

MEETING MINUTES

School: Willoughby Primary School
Meeting title: Summer term meeting of the governing body
Date and time: Wednesday 12 May 2021 at 4:30pm
Location: Virtual via TEAMS

Membership
'A' denotes
absence

Mr Thomas Bateson
Dr Adrian Bath
Mrs Gretta Edley
Mrs Caroline Marlow
Mr Stephen Marshall
Ms Vicki Ridgway
Miss Beatrice Smith
Mr Sander Tiel (Chair)

In attendance Pat Colclough (clerk to the governors)

GB/2021/19 **Apologies for absence**

There were no apologies for absence. Ms Ridgway was welcomed to her first meeting as staff governor. Mrs Howitt had resigned after the last meeting and Mr Devine's term of office was due to end on the 16th May and he would not be seeking re-election and as his child was no longer in school. He therefore did not attend the meeting.

GB/2021/20 **Declaration of interest**

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

GB/2021/21 **Review of membership**

The clerk informed governors that there was one co-opted vacancy.

- Selection of new parent governor

The selection process for a new parent governor is planned and the results would be available by the 17th June.

- Selection of new co-opted governor

It was decided to hold the co-opted vacancy until it was known how many candidates there were for the parent governor vacancy. Governors were aware of someone who had previously expressed an interest in taking up the vacancy and she would be contacted if there were no other suitable candidates after the parent governor vacancy had been filled.

- Re-assignment of SEN and Inclusion roles Denise Howitt

It was agreed that Mrs Edley would take over as the SEND link governor on a temporary basis. The clerk was asked to bring this forward for the next meeting as an agenda item.

Clerk

- Re-assignment of GDPR role Owen Devine

Dr Bath agreed to take over the GDPR role. Following the appointment of new governors all link roles will be reviewed.

Mr Tiel and Dr Bath were the appraisal governors but a QA governor would be needed for the annual appraisal in November. It was agreed that Mr Marshall would take over this role,

GB/2021/22 **Approval of minutes of spring term meeting**

The minutes of the spring term meeting held on the 3rd February, 2021, having been previously circulated were **CONFIRMED**.

As a result of school closures due to Covid-19, the governor meeting was held virtually and therefore as agreed these minutes will have the chair's electronic signature placed on them.

Clerk

Review of actions

- Mr Tiel's term of office ended on 8th October, 2021, but he would be seeking to extend this.
- Dr Bath had completed a review of the Policy checklist using the DfE . There were a few which needed updating and to be added to the terms of reference for the committees. Dr Bath took governors through the outstanding items.

He asked for the governors' views on whether the Register of Business Interests should be published on the website and it was **AGREED** following discussion that as this was always an agenda item for governing body meetings which were public documents, this would not be needed.

It was **AGREED** that the two curriculum policies were no longer needed as they had been superseded by the new Impact Statements.

The HR Policies needed to be personalised for the school but they would mirror the County Council policies. The school did not have a policy for support staff and it was **AGREED** that there should be one as the TAs needed a structured approach to their jobs. The NSPCC guidance was to be followed for Safer Recruitment and it was **AGREED** that every recruitment should involve someone who had undertaken this training.

Pupil offsite visits policy was recommended and the HT said that this was included in the H & S policies and risk assessment were being carried out.

Dr Bath **CHALLENGED** how the governing body could be assured that the staff understood any new policies. The HT said that staff were involved in considering any updates with the HT.

- Survey - Mr Marshall had attended a staff meeting to go through the results.
- The Scheme of Delegation had been circulated to governors for approval. Dr Bath said that it had to remain as a draft until the Terms of Reference for the committees had been updated to reflect the correct delegations. This was to be left as an open action.

All

- Staffing structure had been discussed and approved in committee meetings and would be implemented in the next school year.
- The outstanding declarations for KCSIE was no longer relevant as the individuals were no longer governors.

GB/2021/23 **Receipt of minutes and approval of policies from committees and working parties**

- Review of actions – there were no outstanding actions to be brought to the FGB.
- School Pay Policy – this had been considering in committee and the school Pay Policy complied with the Nottinghamshire County Council standard policy.

GB/2021/24 **Financial reporting**

- Schools Financial Value Standard (SFVS) 2020-2021 – Mr Tiel had circulated this following his updates and asked governors for their approval direct to him in order that it could be submitted by 28th May, 2021. **ALL**
- Approval of school budget - The updated version had been circulated. The carry forward figure had changed and there was uncertainty over the costings for the new playground area. It was decided that there should be a smaller committee meeting to finalise the budget for submission. A governor **QUESTIONED** how a ring-fenced reserve could be built up as this seemed to be done in other schools. The HT was asked to ascertain from other schools if this was possible, **HT**
- Arrange for 3-year budget plan to be submitted by 30/06/21 – this was to be completed by the finance committee.
- Audit school fund and retain copies of audited accounts - it had been arranged that this would be carried out in the next few weeks.
- Review of playground improvement plans

The HT shared the proposals for playground improvements on screen. There were 10 elements included in phase 1. The re-siting of the bin area was to be considered in phase 2. Staff had been asked to give some feedback and there was a meeting planned for the following week for the HT and Mr Marshall to make a firm decision on phase 1 and what would be allocated to phase 2. A governor **QUESTIONED** how long the new markings would last. And the HT said that it would be a long time.

- Governors consistent financial reporting out-turn statement including the intended use of balances (B02) return – discussed above.
- Approval of services for schools/review of contracts – Renewal of contracts had been discussed in committee and all had been approved, with no changes.

GB/2021/25 **Headteacher's report**

The HT report had been reviewed in detail in the committee meetings. There were no further issues which governors wished to discuss in the FGB meeting.

GB/2021/26 **OFSTED preparation**

A separate meeting was planned for the 9th June, 2021 at 4.30 pm. The HT would send out the invitations. **HT**

GB/2021/27 Update on appraisal process for headteacher and staff

It was **AGREED** that the appraisal governors for the headteacher would be Mr Tiel and Dr Bath, with Mr Marshall as the QA governor. The HT was to arrange for Rob Collins, or another LA assessor, to be the external assessor. **HT**

GB/2021/28 Information from the Corporate Director for consideration and action

Nottinghamshire SEND Strategic Action Plan 2021-2023

The chair explained the responsibilities for governors as outlined in the document. The HT was asked to ensure that the school's policies were in line with the Action Plan and the clerk was asked to bring this forward for the next meeting. **HT CLERK**

GB/2021/29 General Data Protection Regulations – report from the DPO/Information Governance Link Governor

Dr Bath was to continue with the review and would report back at the next meeting. **AB**

GB/2021/30 Receive report from the Designated LAC teacher (presented at least once per year)

The HT informed governors that the school had no Looked After Children.

GB/2021/31 Communication

- From chair –
 - a reminder to governors to check if personal details on GovernorHub were still in order.
 - A reminder of the confidentiality requirements for a virtual meeting.
 - Concerns over negative use of social media. The chair QUESTIONED whether the school had any issues in this respect. The HT said that there were recommendations in the staff Code of Conduct but nothing from the point of view of parents. The HT suggested that there should be a Charter between school and parents and that she would add this to the booklet for the children for September.
 - It was agreed that Mrs Edley would be EYFS link for the Early Years School forum from September as this would be the focus for the school.
 - From headteacher – there was nothing to bring to the meeting.
 - From clerk - Governor Newsletter
- HT**

The clerk highlighted the following items from the **Summer 2021 Newsletter**

- A reminder to governors to keep their personal details updated on GovernorHub.
- A reminder to consider the confidentiality of remote meetings if not in a private space.
- A full programme of Ofsted inspections has been announced from September 2021, with an update to the Handbook to include remote learning provision.
- An Update from Jane Mansell of NAGS, which contained useful information and links.

- The LA were seeking nominations from governors to join a forum to consult on school funding, closing date 14th May, 2021.
- The LA were seeking nominations from governors who would like to join the Education Trust Board, closing date for nominations 14th May, 2021.
- Safeguarding Update with details of a training event on the 20th May, 2021, for leads on Decision Making and Disguised Compliance.
- Updated guidance from the Nottinghamshire Safeguarding Partnership on Pathway to Provision.
- Equality is Everyone's Business – a draft toolkit on how to develop anti-racism practice
- Links to a recording of an event which took place in March to share good practice in remote learning.
- Information on the revised EYFS Framework.
- Information on the National Centre for Computing in Education with links to governor webinar sessions on how to improve the computer offer in school.
- An update on the School Teachers' Pay Award.
- Update on the Universal Catch-up Premium.
- A free Webinar from the Governors for Schools organisation
- Training Update
- Information on how to access the Schools Portal which all governors could use to view the position of services which the school purchased from the LA. Username and password was available through the school office.
- Articles on the help section on GovernorHub on how to make the best use of GovernorHub in relation to gathering and storing evidence for Ofsted

GB/2021/32 **Approval of in-service training days (5)**

The HT reported that the school tried to match up with other local schools for in-service training days. The proposed days were therefore the 25th - 28th July 2022.

The in-service training days were

AGREED

GB/2021/33 **Review of delegation and organisation of committees:**

- Agree committee structure and membership of committees

Membership and committee structures would be reviewed when the new governors had been appointed.

- Approval of scheme of delegation/decision planner 2021/22

The scheme of delegation was **APPROVED** and the revisions to be added to the committee terms of reference.

- Note annual planner 2021/22 to support agenda setting

Governors **NOTED** the Annual Planner

- Policy checklist 2021/22 – statutory policies for schools – Dr Bath was in the process of setting up a schedule for policy reviews. **AB**

- Appointment/re-appointment of link governors – Dr Bath had begun the process by circulating a suggested list to governors and this would be finalised following the appointment of new governors. **AB**

GB/2021/34 **Report from training co-ordinator including review of governor training requirements (including safeguarding) for 2021/22**

Dr Bath had circulated the training calendar and highlighted Ofsted for Governors, How to Support and Challenge and Link Governor training. He explained the booking procedure and asked governors to inform the office of any training they completed.

GB/2021/35 **Governor monitoring visits**

- Re-assignment of link responsibility Denise Howitt and Owen Devine

This had been addressed in committee meetings and the clerk was asked to add this to the next agenda.

CLERK

GB/2021/36 **Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account**

Mr Marshall was assisting with the planning of the playground improvements and with Health & Safety

Dr Bath had completed a review of policy requirements and challenged the implementation for staff

Dr Bath was carrying out assurance of the GDPR process.

Governors had challenged the HT report

Governors had participated in decision making at committee meetings.

GB/2021/37 **Confirmation of dates for 2021/22**

Future meeting dates were confirmed as:

Autumn 2021 – Wednesday 29 September 2021 at 4:30pm

Spring 2022 – Wednesday 2 February 2022 at 4:30pm

Summer 2022 – Wednesday 25 May 2022 at 4:30pm

GB/2021/38 **Determination of confidentiality of business**

It was

Resolved

That all papers and reports be made available as necessary.

The meeting closed at 6.15 pm


Signed

Date 29 September 2021

Chair of governors

School Display Copy