
School: Willoughby Primary School
Meeting title: Autumn term meeting of the governing body
Date and time: Wednesday 29 September 2021 at 4.30pm
Location: Virtual via Teams

Membership
'A' denotes absence

Mr Thomas Bateson
Dr Adrian Bath
Mrs Gretta Edley
Mrs Caroline Marlow
A Mr Stephen Marshall
A Ms Vicki Ridgway
Miss Beatrice Smith (headteacher)
Mr Sander Tiel (chair)
Mr Nicolas Brown

In attendance

Mrs Celia Dyson (prospective co-opted governor)
Ms Caspia Baird (clerk to the governors)

GB/39/21 Apologies for absence Action

Apologies for absence were received from Mr Marshall and Ms Ridgway.

It was

resolved

that the governing body consent to these absences.

GB/40/21 Declaration of interest

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

Review and sign Register of Business Interest/Declaration of Eligibility

All governors to update the declaration of interest section in their profile on Governor Hub.

All

Review and sign Governor Code of Conduct

Governors **approved** the updated governor code of conduct.

All governors to sign the paper copies of the code of conduct and return them to the school, and to update their profiles on Governor Hub accordingly.

All

GB/41/21 Review of membership

The chair welcomed Nicholas Brown, new parent governor.

The chair introduced Celia Dyson, prospective new co-opted governor. Mrs Dyson left the meeting to allow governors to discuss her appointment.

		Action
	Governors agreed to appoint Mrs Dyson to the governing body as a co-opted governor.	
	Headteacher to meet with Mrs Dyson and Mr Brown for an introduction to the school.	Head/CD/NB
	Dr Bath to discuss training needs with Mrs Dyson and Mr Brown.	AB/CD/NB
	The clerk stated that Mr Tiel's term of office as a parent governor is due to end on 8 October 2021. Headteacher to action parent governor election process as soon as possible.	Head
	Mr Bateson stated his intention to resign from the governing body, due to his work commitments. After discussion, it was agreed that Mr Bateson stay on the governing body as vice-chair until the issue of the chair's term of office is resolved. Governors discussed the appointment of a new vice-chair, chair of the F&P committee and health and safety link governor when Mr Bateson leaves the governing body.	
GB/42/21	Approval of minutes of summer term meeting and any additional special governing body meetings	
	The minutes of the summer term meeting held on 12 May 2021 having been previously circulated were confirmed and will be signed electronically by the chair.	
	<i>Review of actions</i>	
	<i>GB/2021/21</i> – Mrs Edley stated that she no longer wished to hold the position of SEND link governor. Discussed further at item <i>GB/54/21</i> below.	
	<i>GB/2021/22</i> – The chair confirmed that the terms of reference had been finalised, noting that the names will need to be updated.	
	<i>GB/2021/28</i> – The headteacher confirmed that the school's SEND policies are in line with those of the family of schools.	
	<i>GB/2021/29</i> – Dr Bath to circulate GDPR review to all governors.	AB
	<i>GB/2021/31</i> – Governors discussed concerns over negative use of social media. It was agreed that the headteacher would include an article on the subject in the next newsletter to parents	Head
	<i>GB/2021/33</i> – Dr Bath to circulate policy checklist to all governors, and to upload the document to Governor Hub.	AB
GB/43/21	Receipt of minutes and approval of policies from committees and working parties	
	Headteacher to circulate minutes from committee meetings to all governors, for approval by email.	Head/All
	There were no actions to review which had not been addressed in committee meetings.	

GB/44/21 Financial reporting

The chair stated that the following financial matters had all been discussed in committee:

Schools Financial Value Standard (SFVS) 2021-2022

The chair confirmed that the SFVS was in place.

Year-end re-forecast

The chair confirmed that this will take place in November 2021.

Governors' Year End Financial Statement for 2020/2021 (including the Committed Balances Return 2020/21) for information

The chair confirmed that this has been received.

GB/45/21 Summary of Headteacher's report and governors' questions and challenge

Governors noted the headteacher's report, which had been discussed in committee.

In response to a governor question, governors discussed the best process for updating the school vision. It was **agreed** that the previously followed approach of a working party and consultation with stakeholders had been successful, and that this inclusive approach should be taken again, with an emphasis on 'future-proofing'. The chair noted that updating the school vision has been included in the SIP and the SEF. Chair to download relevant NGA resources and circulate to governors. Governors **agreed** that the chair and Dr Bath would discuss the process and present their findings to governors via email.

Chair

Chair/AB

In response to a governor question, the headteacher gave an overview on how pupil data is presented, stating that submitting data for this year to NCC was optional. The decision has been taken to use an individualised system with targets set for each child and year group.

The headteacher noted that the SIP and the SEF were contained in her report, and stated that she has adopted the use of Ofsted headings to ensure compliance. Governors noted the main priorities, including the changes to the EYFS curriculum. The chair emphasised that the SIP and the SEF are key documents for governors to read.

GB/46/21 Update on appraisal process for headteacher and staff

Confirm external adviser

The external appraisal adviser was confirmed as Rob Collins. Headteacher to contact Mr Collins to arrange appraisal meeting, on the provisionally agreed date of 24 November 2021 at 10.30am.

Head

Confirm/appoint appraisal governors

The appraisal governors were confirmed as the chair and Dr Bath.

		Action
	<i>Confirmation of the Quality Assurance arrangements</i>	
	Governors discussed the appointment of a QA governor for the appraisal process, noting that Mr Marshall had temporarily been appointed to the role. Governors agreed that both Mr Marshall and Ms Dyson act as QA governors for the time being, with a view to Ms Dyson taking on the role in future.	
	Governors noted that the appraisal documents have been revised. The headteacher stated that there had been no significant changes. Dr Bath, Mr Marshall and Mrs Dyson to read the revised documents.	AB/SM/CD
GB/47/21	Receive headteacher's annual report on whole school appraisal process and consider/ratify headteacher pay recommendations for all staff	
	The headteacher gave a verbal report on the appraisal process, stating that the majority of appraisal meetings had been completed. The headteacher gave an overview of pay recommendations. The headteacher stated that appraisal targets will be reviewed in April 2022.	
GB/48/21	Information from the Corporate Director for consideration and action	
	Governors noted the following reports:	
	<ul style="list-style-type: none"> • <i>Spotlight on disadvantage</i> – to be further discussed by the P&SD committee. 	P&SD
	<ul style="list-style-type: none"> • <i>Personal and intimate care and the administration of medicine policies for Nottinghamshire maintained schools</i> – to be further discussed by the P&SD committee. 	P&SD
	<ul style="list-style-type: none"> • <i>HR updates</i> – clerk to clarify process for renewal of Section 128 checks for governors. 	Clerk
GB/49/21	Safeguarding information for consideration and action:	
	The chair asked all governors who have not yet done so to read the relevant sections of <i>Keeping Children Safe in Education</i> and to record this on Governor Hub when they have done so.	All
	<i>Safeguarding Children in Education: self-audit tool 2021-22 plus supporting guidance</i>	
	Mrs Marlow confirmed that she and the headteacher had completed the self-audit and single central record check. Chair to sign audit before it is submitted to the local authority.	Chair
	The headteacher confirmed that the new child protection policy has been uploaded to the school website.	
GB/50/21	Receive report from Data Protection Officer and Information Governance governor	
	There were no issues to note.	
GB/51/21	Communication	
	<i>From chair</i>	

		Action
	The chair stated that the governing body information on the school website needs to be updated – chair to check what needs added and if any information is out of date.	Chair
	The chair stated that he had completed the skills audit for the governing body and that no significant gaps had been identified. Chair to upload skills audit document to Governor Hub.	Chair
	<i>From headteacher</i>	
	The headteacher gave an update on the current situation regarding the school's electricity bill, stating that accurate meter readings are now being submitted and that the matter will be discussed at the budget re-forecast meeting with the finance adviser in November 2021. Governors noted the possible impact on the budget, which was not a significant concern.	
	The headteacher stated that, as discussed in committee, two children had left the school and so the number on roll was now 47. Governors noted that pupil numbers were healthy for next year.	
	<i>From clerk - Governor Newsletter first autumn term edition</i>	
	Governors noted articles on the following:	
	<ul style="list-style-type: none"> • Updated governor code of conduct. • Updated complaints policy. • Governor conference – 26 March 2022. • Recordings of heads' and chairs' briefings. • Governor training. 	
GB/52/21	Report from training co-ordinator including review of governor training requirements for 2021/22	
	Dr Bath reported that training requirements had been discussed in committee, with safeguarding the only area identified as a training requirement. Headteacher to invite governors to the next formal safeguarding training session held in school. Dr Bath drew governors' attention to an online training session on 'Safer Working in Schools' on 10 November 2021 at 4.00pm.	Head
	Dr Bath to circulate updated list of governor training courses, with all governors encouraged to access some training. Governors agreed that the governing body register for the NCC training package for the coming year – chair to action.	AB Chair
GB/53/21	Governor monitoring visits	
	The chair stated that governor monitoring visits had been discussed in depth at committee. The headteacher confirmed that Mrs Edley has arranged monitoring visits for EYFS and English. Dr Bath to arrange a monitoring visit for KS2 maths.	AB
GB/54/21	Link governor roles	
	After discussion, it was agreed that Mrs Dyson take on the role of SEND link governor. Mrs Dyson to read SEND code of practice.	CD
	Governors noted the following link governor roles:	
	Mr Bateson – vice-chair of governing body, chair of finance and personnel committee, science, health and safety.	

Dr Bath – maths, appraisal and performance objectives, training, GDPR.

Mr Brown – geography, music, RE and citizenship.

Mrs Dyson – SEND, history, appraisal and performance objectives (QA).

Mrs Edley – English, EYFS.

Mrs Marlow – PHSE/SRE, safeguarding and child protection, safer recruitment.

Mr Marshall – chair of pupils and strategic development committee, MFL, PE, appraisal and performance objectives (QA).

Mr Tiel – chair of governing body, computing, art and design/DT.

GB/55/21 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Governors noted the following:

- Governor monitoring visits.
- Governor support during pandemic.
- Governor involvement in the school playground.
- Governor input in the appraisal process, including the appointment of the new external adviser.

GB/56/21 Confirmation of dates for 2022

The governing body

noted the following:

Spring term 2022 – Wednesday 26 January 2022 at 4.30pm

Summer term 2022 – Wednesday 25 May 2022 at 4.30pm

Governors **agreed** that, in principle, future governing body meetings would be held in person but that this would be reviewed in line with relevant guidance in advance of the meetings.

GB/57/21 Any other business

In response to a governor question, the headteacher gave an update on staff wellbeing, including the impact of recent absences, and emphasised the supportive and flexible nature of the school team.

In response to a governor question, governors discussed ventilation in the school, including long-term plans and the purchase of a CO2 monitor.

GB/8/21 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 6.30pm.

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Signed

(chair) Date 26 January 2022

