

MINUTES OF MEETING

School: Holly Primary School
Meeting title: Autumn term meeting of the governing body
Date and time: 30th October, 2017 at 6.15pm
Location: At the school

Membership
'A' denotes absence

Mrs A Proctor (Chair)
Mr N Smith (Vice-chair)
Mr D E White (head teacher)
A Mr A Gerus
Mr A Hickling
A Mrs H R Westwell
Mr N Roebuck
Mrs J H Mayhew
Miss S McGuinness
Mrs L Harper
1 co-opted governor vacancy
1 Local Authority governor vacancy

In attendance Denis J Baker (clerk to the governors)

GB/36/17 Apologies for absence Action

There were no apologies for absence. The clerk advised that no response or apologies for absence had been received from Mr A Gerus who had not attended any meeting for over 6 months.

resolved

That Mr A Gerus be excluded from membership of the governing body on the grounds of his continued non attendance..

GB/37/17 Declaration of interest

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

Review and update Register of Business Interests

The clerk reminded governors that they were required to annually review and update the register of business interests held at the school. New style forms, which included both declarations of interest and also declarations of eligibility copies of which had been sent to all schools and were published on the schools Portal were available if needed. Existing forms could be signed and dated if still valid although new forms would need to be completed if individual circumstances had changed. The head teacher advised that all governors had reviewed their statutory declarations.

GB/38/17 Review of membership

Governors received and noted the governing body membership list, which had been previously circulated. The clerk reported on the resignation of Mrs C Flinton as Local Authority Governor with effect from 11th September, 2017. This was because of her increased pressure of work.

Her resignation, coupled with the exclusion of Mr Gerus resulted in there being vacancies for 1 Local Authority, 1 Parent and 1 Co-opted governor.

He also reported that governors terms of office would expire as follows:

Mr A Hickling	Parent Governor	31 st August, 2018
Mrs J Mayhew	Co-opted governor	30 th July, 2018
Mrs A Proctor	Co-opted governor	30 th July, 2018

Mr N Smith Co-opted governor 30th July, 2018
 Mrs H Westwell Co-opted governor 30th July, 2018

Resolved:

1. That the report be accepted
2. That the vacancy for a parent governor be advertise as soon as possible.
3. That efforts be made to fill the other vacancies with the local authority being requested to submit a nomination for that vacancy
4. That the clerk convey governors appreciation of her service to Mrs Flinton

HT

CLERK

Disclosing and Barring Service

The Head Teacher confirmed that all governors had completed their DBS checks as part of a rolling programme.

GB/39/17

Determination of term of office for chair and vice-chair

The clerk reported that there is no longer any minimum or maximum term of office for the chair or vice-chair.

He also reminded governors that they had previously adopted the policy that nominations for the posts of chair and vice-chair be invited from the floor, either by way of self nomination or by other governors with no requirement for any nomination to be seconded. It had been further agreed that the term of office of chair and vice-chair be for a one year period.

Resolved: that the term of office for the vice-chair of the governing body would be for a one year period with elections being held at the autumn term meeting.

GB/40/17

Election of chair

The Chair, Mrs A Proctor, advised that she had served as a governor for 15 years and also as Chair for a considerable period and had, after much deliberation, decided not to seek re-election as Chair although she would continue to act as a governor in the short term, it being noted that her term of office would expire in 2018. Mr A Hickling also advised that as his children had now left the school, he would not seek re-appointment when his term of office expired on 30th July, 2018. These statements were noted with regret. Governors placing on record their appreciation of the outstanding service to the school given by Mrs Proctor.

The clerk invited nominations for the election of chair. Mr N Smith was nominated.. There being no further nominations, It was

resolved

That Mr N Smith be appointed as chair of the governing body for the ensuing year expiring at the Autumn term meeting 2018. Mrs A Proctor was requested to continue to act as Chair for the duration of this meeting.

GB/41/17

Election of vice-chair

The Clerk invited nominations for the election of vice chair and in response to questions advised on the possibility of appointing two Vice Chair's as part of a succession planning programme. This would be considered further at a future meeting. Mr N Roebuck was nominated. There were no further nomination. It was

resolved

That Mr N Roebuck be appointed as vice-chair of the governing body for the ensuing year expiring at the Autumn term meeting 2018

GB/42/17

Minutes of summer term meeting

The minutes of the summer term meeting held on 8th May, 2017 having been previously circulated and published on Governorhub were confirmed and signed by the chair.

Matters arising

GB/33/17 - .Approval of Decision Planner

The clerk reported that following its revision at the last meeting, copies of the decision planner had been circulated to all governors.

Resolved: That the Decision Planner/Scheme of Delegation be approved and adopted.

School Policies

Having been considered in detail by the committees, it was agreed that the following policies be approved and adopted:

Pay Policy 2017

Child Protection Policy 2017

Physical Intervention Policy 2017

Whistleblowing Policy 2017.

The Head Teacher confirmed that the policies had been published on the school web site.

GB/43/17

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

Finance, Personnel and General Purposes Committee

The minutes of the last meeting of the Finance, Personnel and General Purposes Committee were not yet available and would be presented to the next meeting.

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.

Pay Committee

The minutes of the Pay Committee held on 25th September, 2017 were received.

Teachers' Pay and Conditions, September, 2017

Governors noted that the Pay Committee had considered in detail the Teacher's Pay and Conditions document for 2017 and taking into account the school budget and other factors had agreed that the revised pay settlement as set out in tables "A" within the letter dated 20th August, 2017 be approved and that the 2017 School Pay Policy be approved and adopted.

GB/44/17

Financial reporting

School Finance Policy

Governors noted that this had been reviewed by the Finance Personnel and General Purposes Committee.

Schools Financial Value Standard

It was noted that the schools Financial Value Standard had been approved and returned to the local authority as required.

Intended use of Balances

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

Half Year reforecast

The head teacher advised that the local authority finance officers had carried out the half year review when Mr N Roebuck had attended. Mr Roebuck commented on the meeting which he had found to be interesting. The head teacher reported on consideration given to the school's 5 year spending patterns. In response to questions, he reported that due to a reduction in pupil numbers in the Nursery unit there had been a substantial drop in funding. Savings had been achieved elsewhere and through tight financial control and careful budgeting, he anticipated that a carry forward of £12,000 would be achieved this year. The possibility of a deficit budget being necessary next year had been discussed with the Local Authority finance officers. Responding to further questions he referred to the possible provision of the 30 hours childcare within the school which would be discussed further with the local authority finance officer who was scheduled to visit the school again in the near future. Prior to any programme being implemented, the needs of parents would be ascertained and visits to other schools undertaken to observe what provision was provided there. Governors again questioned the head teacher on the implementation date of any further provision and were informed that September, 2018 was the likely date. Governors challenged this view and were advised that because of the need to consult staff and possibly restructure the current staffing provision and adjust staff contracts, January 2018 was probably too soon to ensure a smooth implementation. He reported on the processes involved in providing the childcare for 50 weeks per annum, referring to the decisions taken by the Derbyshire County Council to change the contracts of Teaching Assistants to require them to work during the school holiday periods in order to provide the childcare. This had resulted in strike action being taken. Governors again questioned the head teacher on the likely number of children who

could be accommodated and were informed that currently parents entitled to the 30 hours free childcare went to other providers. The school nursery currently provided for 40 f/t children with a further 35 part time with 21 in the morning. In the event of 30 hours childcare being provided, parents would be required to pay for the lunchtime cover and this was being examined. Governors asked whether additional accommodation would be made available at the school and were informed that it was unlikely that the local authority would fund this. Governors noted that additional accommodation could be provided on a self funding basis for which loans were available. The head teacher advised that following the visit by the local authority finance officers, he would report further on the position to a future meeting.

GB/45/17

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 there were currently 333 pupils on roll, advising that following appeal, 2 further pupils were admitted raising the number of pupils in years 1 and 3 to 47 and 40 respectively. He had expressed his concern to the local authority regarding its failure to advise the school of admissions in a timely manner and had also raised his concerns, which were shared, at a meeting of the Mansfield Area Head Teacher's group. Responding to questions, he confirmed he had concerns regarding the size of the accommodation available taking into account the physical size of pupils as they developed. The number of pupils also created difficulty in arranging residential visits where accommodation was limited and also required additional staff to be in attendance. Governors further questioned the head teacher regarding the possibility of further appeals being lodged and were informed that a number of pupils who had been admitted to Holly Primary had siblings currently attending other schools and there was a possibility that the parents would lodge appeals against the local authority's decision not to grant them places at Holly.

Pupil Attendance

The head teacher presented tables comparing pupil attendance over the last 3 years and also reporting on pupil absences during 2016/17. It was noted that pupil attendance over the year was 95.28%. Responding to questions, the head teacher advised that parents withdrawing their children for holidays in term time remained a concern with 243 requests for holiday leave being submitted in 2016/17 and 54 holiday requests so far this term. No applications for leave in term time had been authorised unless exceptional circumstances existed which resulted in a large number of unauthorised absences with parents deciding that despite their request being refused, they would take their children out of school. Governors further challenged the head teacher regarding the levels of attendance and possible further actions available and were informed most other schools in the area imposed penalty notices on parents resulting in fined being charged and in 1 case a custodial sentence given. The imposition of fines had made little impact on levels of absence, with parents considering the savings in costs justified their decision to remove children. It was noted that the Local Authority was currently reviewing its policy to enable fines to be imposed after 3 days absence. In reply to more questions, the head teacher reported that this could damage the relationships between school and parents. Governors noted that staff made every effort to encourage good attendance with parents being informed of the detrimental effect of absence on their children's education and were frustrated at the lack of improvement resulting from their efforts. The head teacher reported further on attendances, presenting the Raiseonline attendance report listing absences under the various categories and year groups from which a higher level of illness had been recorded. Attendance remained a priority in the school Improvement Plan. Governors again questioned the head teacher who advised that the national attendance rates were not yet available and would be reported on at a future meeting and also reported on the various strategies adopted in the school to

encourage good attendance. The detrimental impact of absences would also be publicised through the school newsletter and other means. The head teacher replied to questions regarding punctuality and advised governors on the number of pupils arriving after 9.10am who were targeted for support with their lateness and attendance monitored.

Pupil Behaviour

The head teacher reported that pupil behaviour remaining extremely good, with no instances of bullying, racist incidents or exclusions during the term. It had not been necessary for staff to use any physical interventions during the year although one pupil was causing significant disruption on a regular basis and was receiving further support. The head teacher advised that he had met with the parents to inform them that should the disruptive behaviour continue, there was a danger that consideration would be given to the child being excluded from school.

Staffing

The head teacher reported on staffing changes since the last meeting, advising that Mrs Dixon had retired as After School Assistant and that the post of Mid day supervisor had not yet been filled following the resignation of Mrs Sargent. Both Miss Ecott and Miss Chambers had successfully continued their apprenticeships and were now undertaking the Teaching Assistant level 3 course. It was noted that following Mrs Taylor's resignation as SENCO to take up a post at another school, Miss Millington had assumed the role of SENCO. Her grading would be reviewed at Christmas

Pupil Premium

The head teacher reported that there were currently 25 pupils in receipt of pupil premium, including 5 service children, 7 in receipt of free school meals and 13 identified as ever 6 children who attracted additional funding. Governors noted the support provision in place and progress being made.

Looked After Children

It was noted that currently, there were no looked after children in school, although staff were fully trained and procedures were in place should the need arise..

Special Educational Needs

The head teacher reported that 41 children had been identified as having special educational needs and were receiving additional support

Appraisal

The head teacher reported on the ongoing cycle of staff appraisal where all staff, including teaching assistants had individual targets set which were linked to the School Improvement Plan. He advised that together with the Deputy and Assistant Head Teachers appraisal reviews would be conducted and that his recommendations regarding pay progression would be presented to a meeting of the Pay Committee during the term.

Standards and Achievement

The head teacher reported that Raiseonline closed in July, 2017 and had been replaced with a new service which would be available in the near future and would be reported on to a future meeting. He also reported on the good level of progress made in Reading, writing and maths where pupils had outperformed both local and national averages. Responding to challenges, the head teacher advised that the school progress levels would have been higher but had been restrained because of the number of pupils with Special Needs in that cohort, despite which excellent progress had been made.

School Development Plan

The head teacher reported on progress in the six priorities identified in the school Improvement plan which. Responding to questions, he advised that teaching was considered to be very good with 60% classed as outstanding. The School Improvement Plan and Self Evaluation Plans would be considered further at the next meeting. The revised School Self Evaluation Report was circulated for governor's perusal and consideration at a future meeting.

In response to questions, the head teacher reported on the possibility of an Ofsted Inspection being held during the year.

Partnership Plan

It was noted that the partnership plan between Holly and Heatherley Primary Schools, under which the head teacher was providing support would end in December, 2017. The head teacher advised that Heatherley Primary would be invoiced for £12321 for the support provided.

Health and Safety

The head teacher reported that emergency evacuations were practiced. The recent Health and Safety inspection undertaken by the local authority was reported on and it was noted that health and safety was an item for discussion at all staff meetings. He advised that because of a pupil having a severe nut allergy the school had been made a "nut free zone" with nuts in any form not being permitted on the campus. Parents had been informed and the school medicine policy adapted appropriately. In response to questions, the head teacher advised that following initial problems, after being informed of the reasons for the ban on nuts, parents were supportive of the actions taken. It was noted that despite the best efforts of staff, it could not be guaranteed that nuts in some form would not be brought into school. Staff were prepared for any eventuality.

Staff Responses to Pupil Welfare

The head teacher reported on a child with serious medical condition who had received support from Mrs Graham who had provided support above and beyond reasonable expectations. He advised that the child had been admitted to hospital for a 3 months duration during which the school would continue to provide support. Other pupils were aware of the child's condition which had been openly discussed to enable pupils to understand the implications of the illness.

The head teacher also reported on the outstanding work undertaken by Mr D Bennett and Mrs K Sewell. Governors placed on record their appreciation of the work undertaken by those members of staff and requested the clerk to convey their appreciation to them.

CLERK**Accommodation and Grounds**

Governors were informed that the Sensory Room was due for completion in the near future and that the outdoor provision for nursery pupils had been restructured to enable it to be accessed fully. It was noted that several governors had conducted an inspection of the new facilities.

Parental Questionnaire

The head teacher reported on the positive responses received following circulation of the questionnaire, details of which were received.

School Policies

The head teacher reported that all the key policies had been reviewed, updated and published on the school website

Resolved: That the following school policies which had been reviewed be approved and adopted:

Behaviour and Attendance

Child Protection

Whistleblowing

Physical Intervention

Pay

Speech and Language Therapy

A report setting out the speech and language therapy programme was received. In response to questions, the head teacher reported on the cost of the service and the support provided by Teaching Assistants. It was noted that because of local problems, many schools continued to engage the services of speech and language therapists.

Anti Bullying

Governors noted that Mr Bennett was currently engaged in leading a project on anti bullying, which included cyber bullying and various strategies to combat

bullying.

School Activities

Governors noted the range of school activities designed to further enrich the curriculum available in school.

The head teacher was thanks for his report

GB/46/17

Appraisal process for head teacher and staff

It was noted that the head teacher's appraisal would be conducted later in the term with Mr C Drake acting as Independent Advisor and Mrs A Proctor, Mr N Smith and Mrs H Westwell acting as appraisal governors. The head teacher reported on the ongoing cycle of staff appraisal where all staff had individual targets set, advising that he would present his recommendations on pay progression to a future meeting of the Pay Committee..

GB/47/17

Reports of the Corporate Director

Consultation on admission arrangements 2019-2020

The Clerk reported on the annual consultation on the local authority's admission arrangements for 2019/20, details of which had been published on the web site, advising that the consultation period was open until 26th November, 2017.

It was agreed to note the report.

Ofsted Judgements 2017

The Clerk advised on the main issues identified in recent Ofsted Inspections which centred around the incomplete Single Central Record and procedures for its update and maintenance. A lack of record keeping around physical interventions which it was noted would be included within the report of the head teacher and a lack of evidence of the governing body holding the head teacher and senior leadership team to account for standards within the school. Governors referred to their frequent questions and challenges to the head teacher and senior leadership team and regular visits to the school and part of their link governor and monitoring role. He recommended that governors undertake training in appraisal methods as appropriate and that monitoring reviews be conducted on a 6 monthly basis to identify progress towards the targets set.

Resolved:

That the report be received

Fire Safety in School Premises

The Clerk presented the report, which had been in response to the Grenfell Tower fire tragedy and advised that the Local Authority had conducted a review of its premises which had confirmed that virtually all school premises within the county fell outside the high risk category. It was confirmed that governors had approved the school's Fire Safety Policy and that the Emergency Plan was current with fire evacuations practiced regularly with details recorded. It was also confirmed that a Fire Risk Assessment was conducted by the local authority on a rolling 2 year programme with no issues drawn to governor's attention. In response to questions, the head teacher advised that currently there were no pupils or staff with disabilities which would require Personal Emergency Evacuation Plans to be developed although this would be kept under review if circumstances changed. He also reported on the arrangements for a lock down should that be necessary, although the school site was considered to be very secure. He reported on an incident where a parent visited the school on a regular basis and on steps being considered to prevent that inappropriate visiting. This included the possible re-instatement of electronic locks to interior entrance doors.

Resolved: That the report be noted.

Teachers' Pay and Conditions, September, 2017

Having been considered previously, no further report was received.

GB/48/17

Safeguarding children in education governors' compliance checklist

The clerk reported on the annual compliance checklist. The head teacher presented the completed pro forma which was approved for return to the local authority as required.

GB/49/17

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:

County Council 4 year plan 2017-2021

The clerk reported on the 4 year plan for Nottinghamshire entitled, "Your Nottinghamshire – Your future" and highlighted the four elements of the vision statement and the supporting factors details of which would be published in the near future.

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

- Governorhub and future developments

- Editorial board vacancy

- Inappropriate use of Social Media

Responding to questions, the head teacher reported that the current policy omitted the use of social media. He believed that the inclusion of reference to the inappropriate use of social media in any policy would not prevent some individuals misusing it for their own purposes.

- Code of Conduct for Parents/Carers

- Governing Body Code of Conduct

The clerk referred to the Model Code of Conduct which was available and it was noted this had been adopted by the Governing Body.

- Governor conference to be held on 10th March, 2018.

- Consultation on School holiday and Term time dates

- Tackling emerging threats to children

- School Emergency plans

In response to questions, governors were informed that the school emergency plan was up to date and that fire practices were held periodically.

Safeguarding in Education

- Finance Information for Governors

Governors were informed that the DFE had updated its financial benchmarking site which would enable schools to benchmark their expenditure against similar schools. The DFE had also produced a top 10 financial planning checks for governors which would be considered as part of the financial monitoring process.

- Joint Targeted Area Inspections

- The All Together united against bullying project

- Apprenticeship levy

Childcare support

The Governing Matters Magazine in which the clerk highlighted the legality of schools keeping spare adrenaline auto injectors for emergency use. The head teacher and governors expressed some concerns regarding the actual practice and shelf life of the injectors together with both the training required and legal liability of their being used in error.

GB/50/17

Report from training co-ordinator including review of governor training requirements for 2017/18

Following the resignation of Mrs Flinton, training coordinator, no report was received. Governors were recommended to undertake appropriate training whenever possible. It was agreed that Mrs L Harper be appointed as training coordinator

CLERK

GB/51/17

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

Mrs A Proctor referred to her regular meetings with the head teacher and other staff regarding safeguarding operational matters. Mr N Smith advised that he was scheduled to undertake visits in the near future. Mr Hickling had undertaken a health and safety inspection visit when no issues had been reported. It was noted that Mrs Westwell had visited in connection with pupil premium matters.

GB/52/17

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 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 held to account by Governors' 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 and by seeking responses to governor's questions on why things were done, how those activities worked and when interventions happened with the necessary evidence to support the staff responses. 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/53/17

Confirmation of dates for 2018

Resolved: That future meetings be held as follows:

Spring Term – 12th February, 2018 at 4.00pm.

Summer Term – 25th June, 2018 at 6.15pm.

GB/54/17

Determination of confidentiality of business resolved

that all papers and reports be made available as necessary.

The meeting closed at 8.10pm.

igned



.....(chair)

Date

12/02/2018