

MINUTES OF MEETING

School: Willoughby Primary School
Meeting title: Autumn term meeting of the governing body
Date and time: 30th September, 2020 at 4.30 pm
Location: The meeting was held remotely via TEAMS

Membership Mr Thomas Bateson
Dr Adrian Bath (Chair)
'A' denotes absence Mr Owen Devine – joined the meeting late
Mrs Gretta Edley
A Mrs Denise Howitt
A Mrs Caroline Marlow
Mrs Rosemary Marshall
Mr Stephen Marshall
Miss Beatrice Smith
Mr Sander Tiel

In attendance Pat Colclough (clerk to the governors)

GB/3520 Apologies for absence Action

Apologies for absence were received from Mrs Howitt and Mrs Marlow.

It was

resolved

that the governing body consent to these absences.

GB/36/20 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

Governors had completed declarations online

Review and sign Governor Code of Conduct

Governors had completed declarations online

GB/37/20 Review of membership

The clerk brought to the attention of governors the following end of term of office: Mrs Caroline Marlow's term of office would end on the 31st January, 2021. She had indicated that she would be willing to continue as Co-opted Governor and the governors were happy for her to be re-appointed.

CLERK

GB/38/20 Determination of term of office for chair and vice-chair

The governors were happy that the term of office for the chair and vice-chair should continue to be two years.

GB/39/20

Election of chair

Dr Bath had previously indicated that he wished to stand down as Chair to give someone else a chance to take the governing board in a different direction. Mr Tiel had expressed an interest in taking on the role and he left the meeting at this point to allow for discussion.

The governing board felt that Mr Tiel would make a good chair and it was

AGREED that Mr Tiel be appointed chair of governors for a term of two years.

CLERK

Mr Tiel re-joined the meeting and was informed of the decision and took over the chairing of the meeting at this point.

The governors thanked Dr Bath for all the work he had done for the school and for his support to them.

GB/40/20

Election of vice chair

Mr Bateson had expressed an interest in being vice-chair and he left the meeting in order that discussion could take place.

The governors felt that Mr Bateson would make a good vice-chair and it was

AGREED that Mr Bateson be appointed vice-chair of governors for a term of two years.

CLERK

Mr Bateson re-joined the meeting and was informed of the decision.

GB/41/20

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

The minutes of the summer term meeting held on 13th May, 2020 having been previously circulated were confirmed.

Review of actions

The DBS check had been completed for Mr Marshall

The Health & Safety annual review visit needed to be completed. Mr Bateson had reviewed the folders and he was due to complete the physical inspection week commencing 5th October.

TB

Submission of B01 and B02 forms. The Headteacher would confirm that this had been done.

HT

Dr Bath had done some further work on governor impact on school improvement. He had not changed the six bullet points but the 1st and 4th bullet points need further work.

GB/42/20

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

The Committee meetings had taken place on the 16th September and there were no policies to be reviewed.

GB/43/20 Financial reporting

Schools Financial Value Standard (SFVS) for 2020-21

The SFVS has to be completed and submitted, signed off by the Chair, by 31st March 2021.

Chair

Year-end re-forecast

The budget surplus had remained constant. Maintenance was planned for the windows, office and lights over the half term holiday. A bigger project to improve the canopy over the Early Years/Foundation outside area was needed.

A governor questioned what the risk would be if the surplus was not committed and whether the school had exceeded the limit for the carry forward. He felt that the school needed guidance on how to build up a surplus for major projects if that was the case. School fund money had been used in the past to help the budget, but it was not possible to transfer money back.

Governors' Year End Financial Statement for 2019/2020 (including the Committed Balances Return 2019/2020) for information

This had been previously circulated and discussed at Committees. There was a £7,600 carry forward. The year end financial statement was **APPROVED**.

The teachers' pay award was still in negotiation but the proposal was 2.75% on the main pay range with a higher increase for NQTs. There was a form to be completed to state that the pay table had been adopted and the governors formally **APPROVED** this.

GB/44/20 Headteacher's report

The Headteacher's report was available on GovernorHub and had been discussed in detail at the joint Committee. The Covid-19 situation was constantly changing and up to date information for parents was given in newsletters. The children were being kept safe in bubbles and there was a plan in place should the school need to quarantine. Two weeks' worth of work was ready to go and the teachers had been trained on TEAMS. This would be tested out with a few parents. Parents evening would be via telephone calls. The Headteacher reported that time was stretched as teachers were covering lunch and watching the children in the playground.

Pupil numbers were healthy. It was not possible to report on pupil progress as there had been no formal testing. Teachers were highlighting children who had missed schooling during lockdown and there would be catchup funding to assist. It was still to be decided how this would be used and how the impact would be shown. KS2 had had some formal teacher assessment. Catchup would be done during class time for KS1 who would be tested during the autumn term to give an indication of phonics. The lower down the school, the more the children seemed to have missed out and the older children had caught up fairly quickly. 32 hours extra funding had been received for one child which had been timetabled. PLT money was ring-fenced and although money has been carried forward it had to be used for PE.

The SEF and SIP had been completed and uploaded to GovernorHub. Most targets had been met, but a few had been missed due to Covid. The current year's objectives had been summarised and priorities had been highlighted in red.

The Headteacher commented that the documents were genuinely ambitious and recommended that the governors use the documents as a means of informing themselves what is being achieved in school and monitoring progress.

A governor questioned the current position of FOWS. The Headteacher replied that they were an active group who supported the school and they were having discussions on how they could continue to support in the current climate as they are unable to undertake their usual fund-raising activities.

Alice Smith had agreed to become the new SENCO lead on a temporary basis with support from the Headteacher. After the year she would decide whether she wanted to have the formal qualification.

GB/45/20 Update on appraisal process for headteacher and staff

Confirm external appraisal adviser for the Headteacher

The external appraiser had been identified as Rob Collins and the Headteacher was awaiting confirmation and a date for the appraisal to be carried out.

Confirm/appoint appraisal governors

Dr Bath and Mrs Howitt were confirmed as appraisal governors as they had received the training. It was agreed that Mr Tiel would shadow. The appraisal will be arranged for the last week in November and Dr Bath and Mrs Howitt will exchange ideas prior to this, shared with Mr Tiel, ready to give to the appraiser.

HT/AB

Confirm Quality Assurance arrangements

Including Mrs Howitt in the appraisal was the quality assurance.

GB/46/20 Receive headteacher's annual report on whole school appraisal process and consider/ratify headteacher pay recommendations for all staff

This had been covered elsewhere on the Agenda.

GB/47/20 Review of delegation and organisation of committees (deferred from Summer Term)

Agree committee structure and membership of committees

It was **agreed** that the committee structure would be 5 governors plus the Headteacher

Approval of scheme of delegation/decision planner 2020/21

The documents linked to the above item was available on GovernorHub. It would be updated as necessary and governor approval will be achieved by email.

Note annual planner 2020/21 to support agenda setting

This was also available on GovernorHub and was noted.

Policy checklist 2020/21 – statutory policies for schools

Dr Bath had compared the Nottinghamshire County Council list and the DofE policy list. The DofE policy list mandated that the capabilities of staff be published

on the website, possibly in the form of a short statement of qualifications, experience and responsibilities. The school also needed to have a separate Staff Discipline and Conduct Policy and Grievance Policy. It was felt that these topics were already covered within other policies and the Headteacher was to clarify this. HT

Appointment/re-appointment of link governors

This item is to be reviewed and reported later in the Minutes.

GB/48/20 Information from the Corporate Director for consideration and action

School Appraisal Policy, School Pay Policy, Teachers Pay Award and HR Updates

HR were expecting that the pay award would be approved on the 12th October and new pay scales had been published in anticipation of this, subject to parliamentary approval. Support staff had already been paid their uplift in the September salary.

HR policies had been reviewed and were largely unchanged.

Considering Everyone's Wellbeing in Schools

The Clerk highlighted a webinar to take place on the 6th October which would be recorded and available on the Nottinghamshire County Council YouTube Channel afterwards. Ofsted inspections had been paused across the autumn term but the framework now included a section on wellbeing which is being used to inform the Leadership section. The Clerk pointed out that governing bodies have a responsibility for the wellbeing of the Head Teacher and that it should be added to the appraisal process for the Head Teacher to reflect on their own wellbeing.

School Travel Toolkit

The County Council had developed a School Travel Toolkit with school-specific resources available online for parents, schools and neighbours. Further support was available if needed locally.

GB/49/20 Safeguarding information for consideration and action:

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

Safeguarding Children in Education: Annual self-audit tool 2020-21 plus supporting guidance.

The Annual Audit had been completed and Mrs Marlow had reviewed this as quality assurance. All staff were up to date with training and had read the relevant section in KCSiE to update themselves to changes.

GB/50/20 Receive report from Data Protection Officer and Information Governance governor

This had been discussed in committee. It had been ensured that all policies were up to date and that review dates had been rolled on.

GB/51/20 Communication

From chair – the chair had nothing to bring to the meeting

From headteacher informed the governors that Mrs Marshall had decided to retire at Christmas after a long time at the school and serving as staff governor. She informed the governors that she had thoroughly enjoyed her teaching career and thanked them for all their support. The headteacher said that she appreciated Mrs Marshall supporting her in her first year at the school. All the governors thanked Mrs Marshall and hoped that she would have a happy retirement.

From clerk - Governor Newsletter first autumn term edition

The clerk reported on the following items from the newsletter, which was available on GovernorHub:

Full re-opening of Schools – Governors should be confident that risk assessments are up to date and the article had a list of questions which governors should ask so that they are confident that all measures have been put in place for the protection of pupils and staff.

Complaints: Governor Services would strongly recommend that schools adopt the Local Authority Model complaints policy in full. This is as a result of Governor Services being asked to assist with complaints and finding that the school policy is not up to date.

Governor Resignations: it has previously been the policy of Governor Services to add a link to an exit questionnaire when acknowledging a letter of resignation. However, this would no longer be done and it is suggested by Inspiring Governance that an exit interview should be carried out by the Chair of Governors.

General Data Protection Regulations: A link to the GDPR Timeline for Framework actions.

Changes to assessments in primary schools: The introduction of the statutory Reception Baseline Assessments has been postponed until Autumn 2021, with links to the full guidance.

Governor Conference – this has been postponed and 4 webinars are planned. Details of the 2 in the autumn term have been circulated.

Keeping Children Safe in Education – links to the guidance, with a summary of key changes at Annex H.

Notts CC and NSCP self-check audit had been available since June 2020, with links to resources. The self-completed audit to be submitted by 20th December, 2020.

The Child Protection Policy Template and Toolkit for 20-21 was available on GovernorHub. This contained changes largely to take into account the changes in the KCSIE guidance.

RSHE – flexibility had been introduced so that schools could flexibly discharge their duties, with teaching new content no later than summer term 2021. There was a link to the webinar produced in June 2020 for the governors training event.

Universal Catch-up Premium – details of the payments to be made, which would be £80 per pupil from Reception to year 11 in three tranches across each term.

National Tutoring Programme – links to the full guidance. A list of approved partners to be available from the end of October on the NTP website. Academic

mentors would begin working in the most disadvantaged schools from October half-term.

The Early Help Unit - an on-line form for referrals to be produced but there would be further communication and support and guidance before the change date. There were further details of the enhanced support available through the Family Service.

Landlord Consent Update – an updated two stage process to ensure that all aspects of the proposed project had been considered and that there were no fundamental reasons why the work should not be carried out.

Schools admission information: timelines for admission in September 2021.

News from the NGA – with link to resources which have been made freely available during the Coronavirus outbreak.

Heads' and Chairs' Briefing session – had been held online. This had been recorded and was available on the Notts County Council YouTube channel.

Governor Learning and Development - courses available via Zoom or Teams with a link to the Notts CC training web page.

GB/52/20 Report from training co-ordinator including review of governor training requirements (including safeguarding) for 2020/21

Dr Bath agreed to remain as training governor. He said that a list of virtual training sessions had been circulated. He drew attention to the following:

- Essential Skills for Chairs
- How to support & challenge
- Measuring the impact your governing body makes

GOVERNORS

GB/53/20 Governor monitoring visits

Dr Bath and Mr Tiel were to develop the framework for more frequent visits with a view to ensuring that every governor visits at least once a year, as stated in the SIP as the aim for governors. Dr Bath felt that English and maths should have a particular focus.

AB/ST

GB/54/20 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

The governors had supported the school during the recent re-opening of the school.

The Annual Health & Safety visit was planned for early October

The governors were working to improve the link governor process with an emphasis on proving impact.

The Headteacher suggested that the governors look at the SEF and reflect on this and ask questions. She said that the curriculum was to be put online. She had agreed with Laura that the website should be updated once a month and she had asked Laura to be proactive in developing the website. It had been agreed that she would be paid for doing this and there would be a trial for one year.

The governors thanked Dr Bath for all the work he had done for the school during his term as chair of the governors, and in particular the support he had given to the headteacher in her first year.

GB/55/20 Confirmation of dates for 2021

The governing body

agreed

Spring term 2021 – 3rd February, 2021 at 4.30 pm
Summer term 2021 – 12th May, 2021 at 4.30 pm

GB/56/20 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary with the exception of a finance item which was reported in the confidential minutes.

The meeting closed at 6.30 pm.



Signed (chair) Date3rd February, 2021.....

SCHOOL DISPLAY COPY