

MINUTES OF MEETING

School: Priory Junior School
Meeting title: Autumn term meeting of the governing body
Date and time: 4th December 2024 at 6.15pm
Location: At the School (and/or virtual/hybrid platform)

Membership

'A' denotes absence

A Mrs C. Chadwick
Mrs E. Coleman-Smith (vice chair)
Mr. J. Cross (headteacher)
Mr. S. Smith (chair)
Mrs C. Russell (staff governor)
Mrs. J. Tilling
Mrs A. Baldry
Mrs Jo Reynolds (prospective governor)

In attendance

Ms Gill Newton (clerk to the governors)
Miss Holly Edwards (Deputy Head Teacher) observer

GB/37/24 Apologies for absence

Action

Apologies for absence were received from

Esther Coleman-Smith

It was

resolved

that the governing body consented to this absence.

GB/38/24 Declaration of interest

The Head Teacher declared that he was a governor at a Transform Trust school.

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

Confirmation of completion of governor annual declarations (updates to school website and GIAS)

Governors were reminded to update their annual declarations of interest for the year on GovernorHub, which would then be used to update GIAS and the school website.

Governors

The Head Teacher queried who was responsible for completing the GIAS (Get Information About Schools) DfE and school website updates.

The Clerk thought this had to be completed by the school as the local authority did not have access to the DfE system.

Action: The staff governor (JT) agreed to do the governor information updates and she had the necessary permissions to amend the school website.
Action: the clerk noted that she would ensure governor details were correct on GovernorHub.

**Action
Staff
governor
Clerk**

Actions for governors

Review and sign 2024/2025 Register of Business Interest

Governors were reminded to review and update their declarations of business interest for the year if they had not already done so.

Governors

Review and sign 2024/2025 Declaration of Eligibility

Governors were reminded of the need to review and sign the Declaration of Eligibility.

Governors

Review and sign 2024 Governor Code of Conduct

All governors were reminded of the need to ensure that they had read, understood, and signed the school governors' code of conduct if they had not already done so.

Governors

GB/39/24 Review of membership and terms of office ending in the next 12 months

The clerk highlighted the following vacancies on the governing body:

Co-opted governors – 2 vacancies
Parent governors - 2 vacancies
Local authority governor - 1 vacancy

Coopted governor vacancy

A nomination had been received from Jo Reynolds for one of the co-opted governor vacancies and she was attending the meeting as an observer.

Mrs Reynolds left the room while the governors discussed her nomination. Following consideration of this nomination governors voted unanimously to support Mrs Reynold's nomination.

It was **resolved**

that Mrs Reynolds be appointed to the role of co-opted governor with immediate effect and she was congratulated on her appointment.

The clerk noted that she would confirm Jo Reynolds' contact details for GovernorHub after the meeting and ensure that a welcome pack was sent out when the necessary checks, such as an up to date DBS, had been completed.

Clerk

Parent governor vacancies

The Head Teacher informed governors that he had advertised the parent governor vacancies and had received only one expression of interest. The applicant had been invited to the Autumn FGB as an observer but had been unable to attend.

He agreed to follow this up and hoped that the new governor would be appointed in the New Year.

The governors noted the application and looked forward to welcoming the new parent governor at the Spring FGB.

**Head
Teacher**

Local authority governor vacancy

The Chair noted that the Nottinghamshire County Council's Director of Children, Families and Cultural Services, Colin Pettigrew had asked local authority employees to consider becoming governors.

The clerk advised governors that, when seeking to recruit to the LA governor vacancy, it was helpful to consider any skill gaps within the current governing body, for example, financial expertise.

Governors agreed that this was an area of governor expertise that could be strengthened and they would consider this when seeking suitable candidates for the LA governor role.

The Chair asked governors to mention governor vacancies to family and friends who may be interested in becoming a parent, local authority or coopted governor.

Governors

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

Carol Chadwick's term of office as a co-opted governor was noted as due to end on 19th June 2025.

She confirmed that she was willing to be reappointed at the end of her current term of office and governors unanimously expressed their support for her continuing in office.

Joanna Tilling's term of office as a co-opted governor was noted as due to end on 28th March 2025.

She confirmed that she was willing to be reappointed at the end of her current term of office and governors unanimously expressed their support for her continuing in office.

The clerk agreed to notify Governor Services of these reappointments.

Clerk

GB/40/24 Determination of term of office for chair and vice-chair

A governor noted that, prior to the election of the chair and vice chair in 2023, the term for both offices had been two years.

Governors discussed the need for continuity on the governing body.

It was **resolved** that

the terms of office for both the Chair and Vice Chair would be two years.

GB/42/24 Election of chair of governors

Governors discussed the election of a new chair for the coming year.

The Head teacher noted that he had appreciated the support given by the current chair but was aware of Mr Smith's competing commitments in his other roles. He was concerned that the level of access to and support from the chair that he and the school would need the commitment of a significant amount of time and he was concerned about Mr Smith's availability.

Mr Smith acknowledged that his new role within the County Council and other commitments meant that he did not wish to re-stand as chair but would help to support the incoming chair wherever possible.

Governors were asked to consider taking on the role of chair on the understanding that they would get training and support, not just from other members of the governing body but also from the Trust which the school was in the process of joining.

The chair explained that the role included dealing with complaints, regulatory compliance and meeting support.

Although the estimated time commitment for the role was cited as 20 hours per half term this depended on varying levels of complaints and other governance issues.

The Head Teacher added that he had experience of being a new governor and was willing to support the new chair, to explain the key elements of the role and to help ensure that the new chair could be immediately effective in their role.

Governors noted that experienced members of the governing body would be happy to support and help the new chair.

Jo Reynolds was proposed and seconded for the position of chair.

There were no other nominations. Jo Reynolds left the room whilst governors considered the nomination.

Following the vote it was unanimously

agreed

that Jo Reynolds be appointed as chair of the governing body.

She was welcomed back to the meeting and congratulated on her appointment.

GB/43/24 Election of vice-chair of governors

Mrs Coleman-Smith had spoken to the chair prior to the meeting and confirmed that she would be willing to act as vice chair or co-vice chair.

Ann Baldry and Esther Coleman-Smith were proposed and seconded for the position of co-vice chair.

There were no other nominations. Governors considered the nominations.

Following the vote it was unanimously

agreed

that Ann Baldry and Esther Coleman-Smith would be appointed as co-vice chairs of the governing body.

GB/44/24 Approval of minutes of summer term meeting held on 19 June 2024 and any special governing body meetings

The minutes of the summer term meeting held on 19th June 2024 had been reviewed immediately before the Autumn 2024 FGB meeting and the minutes of both meetings would be finalised by the clerk and confirmed and signed by the chair at a later date.

**Clerk/
Chair**

Review of actions

All actions from the previous meeting were noted as having been completed or included on the Autumn 2024 FGB agenda, with the exception of the scheme delegations and committee structure, which were discussed below.

Review of committee structure and scheme of delegations:

The chair summarised the existing governance structure as consisting of a Resources Committee, Development and Planning and Pay Committee, with delegated authority from the Full Governing Body.

He advised governors that there was an overlap of the functions of the committees and the FGB, which impacted on the time commitments needed from governors. He proposed that all decisions could be made by the FGB, with the only separate committees or panel processes outside the FGB being the Pay Committee and Head Teacher appraisal panel.

He advised that a number of schools only had pay committees, appraisal governors and either one or two FGB meetings per term.

He also noted that, if there were particular policies or issues needing detailed reviews the FGB could set up separate working group meetings as and when required.

A governor queried whether policies would be uploaded onto GovernorHub for governors to review and whether the approval levels for the pay committee and Full Governing Body would be clarified.

The chair advised that policies would be shared for review and published when approved and the school's scheme of delegations would be amended to show the new meeting structure and approval levels.

Governors approved the amended meeting structure and

it was **resolved**

that the school's scheme of delegations would be amended to reflect the above changes.

**Head
Teacher**

Confirmation of completion of annual planning documents - policy check list and annual planner

The Head Teacher confirmed that he had reviewed the statutory policy guidance from the local authority and that all the key policies had been approved by the Development and Planning committee in November 2024. .

Governors noted the approval of these policies.

Approval of 2024/2025 scheme of delegation

See above – this would be updated to reflect the agreed changes to the committee structures and FGB decision-making.

GB/45/24 Receipt of minutes and approval of policies from committees and working parties

Review of actions from committee minutes

The D and P (Development and Planning committee) had been held in November 2024. The minutes had not yet been produced.

The Resources Committee had been postponed due to the absence of the SBM and the budget reforecast was noted as being delayed until her return.

The Head Teacher assured governors that the local authority was providing additional support on a temporary basis to ensure month end reconciliations, pay and invoices were being processed.

Confidential item – staff update

The Head Teacher confirmed that he would send governors the required budget reforecast before the next Full Governing Body meeting for them to review and would follow up any queries that they raised.

**Head
Teacher/
Governors**

Approval of policies including:

Approval of Child Protection Policy

This was noted as having been approved at the November 2024 D and P Committee and had been published on the school's website.

Approval of NCC HR model policies (as relevant)

These were noted as having been approved at the November 2024 D and P Committee.

GB/46/24 Overseeing Financial Performance - Financial reporting – all to Spring

Schools Financial Value Standard (SFVS) 2024/2025

This had been delayed due to the absence of the School Business Manager and would be completed following a joint meeting of the Head Teacher, SBT and local authority finance colleagues, which was expected to take place before the Spring term FGB meeting.

**Head
Teacher**

Year-end re-forecast

This reforecast had also been delayed but would be produced and circulated to governors to review and sign off at the next FGB meeting.

**Head
Teacher**

Governors' Year End Financial Statement for 2023/2024 (including the Committed Balances Return 2023/2024) for information

This was noted as already having been completed.

GB/47/24 Holding executive leaders to account

Summary of Headteacher's report

The Head Teacher summarised the key points from his latest report which had been shared on GovernorHub prior to the meeting. Governors were advised that the key data for them to review had been highlighted in the report.

The monitoring programme for the Autumn term consisted of two external moderations, one by the White Hills Park Trust and the second by the local authority, for safeguarding and standards.

Quality of education measures would be updated all year.

He noted that a self-evaluation of the school against Ofsted standards indicated that the school had gone down from a good rating to RI (requires improvement) mainly due to performance against target outcomes for pupils.

All the year groups except year 3 were noted as being below national expectations. Although outcomes were not as hoped, the external moderators had noted the kind, nurturing and welcoming environment in the school.

Key challenges were noted as a number of high profile children with significant needs, most of whom were in the same year group. There had been an increase in the number of suspensions, which created additional work in terms of re-integration into the classroom on pupils return.

The SDP (school development plan) had been approved and included lots to celebrate.

The Head Teacher highlighted that the curriculum needed work to ensure consistency across the school. Progress on this had been affected by a lack of staffing capacity, due to absences and meeting SEND needs. He added that SPAG (spelling, punctuation and grammar) would be priority in curriculum development.

Since the previous governing body meeting additional support had been added in some key areas to adapt to the current pupil profile and to create extra capacity. A personal care assistant was noted as being recruited.

A governor queried, in terms of absence levels, whether any fines had been issued since the new policy had been introduced. The Head replied that only 1 pupil's case had been referred to the legal team. There was one child missing in education, where the parents were concerned regarding their child's safety. The parents were not home educating the child or trying to find another school. The child had returned to school after an enforcement letter was sent.

In terms of safeguarding, the Head Teacher noted the following:

One child protection plan was in place.

8 MASH referrals (relating to 7 families) had been made.

6 early help referrals had been made, for example, because of concerns about the family home.

2 children had been reported missing in education, one of whom was back in school and the other was now attending another school.

2 notifiable incidents were recorded, with 1 on a missing pupil who was found on the school site.

There had been 3 positive handling incidents (CRB) where there were concerns for a child or staff member's safety.

The recent safeguarding audit had included a review of the SCR (single central record), DBS records and personnel file for all staff.

An extra DSL had been trained and DSL posters had been displayed in key areas throughout the school.

33 children were on the SEND register, mainly because of communication and interaction needs.

2 SEND children were noted as being on reduced timetables but would be transitioning back to extra hours after Christmas. Some get off-site support.

Some children needed one to one support to manage their behaviour and support their learning in class, which meant other pupils lost learning and staff input.

Specific training was being given to staff at risk while working with high needs children and the SENCO was given 2 days release time for support.

One child with an EHCP was awaiting special provision and two children were being assessed for EHCP.

There were 73 pupil premium children, out of the total roll of 220.

The Deputy Head Teacher noted that, PP funding had been used to support a recent book fayre, the purchase of leavers' hoodies and the rock steady event, which children and families had shown particular appreciation and support for. She noted that more clubs would be a good idea in terms of increasing enhancement and enrichment opportunities, and this was being looked into.

Complaints

There had been 2 official complaints. One was the Head teacher so was escalated to the FGB to review. This was not upheld but the parent was positive about the resolution agreed.

A governor noted that resolution was working better for the parents and the relationship with the school was being rebuilt, following the investigation.

The second complaint related to an internal review about a staff member, which resulted in no further action being taken.

Quality of education

These outcomes were noted as being positive in that none of the issues raised was unexpected or outside the school's development plan priorities.

Teaching had been identified as good following positive classroom checks, with the behaviour of most pupils being considered good.

The Head Teacher reported that teachers were working hard to support children in lessons and, in terms of improving outcomes, they could not do all the work. He noted that there needed to be a focus on behaviour for learning, with children taking responsibility for their behaviour and attitude in the classroom, as teachers

Parents' survey

A governor queried the response rate to the survey.

The Head Teacher confirmed that 95 responses had been received, which represented about 50% of parents.

Most were positive about the school, with 87% recording that their children were happy there.

The key areas for improvement were noted as:

- Communications; the school used a number of media for communicating with parents, which could be confusing at times;
- The handling of bullying or poor behaviour. Some of this related to parents views on changes to routine, such as the times at which the gates were opened in the mornings or the latest uniform policy, which some felt was too rigid.

Pupils survey

19 out of 21 pupils thought bullying was happening at the school and only half of them thought it got sorted out properly.

The Head Teacher noted that work was needed on strategies for dealing with bullying and children's perceptions of this.

A governor queried whether the parent and pupil surveys had been carried out before or after anti-bullying week?

The Head Teacher confirmed that the pupil survey had been carried out at the start of the school year and the parents, during anti-bullying week (11-15th November 2024).

In terms of behaviour incidents and management, the Head Teacher noted that there had been 5 suspensions, for incidents such as a staff assault and verbal aggression.

The process for CPOMs logging had been adapted to get a more accurate picture of incidents and trends and to ensure that the actions were catalogued more accurately and effectively.

CPD

There was a new teaching and learning policy in place, which included provision for directed time for staff to ensure they had an opportunity to develop their professional practice. This was being worked on throughout the year to create a clear and consistent approach to teaching and learning.

Release time had also been provided for the SENCO, who would be visiting other schools to see different examples of good practice and staff would also have access to the Trust's CPD network.

The RHSE curriculum was noted as being comprehensive and focused on building and maintaining good relationships. Children were being encouraged to have active break times, in addition to the PE programme, to promote team work through activities and fun through keeping moving.

The Head Teacher summarised that the school's vision remained the same; to continue to set high expectations for pupils and teachers. The SLT had agreed the key actions and plan for the year, including the updated reading scheme.

Governors' questions and challenge

A governor queried regarding the survey feedback on the new school gate opening times and asked if the morning drop-off was being criticised as unsafe and if so, what was going to happen to address this? Would the gates be unlocked earlier?

The Head Teacher responded that if parents dropped children off early and the children were on the school grounds they became the school's rather than the parents' responsibility.

A governor queried why the children could not be kept safe on the playground. The Head Teacher explained that the problem was not having a safe teacher to pupil ratio, as teachers were not yet in school when some of the children were dropped off. He noted that he had moved the times of the gates being opened to take into account All Hallows start times, so that the surrounding roads would not be too busy.

He suggested that children should not be onsite 15 minutes before the school's official opening time. He did not want to see anyone hurt on the streets outside school or on the school grounds.

A governor queried whether it would be less dangerous to let children use the side access as this road was quieter.

The Head Teacher noted that this could be possible and children could use this route to go straight into their classroom, if it was opened at 8.55. He added that year 5 and 6 children tended to be at school as they walked without parents and they needed to be supervised.

A governor queried whether children were playing on other school's playground, such as the Phoenix play area.

The Head Teacher advised that the children needed to be in safe and supervised areas once their parents had dropped them off and other play areas brought other risks. He added that he appreciated that at the start and end of the school day the road access near the school entrance was busy for parents and there were risks, but as it's a dead-end there was no through-traffic.

Parents had to be responsible about the timing of the school drop-offs to ensure their children weren't too early or late.

A governor queried whether parent's were still given a handbook each year to sign to confirm their agreement with the school's policies, including rules for the start of the school day and arrangements for dropping off and collecting children. The Head Teacher confirmed that handbooks were still issued and the wording is the same but opening time had changed. The main problem was outside the gates so he tried to supervise the children who arrived early.

A governor queried whether parents all understand that it's their responsibility to ensure their children are safe until the gates have been opened.

The Head Teacher confirmed that parents had been made aware of this but it may need to be re-emphasised.

The gate could be opened at any time but parents needed to understand their responsibility to ensure that their children did not arrive too early or too late, regardless of whether or not the gates were open.

A governor queried whether it was the school's responsibility or parents to ensure children were safe when on the school site.

The Head thought that the school was responsible once the children were at the school.

A governor challenged that she thought the school used to be considered responsible from the time the bell goes at the start of the day and asked whether that wasn't still the case.

The Head Teacher reiterated that he thought the school became responsible when the children were dropped off at the school.

Clerk

A governor queried if the clerk could contact the local authority on the governing body's behalf to establish the extent of the school's liability (on or off school premises) for pupils dropped off before the start of school.

A governor challenged that year 5 boys had been observed starting to argue before the official start of the school day and these tensions could continue escalating throughout the day.

The Head Teacher agreed this could happen and added that, in theory, TAs were paid to be at school from 8.30 but questioned whether TAs going out to supervise children before school was the best use of their time, rather than preparation for classroom activities.

A governor queried whether children could be given access to limited areas to help with supervision issues before school.

The Head Teacher noted that they would still be on the school's premises and there would still need to be the correct ratio of staff to children.

A governor queried whether, if year 5 and 6 children were arriving early and if the year 5's in particular were the main concern, could these older children enter the school by different gates to the other children to limit the number of pupils entering the school via either the side or front gates.

The Head Teacher agreed to review all possible options but advised governors that teachers could not be required to start earlier than their contracted times as they would not be paid.

A governor challenged that the key issue seemed to be to keep the children safe by getting them away from the roadside and onto the school site.

**Head
Teacher/
Governors**

It was **resolved**

The Head Teacher would continue to monitor the situation and consider any possible improvements to the morning access arrangements and the Governing Body would consider any further advice from the local authority.

GB/48/24

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

Confirm external adviser for meeting in Autumn term

Paul Heery, from the White Hills Park Trust, was confirmed as the external adviser for the Head Teacher's appraisal process.

A governor queried when the Head Teacher's appraisal had to be completed. The Head Teacher confirmed that it had to be completed by the end of December, but effectively by the end of the Autumn Term (i.e. 20th December 2024).

Staff appraisals – not completed by 31/10/24 as planned, due to the delay in the publication of the updated appraisal policy, but the process was underway and would be completed the end of the Autumn term.

Confirm/appoint appraisal governors – confirm appraisers have completed training

Jo Reynolds and Carol Chadwick were confirmed as appraisal governors and would undertake training.

Esther Coleman-Smith was also nominated as an appraisal governor in her absence.

It was **resolved**

That Mrs Coleman-Smith would confirm her interest in the role and undertake appropriate training if required.

**Appraisal
Governors**

Confirmation of the Quality Assurance Governor arrangements

Sam Smith was confirmed as the QA governor.

Update on the wellbeing of the headteacher and staff

Confidential item – staff governors left the meeting for this discussion (at 18.50)

GB/49/24 Receive and scrutinise headteacher's annual report on whole school appraisal process. (Pending updated of policy as a result of recent statutory changes). This includes:

Review appraisal policy in line with recommended changes from HR Provider, when received

Staff governors returned to the meeting at 18.58.

The Head Teacher advised that not all appraisals had been completed, for example, in the case of staff absences, but updates would be emailed to staff as appropriate.

The clerk confirmed that the Mr Cross had uploaded the appraisal policy toolkit for teachers into the Autumn 2024 documents folder for governors to refer to.

Ensure effective appraisal arrangements for all teaching staff are in place

The Head Teacher confirmed that the appraisal cycle would be completed by the end of the Autumn term, except where staff had been unable to attend their reviews.

Ensure appraisers are trained and that a timetable is in place for termly review

As noted above, the appraisal policy and cycle were noted as now in place.

Confirm arrangements to consider/ratify headteacher pay recommendations for all staff in line with the scheme of delegation and the pay policy

The Head Teacher confirmed that arrangements were in place to complete this process and he informed governors that the necessary documents would be circulated to them for approval.

**Head
Teacher**

Confirm arrangements to receive the appraisal governors pay recommendations effective from 1.9.24 for the Headteacher in line with the scheme of delegation and the pay policy

This agenda item was noted as not applicable as Head Teacher had been appointment within the last three months and would not be eligible for a pay increase in the Autumn 2024 term.

As noted above arrangements would be made with the appraisal governors, the external adviser and the Head Teacher to ensure that his appraisal tool place by the end of the Autumn term.

**Appraisal
governors/
Head
Teacher**

GB/50/24 Ensure clarity of vision, ethos and strategic direction, set by governors

Review and embed the vision, ethos and strategy of the school reflected in the school improvement plan

The Head Teacher confirmed that the school's vision, ethos and strategy had been incorporated into the latest version of the school improvement plan and was clearly stated on the school's website.

Approve (or confirm arrangements to approve) the School Improvement Plan (SIP) as detailed in the scheme of delegation

As noted in the Head Teacher's report (item GB/47/24) above, the updated SIP had been approved.

GB/51/24 Corporate Directors' reports

The clerk highlighted that the key updates and actions for governors from the Director's report for the 2024 Autumn term had been posted on the school's GovernorHub noticeboard and included:

- Ensure Recruitment and Selection Safer Working 2024 practices are in place
- Keeping Children Safe in Education, 2024 and Annex A read
- Ensure all staff had signed up to school Employee Code of Conduct
- Implement actions relating to teachers and support staff pay awards 2024, pay and assess the implications for the school budget
- Note Equality Impact Assessment updates
- Note staff wellbeing resources available on the School Portal, including whole school Stress Survey and wellbeing resources.
- Approve all new policies, guidance documents and toolkits as they are published.

Action: the Head Teacher noted he would ensure the appropriate access to National College resources had been set up for governors.

**Head
Teacher**

GB/52/24 Safeguarding information for consideration and action:

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

As noted in the Head Teacher's report (item GB/47/24 above) governors were informed that the safeguarding audit, led by Sam Mensah (WHP Trust Safeguarding Lead) was underway and would be completed by 10th December 2024.

The local authority target date for completion of the audit was noted as 16th December 2024.

**Head
Teacher**

Action: the Head Teacher advised governors that they would be sent a copy of the audit report when it had been completed.

Safeguarding Children in Education: self-audit tool 2024/2025

As noted in the agenda item above, the audit was confirmed as on track for completion by the deadline of 16th December 2024 and the findings of the audit so far was that the school was safe.

Confirmation that all governors have read all of KCSiE 2024 (new governors must undertake safeguarding training as part of their induction and all governors must have refreshed their safeguarding knowledge each year)

A governor queried whether they were required to read the whole or part of the latest KCSiE guidance.

It was confirmed that it was the responsibility of governors to read all the guidance and confirm that they had done so on their GovernorHub profiles.

Governors

The Head Teacher confirmed that all school staff also had to be aware of the latest KCSiE guidance and their training records updated to show this.

A governor queried if she could be sent a reminder.

The clerk noted that she would resend the reminder via GovernorHub so governors could follow the link to confirm when they had completed their mandatory training.

Clerk

The Head Teacher also agreed to send a reminder after the meeting.

Head
Teacher

GB/53/24

General Data Protection Regulations - Receive report from Data Protection Officer and Information Governance governor including:

FOI requests and data protection breaches – actions and recommendations

The Head Teacher confirmed that there had been no FOI requests or data breaches.

The Clerk outlined the role of the GDPR governor and noted that each Governing Body was required to have a designated governor for this role to ensure compliance with information governance regulations.

It was **resolved** that

Ann Baldry would take on the role of lead governor for GDPR and data protection and would ensure that she accessed the relevant training and support for this role following the meeting.

Audit/risk register updates: (Data protection and Cyber Security arrangements etc.)

It was **resolved**

that this would be reviewed at the Spring FGB meeting.

Training undertaken (staff and governors)

It was **resolved**

that this would be reviewed at the Spring FGB meeting.

GB/54/24

Communication received and updates

From Chair

No issues were raised.

From Headteacher

No issues were raised.

From Clerk - Governor Newsletter

The Clerk signposted governors to the key points from the 2nd Autumn Term Governor Newsletter which had been shared on the school's noticeboard section of Governor Hub.

Key actions and updates for governors from the newsletters included:

- Notts Governors' Conference: Friday 21st March 2025. 2 free places for schools with the EMED (East Midlands Education Support) package.
- Links to DfE updates available in the newsletter
- Ensure staff awareness of Ofsted framework changes
- Ensure school's Safeguarding in Education Annual Self-Check Audit is completed by 20th December.
- Prevent in Education training within the newsletter.
- Be clear about their role regarding admissions, attendance, permitted absence and penalties for parents.
- Review the terms of office for any committees each year
- Ensure all governor details are up to date on the school website.
- National Association of Governors (NAGs) executive board has vacancies; networking sessions are available for chairs and new governors.
- Links to EMED (East Midlands Education Support) training for governors

GB/55/24 Report from training co-ordinator

Governor skills audit update and gap analysis

The training coordinator had attended the following courses:

HR: Performance Related Pay, Appraisal, Appeals & Capability - October 2024
OFSTED - October 2024

HR: Safer Working in Schools - Responsibilities of the Safeguarding Governor - October 2024

KCSIE Part 1 eLearning - September 2024

Prevent Awareness - September 2024

Data Protection essentials for schools - September 2024

Information and Online Security eLearning for schools - September 2024

Employment law Update - November 2024

The training coordinator advised that:

- Online induction courses for governors were available via the National College
- Training and development resources were available via NAGs (National Association of Governors)
- the next training for new governing body chairs was on 27th March 2025 (1st session) and 3rd April 2025 (2nd session).

The Clerk advised that networking events for chairs were offered by NAGs. Details and links were available in the Governors' Newsletters.

Review of governor training requirements (including safeguarding) for 2024/2025

Governors were reminded to complete their annual safeguarding training and confirm this with the training coordinator.

Governors

GB/56/24 Review of all recent governor monitoring visit reports (Safeguarding, SEND, PP and link governors - linked to School Improvement Priorities)

Feedback of key points/areas of learning

Mrs Baldry (link governor for regulations, staff engagement, DARE) had attended the Autumn Term parents' evening.

Mrs Chadwick (PP link governor) had carried out school visit in the Autumn term and had arranged a meeting with the Pupil Premium teaching lead in January 2025.

Mrs Coleman-Smith was reported to have visited the school and helped on reception.

Mr Smith (safeguarding and staff engagement link governor) had conducted several school visits, had participated in a Q & A session with the Head Teacher and carried out a learning walk at the school.

He noted that the SCR needed to be comprehensively updated.

Action: Head Teacher to ensure the SCR was updated following completion of the safeguarding audit.

**Head
Teacher**

Actions identified for governing body and school

Action: the SCR (single central record) was noted as to be updated.

**Head
Teacher/
GDPR
governor**

GB/57/24 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Discussion on chair and vice chair responsibilities and terms of office
Mandatory declarations and training updates
Training and support requirements for governors
Consideration of skill gaps for local authority governor recruitment
Confirmation of policy approvals
Site security and pupil safety and behaviour management
Assurances sought regarding support for staff to ensure their wellbeing.

GB/58/24 Confirmation of dates for 2024-2025 to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

Spring 2025 - Thursday 6th March 2025 at 5.30pm

Summer 2025 – Wednesday 11th June at 5.30pm

GB/59/24 Determination of confidentiality of business

It was

resolved

that the agenda items on staff wellbeing were confidential.

All other papers and reports would be made available as necessary.

GB/60/24 Any other business

Governors expressed their thanks to Sam Smith for all his efforts and support for the school while carrying out his role as chair.

The meeting closed at 7.27 pm.

Signed J Reynolds (chair)

Date 06/03/25

School Display