopy and the server breakdown, putting the expected carry forward at £37,000. The initial forecast for fiscal year 21/22 shows another expected budget surplus of around £40,000

The Committee had discussed possible uses for this and the following had been agreed:

**Improvements to the playground:** Nottinghamshire County Council to be asked to source some proposals and quotations for play equipment. A health and safety issue had been raised during the recent inspection. The HT had obtained independent quotations for this which included equipment around the bin area, replacement of the astro-turf and soft matting under the climbing frame which had deteriorated and making safe around the tree. It was felt that it might be more cost effective to include these issues with the additional play equipment. TB said that it was important to be specific about the scope of any proposals sought and that contractors should be asked to come up with their proposals for the school to decide. The HT informed governors that the total cost would be around £12,000, which was 50:50 between H&S issues and general improvements.

It was agreed that there would be a working party to assist the HT in making a decision. SM agreed to help and also to enlist the help of FOWS and some parents. The HT was to discuss this with Kate and to see how the County Council could assist the school.

**Improvements to the heating system:** Three slow blower heaters remained to be replaced. The contractor had advised that it would be best to wait for better weather to carry this work out. The HT was asked to get a quotation for the work and to see if there was a more energy-efficient way to provide the upgrade to the heating system. AB **CHALLENGED** that the school should consider the long-term heating costs and efficacy in deciding on any replacements.

**Staffing structure:** The HT was asked to look at optimising the staffing structure for the coming year.

All figures to be available for the March finance committee meeting.

- **Services for schools** – delegated to finance committee
- **Budget 21/22 surplus allocation** – discussed above

**GB/2021/8 Update on appraisal process for Headteacher and staff**

The HT appraisal had already taken place. The appraisal governors for the following year were confirmed as AB and DH with ST as the QA governor.

AB and DH to meet with HT after half-term to review progress against the objectives.

**GB/2021/9 Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems**

The audit had been submitted on time in December.

It was not possible to undertake a confidential file audit as there were no files to review.

**GB/2021/10 Information from the Corporate Director for consideration and action**

SM

HT

HT

HT

**Blended Learning** – the HT confirmed that the school's strategy was on the website

**Considering Everyone's Wellbeing in Schools – update on the Wellbeing for Education Return (W4ER) project.**

**Children Missing Education Strategy** – the school could evidence that they were taking all children into account by undertaking the Parent Survey. The HT informed governor that the teachers were contacting the parents of any child not accessing the learning.

**GB/2021/11 Communication**

**From chair** – the chair had nothing specific to bring to the meeting, other than to inform governors that monthly meetings were scheduled between himself and HT for updates, which were both finding beneficial.

**From headteacher** – the HT thanked governors for being supportive, acknowledging that it had been a difficult time for the new school with a new teacher settling in and another taking on new responsibilities. All staff were working very hard.

**From clerk - Governor Newsletter**

- School Governance Key Updates from DfE
- Ofsted Inspections
- Updates to Government Guidance for Schools
- Guidance on Co-chairing and Co-Vice Chairing
- Update from the Chair of the Nottinghamshire Association of Governors
- Safeguarding Updates
- Free NSPCC Stay Safe Online Programme
- TETC updates for RSHE
- New Headteacher Standards and HR Update
- School Admissions
- Heads & Chairs briefings update

AB informed governors that he had included the new headteacher standards in the recent HT appraisal and felt that all aspects were covered.

The chair had been unable to find the link for the Heads and Chairs briefings and the clerk was asked to forward this to him.

**CLERK**

**GB/2021/12 Report from training co-ordinator including review of governor training requirements for 2021**

The report was given by AB – SM had completed his induction training. SM, ST and AB had been on the Ofsted course. There were a few more occasions where others could listen in to the Ofsted training and he recommend that all governors take the opportunity to do this. AB agreed to send round the link for all.

**AB/ALL**

**GB/2021/13 General Data Protection Regulations**

- **Review and confirm the appointment of the Data Protection Officer (DPO) and Senior Information and Risk Owner (SIRO)**

The DPO was Mr Devine and the Headteacher was the SIRO

- **Report from the DPO and Information Governance Governor**

OD was not in the meeting, but the chair said that he was not aware of any issues other than BCC had not being used in emails to parents. The HT said that this had not caused any problems and that staff had received training so that this would not happen again.

OD and the HT had completed all necessary reviews.

**GB/2021/14 Link governor visits**

AB informed governors that although instructions had been received that governors should not go into school Ofsted would require continuing monitoring in some form.

AB had revised the link governor timetable up to 2023 and asked for comments. He had tried to ensure that each governor had one visit per year and had put more of a focus on English and maths. He was to circulate the documents as drafts but the final programme needed to be decided on quickly as it would be implemented with spring term visits. He asked the HT for advice on how EYFS could be monitored as this had not been previously covered .

**ALL**

The HT informed governors that during a recent monitoring visit with SM curriculum plans had been discussed and he had been able to see the children's work although unable to see a lesson being carried out. She felt that the visits could be successfully undertaken virtually.

**GB/2021/15 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account**

CM had supported the recent recruitment process  
The Parent Survey carried out to reflect back to the school from a parent's point of view.

Questioning of the HT report and identifying areas of the SEP and SIP for more closer monitoring to integrate the governance of the school and staff performance.

**Any Other Business** – The Chair reminded OD and DH to access GovernorHub and complete their Keeping Children Safe in Education declarations.

**OD/DH**

The Chair **CHALLENGED** whether the Self-testing for Covid in schools had begun. The HT said that the lateral flow testing system had been set up. Staff were testing twice a week and recording had been set up.

**GB/2021/16 Confirmation of dates for 2021-2022**

**GB/2021/17** The governing body

**Agreed**

Summer term 2021 – 12<sup>th</sup> May 2021 at 4.30 pm  
Autumn term 2021 – 29<sup>th</sup> September, 2021 at 4.30 pm  
Spring term 2022 – 2<sup>nd</sup> February, 2022 at 4.30 pm  
Summer term 2022 – 25<sup>th</sup> May, 2022 at 4.30 pm

**GB/2021/18 Determination of confidentiality of business**


It was

**resolved**

that all papers and reports be made available as necessary.

**The meeting closed at 6.25 pm.**

Signed ..... (chair) Date 12<sup>th</sup> May, 2021

A handwritten signature in black ink, appearing to be 'A. J. ...', written over a dotted line.

School Display Copy