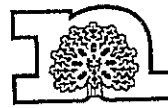


MINUTES OF MEETING



**Nottinghamshire
County Council**

School: Holly Primary School
Meeting title: Summer term meeting of the governing body
Date and time: 8th May, 2017 at 6.00pm
Location: At the school

SCHOOL COPY

Membership

'A' denotes absence

Mrs A Proctor (Chair)
Mr N Smith (Vice-chair) (In the Chair)
Mr D E White (head teacher)
A Mr A Gerus
Mrs C H Flinton (Training Co-ordinator)
A Mrs H R Westwell
Mr A Hickling
Mr Roebuck
Mrs J H Mayhew
Miss S McGuinness
Mrs L Harper
1 co-opted governor vacancy
D J Baker (clerk to the governors)

In attendance

GB19/17 Apologies for absence

Action

No apologies for absence were received. In response to a question, the clerk advised governors that he had received no response from Mr Gerus. The head teacher undertook to contact Mr Gerus regarding his attendance

resolved

That the attendance of governors be noted.

GB/20/17 Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda.
The Head Teacher confirmed that all governors had reviewed their statutory declarations of business interests.

GB/21/17 Review of membership

Governors received and noted the governing body membership list, which had been previously circulated. The clerk reported that Mrs L Harper had been elected as parent governor with effect from 22nd March, 2017. Mrs Harper was introduced and welcomed to the meeting. It was noted that 1 vacancy existed for a co-opted governor which would be considered further at the next meeting. In response to a question, Governors were informed that Mrs A Smith had been appointed as a co-opted governor for a one year term of office which had expired on 30th July, 2016 when no decision regarding her re-appointment had been made. The head teacher was requested to investigate the position further.

The Chair arrived at 6.30pm and apologised for her lateness and requested that Mr Smith continue to act as Chair of the meeting.

GB/22/17 Approval of minutes of spring term meeting

The minutes of the spring term meeting held on 20th February, 2017 having been previously circulated were confirmed and signed by the chair.

Matters arising

GB/07/17 – School Support

The head teacher advised that following consideration of the issues involved, he

had decided not to take up the position of Executive Head Teacher as part of the support package being provided for Heatherley Primary School. He would continue to provide the same level of support through partnership working.

Childcare Provision

It was noted that because of restrictions on accommodation, Holly Primary School was unable to provide for the additional 15 hours free childcare on offer and was therefore directing parents to other providers.

Finance, Personnel and General Purposes Committee

The minutes of the Finance, Personnel and General Purposes Committee meeting held on 14th March, 2017 were received.

Pupils and Strategic Development Committee

It was noted that no meeting of the Pupils and Strategic Development Committee meeting had been held during the term.

Order of Business

The order of business was changed from that shown on the agenda

GB/23/17

Head teacher's report

The head teacher presented his report, copies of which had been previously circulated, highlighting the following matters

Pupils

The head teacher reported that following the decision of the local authority to reverse its policy regarding priority for siblings, a number of parents had lodged appeals as a result of which a further 2 pupils were admitted raising the number of pupils in reception to 47. Two further appeals had been lodged with 1 appeal relating to a pupil resident in the school catchment area which it was expected would be admitted. He added that there were currently 354 pupils on roll and referred to the gender composition and class organisation adopted, details of which were noted. Responding to questions, he outlined the impact on school of admitting those additional pupils which made the organisation of school trips very difficult.

He reported on a meeting to be held with the local authority to investigate the possibility of providing additional classroom accommodation, advising that the local authority had already conducted a number of surveys to ascertain the space available and location of the various utilities. Governors requested that in the event of the local authority proposing to build further classrooms they be involved at an early stage. Governors again questioned the head teacher regarding implications for the future and were informed that currently it would not be necessary to appoint additional teachers although should the nursery increase to 45 pupils, the infant class size regulations would be breached at which point the local authority would have to provide additional staff. Responding to more questions, the head teacher confirmed that additional funding would follow the extra pupils but not until 2018 because they had been admitted after the annual census day and therefore the school would have to meet the additional costs from its existing budget. He also advised that the number of pupils remained within the limit imposed under fire regulations. Governors were informed that in the event of the school converting to academy status, it would become responsible for its own admission arrangements. Governors again questioned the availability of pupil places within the local area and were advised that whilst Forest Town Nursery had spaces available, the position in the primary school was not known.

Governors noted that the school remained full.

Pupil Attendance

The head teacher reported that pupil attendance was currently 96.31% which was classed as being good. He presented detailed tables setting out full details of pupil attendance on a group by group, gender and class basis which included reference to both authorised and unauthorised absences. Responding to questions, he advised that the number of pupils identified as persistent absentees had fallen to 15 and referred to possible reasons for this which included families with parents who had separated both taking their children on holiday at separate times, some of which was during term time. He considered that this practice was likely to reduce

during the year. All absences were followed up with staff identifying any pattern of absence which included pupils being reported as being ill immediately after bank holidays or school breaks. Where any pattern was identified, staff took prompt and intensive action to rectify this. Governors noted the specific actions taken by staff. Responding to questions, the head teacher reported that together with the Deputy Head Teacher and other staff, he acted as attendance officer and considered that currently it was not necessary to employ a dedicated attendance officer in school. He referred to the Garibaldi Family attendance officer whose services it would be possible to purchase if necessary. A total of 10 pupils had been identified as having holidays in term time with others being absent through illness. No specific cases of deliberate truancy had been identified. He further reported that currently no penalties for absence had been issued.

Governors again challenged the head teacher who advised that the importance of punctuality and good attendance was emphasised throughout school. Whilst pupils in the nursery unit were not of statutory school age, their attendance was still tracked to inculcate good practice at an early age. He referred to the specific actions taken using the Scholar System which identified reasons for absence and individual absentees, enabling them to be targeted closely. Where appropriate school staff requested parents for evidence of medical appointments during the school day. A programme of rewards for good attendance was in place and it was noted that parents were provided with a report on their children's attendance on a termly basis which resulted in a positive response and improvement in attendance. The head teacher replied to further questions regarding punctuality and advised governors that pupils arriving after 9.10am were recorded and future attendance monitored. There were no persistent latecomers. He also advised on proposals to reintroduce the late gate procedures.

Pupil Behaviour

The head teacher reported that pupil behaviour remaining extremely good, with no instances of bullying, racist incidents or exclusions during the term

Staffing

The head teacher reported on staffing changes since the last meeting, advising that Mrs Freer had returned to work following her maternity leave on a part time basis, working 2 days per week. Governors noted that following her decision to seek full time employment, Mrs Guilford-Green had resigned as mid day supervisor and an advert would be placed for that vacancy. It was also noted that Mrs Stanley's temporary contract ended shortly. Responding to questions, the head teacher advised that the school currently had sufficient mid day supervisors in post and that vacancies would not be filled immediately, which would result in savings being made. He advised that Mrs G, the after school club member was taking retirement in the near future and that it was proposed not to fill that vacancy which would result in savings of £2,500 per annum. It was noted that Holly had many very experienced stable staff who were well aware of the pupils and their backgrounds and able to make appropriate measures to ensure pupils made progress. Governors noted the low level of staff absences during the term and noted that currently a member of the school office staff was currently on long term absence through illness.

The continued support provided for Heatherley Primary School was also reported on and the position noted.

Pupil Premium

The head teacher reported that there were currently 27 pupils identified as ever 6 children who attracted additional funding.

Currently, there were no looked after children in school.

Governors noted that 41 children had been identified as having special educational needs and were receiving additional support

In response to questions, the head teacher reported that Mrs Westwell, pupil premium champion had visited to observe the additional provision made. It was noted that the school web site was up to date and fully compliant with regulations.

Appraisal

The head teacher reported on the ongoing cycle of staff appraisal where all staff, including teaching assistants had individual targets set, advising that the mid year reviews had been conducted and that his recommendations regarding pay progression would be presented to a meeting of the Pay Committee during the term. It was also reported that the head teacher's annual appraisal had been conducted on 26th April, 2017 with Mr C Drake acting as independent advisor and carrying out a very thorough review of the head teacher's targets.

School Improvement Plan

The head teacher reported on the progress of the six priorities identified in the Improvement Plan, advising that all the action plans had been reviewed and updated with the Plan being RAG rated to reflect the current priorities, progress made and to enable the easier identification of progress. Following its update, the Raise on Line Report was presented and explained, governing noting that the report indicated the school had many strengths, with good or better performance being identified. The school was in the top 10% nationally for maths. Responding to questions, he advised on the possibility of an Ofsted inspection being called this year. Governors noted that each year group included 20% of pupils with special educational needs with years 5 and 6 having 25% within the cohort, all of whom impacted on levels of progress. Responding to questions, the head teacher referred to some concerns in year 5 where additional staff had been provided to give a boost Governors noted the impact the re-allocation of resources had made. The key areas for improvement had been identified and were included in the Improvement Plan. The head teacher confirmed that he was pleased with the new systems in place which had been cascaded through all staff.

Governors requested training on data analysis and understanding the Raise on Line report which the head teacher undertook to arrange. He advised that the Raise on Line scheme was being replaced with a new service provided by the DFE. A number of detailed scheduled setting out progress data for all cohorts were considered as confidential matters

The report was received and it was noted would be considered further at meeting of the Pupils and Strategic Development Committee

Health and Safety

The head teacher reported that health and safety inspections were held termly and that this was an item for discussion at all staff meetings. He also confirmed that emergency evacuations were practiced and that these included invacuations leading to a possible lock down.

Responding to questions, he advised that no final date had yet been given for the installation of the hygiene suite.

School Budget 2017/18

This was considered as a confidential item

Executive Heads Group

The head teacher reported on his attendance at meetings of the Executive Head Teachers group which had been established to discuss areas of mutual interest..

Application for Early Retirement

This was considered as a confidential matter

The head teacher was thanked for his report and responses to governor challenges.

GB/24/17

Instrument of Government

Governors received the revised Instrument of Government which had been produced following their decision to re-constitute the Governing Body with effect from 1st April, 2017.

GB/25/17

Financial reporting**School Budget 2017/18**

Governors noted that the school budget for 2017/18 had been considered and approved by the Finance, Personnel and General Purposes Committee under delegated powers.

Schools Financial Value Standard

It was noted that the schools Financial Value Standard had been approved and returned to the local authority as required. Copies of the revised return were circulated to governors for their information.

Intended use of Balances

Governors noted that it had not been necessary to complete a BO 2 return on the intended use of balances.

GB/26/17

Appraisal process for head teacher and staff

The head teacher reported on the ongoing cycle of staff appraisal where all staff had individual targets set. He also advised that Teaching Assistants had their own specific targets and were included in the appraisal process. It was noted that the head teacher's mid year appraisal had been conducted with Mr C. Drake acting as independent advisor and Chair, Vice Chair and Mrs Westwell acting as appraisal governors. Mr Drake had confirmed that the head teacher had fully met two of his targets and was working towards the final target.

GB/27/17

Information from the Corporate Director

Competency Framework for Governance

The clerk presented the report, advising that a competency framework for governors had been developed which included the necessary personal attributes, knowledge, skills and principles for the appointment of effective governors and recommended that Governors should identify which areas of the framework are most important in the context of their own school and use these:

- to consider any particular challenges faced by the governing body
- to inform the governing body's recruitment and development procedures and
- To review the effectiveness of the governing body.

He also advised that the framework could be used in conjunction with a skills audit which would identify and areas for development and training within the governing body.

It was agreed to note the report and consider it further at a future meeting of the Pupil and Strategic Development Committee.

Construction Work in Schools – A Guide to Self-Managed Projects

The clerk presented the report which related to governors responsibilities under the Construction (Design and Management) Regulations when undertaking self-managed construction projects which could include refurbishment of school premises, building of extensions, conversions and repair and maintenance. He stressed the need for governors to ensure that all appropriate approvals were in place prior to work commencing and also referred to the duty to manage asbestos in the school premises. Governor's responsibility for the safeguarding of pupils whilst contractors were on site was also highlighted. Advice and support was available through the local authority.

The report was noted.

Keeping Children Safe in Education

The clerk presented the report, reminding governors of the current focus of Ofsted Inspectors on safeguarding matters and the requirement to ensure that the single central record was accurate and up to date, with robust administrative systems in place and procedures to ensure that all appropriate DBS and prohibition form teaching checks were carried out. He referred to a letter from the local authority regarding safer working in schools and the requirement for safeguarding policies to be reviewed at least annually and for governors to ensure that safer recruitment checks are fully undertaken. He also reported on revisions to the following policies and procedures:

- Recruitment and Selection Policy
- Recruitment and Selection Guidance
- Code of Practice on the English Language Requirement for Public Sector Workers and
- The School Disciplinary Procedures on Managing Allegations of Child

Abuse against School Staff.

The clerk recommended that the policies and procedures should be adopted without amendment.

Following consideration, it was

Resolved:

1. That the report be noted
2. That the Policies and codes of practice referred to above be approved and adopted.

GB/28/17

Communication

Chair's Correspondence

The Chair presented no items of correspondence

Head teacher's Correspondence

The head teacher presented no items of correspondence.

Clerk's correspondence

The clerk reported on the following items of correspondence:

Update on the Supreme Court Ruling on the case of the Isle of Wight Council and Mr Platt regarding the imposition of penalty notices for holidays in term time in which it was noted the imposition of the penalties had been upheld.

Letter from the Local Authority advising that in cases where schools converted to academy status, the authority would levy a charge of £10,000 to cover the cost of legal and other fees involved in the conversion process.

Letter dated 12th April, 2017 giving an update on Safer Working in Schools, referring to the Prohibition from Teaching Checks, the Code of Practice on the English Language requirement for public sector workers, School Disciplinary procedures and revised recruitment and selection policy guidance. IT was noted that the governing body had agreed to approve and adopt the recommended policies.

The Nottinghamshire governor magazine, copies of which had been emailed to all governors and in which the following matters were highlighted:

- Successful Governor Conference at which the head teacher had attended.
- Annual governor conference to be held on 10th March, 2018.
- National Leaders in Governance
- Safer Working in Schools
- Supporting the Head teacher Update on the Apprenticeship Levy in Schools
- Emergency Planning, including the recommendation to include arrangements for a school lock down. The head teacher confirmed that the policy was up to date and included the required measures.
- Equalities Act, 2010 and School Accessibility Plan
- The Rochford Review Report relating to pupils working below the standard of the national curriculum tests.
- Extended Child Care entitlement. The head teacher advised that it was not proposed to offer the extended provision in school.
- Guidance regarding the HPV vaccination programme
- Heads and Chairs Briefing dates.

GB/29/17

Approval of in-service training days

Resolved:

That in service training days be held as follows:

5th September, 2017.

20th October, 2017.

16th February, 2018.

16th March, 2018.

4th June, 2018.

GB/30/17

Review of delegation and organisation of committees

Consideration was given to the structure and membership of committees and it was

Resolved:

(1) that the following committee structure be adopted:

Pupils and Strategic Development Committee
 Finance, Personnel and General Purposes Committee
 Discipline Committee
 Pay Committee

(2) That the attendance of three governors would be required to make any meeting quorate, and that the appointment of chair and vice chair be delegated to each committee at its first meeting.

(3) that governors be appointed to committees as follows:

Finance, Personnel and General Purposes Committee
 Chair and Vice Chair (ex officio); Mr A Hickling, A Gerus, Mr N Roebuck Mrs S McGuinness, Mrs L Harper and the head teacher.

Pupils and Strategic Development Committee
 Chair and Vice Chair (ex officio) ; Mrs C Flinton, Mrs J Mayhew, Mrs H Westwell, Mrs S McGuinness, Mrs L Harper and the head teacher.

Discipline Committee

Membership of the Discipline Committee to be drawn from all eligible governors.

Pay Committee

Vice Chair, Mr A Hickling, Mrs C Flinton and the head teacher
 Scheme of delegation – decision planner 2017/18

The clerk reported on the various amendments to the decision planner for 2017/18. Following consideration of the suggested amendments it was agreed that the amendments be incorporated in the decision planner for 2017/18 together with the revised scheme of delegation which would be circulated to all governors prior to its further consideration at the next meeting.

Annual Planner 2017/18

The clerk presented the annual planner for 2017/18 setting out the normal agenda items to be considered on a termly basis for use as an aide memoir designed to assist Governors in planning their agenda for future meetings.

Policy Checklist

The clerk presented a policy checklist for 2017/18 setting out policies which schools were required to have with the recommended review cycle, details of which were noted. The head teacher confirmed that all policies were in place and reviewed on an annual basis.

Appointment of Link Governors

Having been reviewed at the last meeting, it was noted:-

1 that link governors had been appointed as follows:

Safeguarding/Child Protection	– Mrs A Proctor
Early Years	– Mrs A Proctor
Pupil Premium	– Mrs H Westwell
Training	– Mrs C Flinton
Appraisal	- Chair, Vice Chair and Mrs Westwell
Health and Safety	– Mr A Hickling
Looked After Children	Mrs A Proctor
Years 1 and 2	Mrs H Westwell,
Years 3 and 4	Mr A Gerus

Years 5 and 6
School Sports Funding
Complaints

Mrs H Westwell
Mr Hickling and Mr A Gerus
Mrs C Flinton

AGENDA

2 That further consideration being given to the appointment of Link Governors at the next meeting.

GB/31/17 Report from training co-ordinator

The clerk advised on the range of courses available. Mrs C Flinton, Training coordinator advised that she was currently compiling a schedule of training courses attended. Mrs L Harper advised that she was scheduled to attend induction training in the near future. Mrs Flinton was requested to arrange for an in school course on understanding Data to be held and also to invite Mrs J Mansell to give a presentation on future governance arrangements and academy status at a convenient date.

GB/32/17 Governor monitoring reports

It was noted that a number of governors had visited the school in connection with their monitoring and other roles, all of which were recorded in the register. Governors were reminded to complete the pro forma visit reports following each visit and it was noted that the reports would be considered by the appropriate committee as necessary..

GB/33/17 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Governors impacted on outcomes for pupils through the provision and allocation of resources and funding, consideration of progress reports, analysis of data, including the Data Dashboard and Raise on Line reports, observational visits linked to subject areas, review of school policies, challenges to the head teacher and staff and review of pupil attainment in respect of which the head teacher was required to provide convincing proof and evidence of progress.. School leaders were to account by frequent observational visits, regular challenges to the senior leadership team, questioning reports and data provided, discussions on the strategic direction of the school and information regarding school achievements and activities. By seeking responses to governor's questions on why things were done, how those activities worked and when interventions happened. Governors had developed higher levels of skill and expertise through training and their roll and effectiveness was confirmed by their having a sound understanding of the school's performance and priorities.

GB/34/17 Confirmation of dates for 2017/18

Resolved: That future meetings be held as follows:

Autumn Term – 30th October, 2017 at 6.15pm

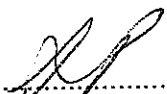
Spring Term - 19th February, 2018 at 4.00pm.

Summer Term – 30th April, 2018 at 6.15pm.

GB/35/17 Determination of confidentiality of business resolved

That with the exception of reports relating to the school budget, staffing matters and details of pupils referred to in the report of the head teacher, all papers and reports be made available as necessary.

The meeting closed at 8.30pm.

Signed.....(chair) Date30/10/17.....