

# MINUTES OF MEETING



**Nottinghamshire  
County Council**

**School:** Holly Primary School  
**Meeting title:** Spring term meeting of the governing body  
**Date and time:** 12<sup>th</sup> February, 2018 at 4.00pm  
**Location:** At the school

## SCHOOL DISPLAY

**Membership**  
'A' denotes absence

Mr N Smith (Chair)  
Mr N Roebuck (Vice Chair)  
Mr D E White (head teacher)  
Mrs E Crawford  
A Mr A Hickling  
A Mrs H R Westwell  
Mrs J H Mayhew  
Miss S McGuinness  
Mrs L Harper (Training Co-ordinator)  
Local Authority Governor vacancy  
2 Co-opted governor vacancies

**In attendance** Denis J Baker (clerk to the governors)

**GB/01/18 Apologies for absence** **Action**

There were no apologies for absence.

**GB/02/18 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 Interest/Declaration of Eligibility  
The head teacher confirmed that all governors had reviewed their statutory declarations.

**GB/03/18 Review of membership**

Governors received and noted the governing body membership list, which had been previously circulated. The clerk reported that there were currently vacancies for 2 co-opted governors and 1 local authority governor and that governors terms of office would expire as follows:

Mrs J Mayhew - Co-opted Governor - 30<sup>th</sup> July, 2018.

Mr N Smith - Co-opted Governor - 30<sup>th</sup> July, 2018.

Mrs H Westwell- Co-opted Governor - 30<sup>th</sup> July, 2018.

Mr A Hickling – Parent Governor – 31<sup>st</sup> August, 2018.

In response to questions he advised on the possible recruitment of governors through the SGOSS and undertook to endeavour to expedite the nomination of a local authority governor. The resignation of Mrs A Proctor was reported on It was also noted that Mr Hickling had intimated he would not seek re-election when his current term of office expired.

Resolved:

1 That the report be noted.

2. That Mrs J Mayhew, Mr N Smith and Mrs H Westwell be appointed as co-opted governors for a further 4 year term of office with effect from 1<sup>st</sup> August, 2018.

3. That the clerk convey governors thanks and best wishes to Mrs Proctor

**GB/04/18 Approval of minutes of autumn term meeting**

The minutes of the autumn term meeting held on 30<sup>th</sup> October, 2017 having been previously circulated were confirmed and signed by the chair.

Matters arising

Appointment of Safeguarding Link Governor

It was noted that the resignation of Mrs Proctor had created a vacancy for a Safeguarding Link Governor.

Resolved: That Mrs Crawford be appointed as Safeguarding Governor.

Distribution of Minutes

The clerk reported that following approval by the Chair, the minutes of the last meeting were published on Governorhub for governors' attention. It was agreed that the minutes of the last meeting be appended to the documentation included with the head teacher's report.

**GB/05/18 Minutes and policies from committees and working parties**

Finance, Personnel and General Purposes Committee

The minutes of the meetings of the Finance, Personnel and General Purposes Committee held on 9<sup>th</sup> October, 2017 and 22<sup>nd</sup> January, 2018 were received.

Pupils and Strategic Development Committee

The minutes of the meetings of the Pupils and Strategic Development Committee held on 27<sup>th</sup> November, 2017 and 15<sup>th</sup> January, 2018 were received.

Committee Membership

It was agreed that Mrs Crawford be invited to all committee meetings.

**GB/06/18 Head teacher's report**

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

School Visits

The head teacher reported on recent visits undertaken to Harry Potter Studios where several complimentary comments had been received regarding the behaviour and interest shown by pupils

Pupils

The head teacher reported that the school had more pupils than previously with 349 pupils currently on roll. He reported on the class organisation adopted together with staff allocations, details of which were noted. He advised that 13 families had accessed the 30 hours free childcare entitlement resulting in a total school population of 363. The likely number of children to be admitted to the nursery in September, 2018 was under consideration with banners being placed strategically to advertise the availability of places. Responding to questions, the head teacher reported on the appointment of staff to cover the additional childcare and also advised that the children had settled well. The curriculum for next term would be reviewed. He replied to further questions, reporting that the guidance received was general in nature although the experienced staff were aware of pupils needs. He expressed some concern at the number of pupils requesting the extra provision and then not attending regularly with the possibility that the local authority would claw back any overpayment.

It was noted that there were no LAC pupils in school.

The head teacher reported on a pupil who was receiving treatment in hospital and would be absent for a considerable period. The school maintained a close daily contact with his mother and were being fully supportive of the child. It was proposed to raise money for the child by a sponsored event.

#### Pupil Attendance

The head teacher presented tables comparing pupil attendance over the last 3 years from which it was noted that as a result of staff efforts, attendance had improved considerably with current pupil attendance being 96.23%. In reply to questions, the head teacher advised that parents continued to withdraw their children for holidays in term time with 80 holiday requests so far this term, all of which were declined. He reported on the differing positions between classes and also reported on the continued efforts by staff to improve attendance with follow up phone calls, letters and meetings with parents where appropriate. Some absences were as a result of long term ill health and it was noted that 1 pupil was currently classed as being educated off site. The head teacher also reported on the Raiseonline attendance report listing absences under the various categories and which confirmed the big improvement, proving that the new policy was working. It was noted that attendance remained a priority in the School Improvement Plan. Responding to more questions, the head teacher reported on the incentives available to encourage attendance with entry in a family prize draw for 100% attendance and class rewards for best attendance.

#### Pupil Behaviour

Governors noted that pupil behaviour remaining extremely good, with no instances of bullying or exclusions during the term and that it had not been necessary for staff to use any physical interventions during the term. One case of a racial nature was considered as a confidential item

#### Staffing

The head teacher reported on staffing changes since the last meeting, advising that Mrs Clibbery had retired, after 23 years service, as school cook and that following interview, a replacement cook had been appointed. He advised that it had been necessary to re-advertise a vacancy for a temporary teacher. Governors noted the position regarding temporary staff appointed to cover the 30 hours childcare.

The clerk was requested to convey governors appreciation and best wishes to Mrs Clibbery

**CLERK**

#### Pupil Premium

The Head teacher reported on the number of pupil's currently in school in receipt of pupil premium grants and outlined the specific provision made to diminish the difference.

#### Special Educational Needs

The head teacher reported that currently 41 pupils had been identified as having special needs and in response to questions, he explained the provision provided for the pupils

#### Appraisal

The head teacher reported on the ongoing cycle of staff appraisal where team leaders had agreed performance targets and action plans which were linked to the School Improvement Plan.

#### Standards and Achievement

The head teacher presented tables in the Analyse School Performance document which had replaced the Raiseonline programme. The ASP confirmed that the school was doing well with pupils performing above both local and national

averages.

#### School Development Plan 2017/18

The head teacher reported on progress towards the six school priorities identified in the school development plan which was monitored regularly by the Pupils and Strategic Development Committee

#### Health and Safety

The head teacher reported that emergency evacuations were practiced with staff having undertaken fire safety training. All staff had also updated their first aid training with the next in-service training day being devoted to Emergency First Aid.

#### Accommodation and Grounds

Governors were informed that the Sensory Room was completed with pupils using the resource appropriately. In response to questions, governors were informed that the school would be able to borrow appropriate equipment.

#### Staff Training

Governors noted the continued professional development training undertaken and that Mr Bennett had completed his NPQSL course successfully.

#### School Budget 2018/19

This was considered as a confidential matter

#### Other Activities

Governors noted the wide range of other events designed to enrich the school curriculum, including after school clubs and other activities. The level of commitment by staff in giving their time freely to enable the activities and clubs to happen was noted with thanks.

The clerk was requested to convey governors' appreciation to the staff involved.

CLERK

The head teacher was thanks for his report

GB/07/18

#### Financial Matters

##### School Budget 2018/19

The Clerk reported that the draft budget for 2018/19 would be released during February 2018 and that in accordance with delegated powers this could be referred to the Finance Personnel and General Purposes Committee for consideration and approval. In response to a question, the clerk advised that the school budget had to be approved prior to 31<sup>st</sup> May, 2018.

Resolved:

1. That the draft school budget be referred to the Finance Personnel and General Purposes Committee for consideration and approval.
2. That a meeting of the committee be held on 26<sup>th</sup> March, 2018 at 6pm

##### Schools Financial Value Standard

The clerk reported on the requirement for the schools Financial Value Standard to be approved and returned to the local authority by 31<sup>st</sup> March, 2018. Mr N Roebuck reported that the return was completed and would be returned to the local authority as required.

##### Year end re-forecast 2017/18

It was noted that the school's year end re-forecast had been reported to the Finance Personnel and General Purposes Committee.

GB/08/18

**Policy update – to approve policies referred from the previous meeting or committee meetings**

The head teacher reported that the Safeguarding Policy was currently being revised and would be approved and published on the school web site. IT was noted that most policies were reviewed by the appropriate committee and approved under delegated powers.

**GB/09/18 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:

The Nottinghamshire governor magazine, (first Spring term edition) in which the following matters were highlighted:

- Success of Nottinghamshire Schools
- Governor conference to be held on 10<sup>th</sup> March, 2018 with details of the various workshops available. It was noted that Mrs Harper and Mrs Crawford would be attending the conference.
- School Complaints Policy
- Outcome of School Holiday Consultation
- School Web site compliance check. - Governors noted that the school web site was currently being updated to ensure it was fully compliant with regulations.
- L A recovery of costs for Academy conversion
- Parent Support Groups and use of Social Media
- Child Measurement Programme
- Immunisation programme for young people
- Heads and Chairs Briefings

General Data Protection Regulations the clerk reported briefly on the General Data Protection Regulations which would come into effect on 25<sup>th</sup> May, 2018 and which required the appointment of a Data Protection Officer. The head teacher advised that he and other members of staff would be attending the training course available.

**GB/10/18 Report from training co-ordinator including review of governor training requirements for 2018**

The clerk reported on training courses available and encouraged governors to undertake training where possible. Mrs Crawford reported on her unsuccessful efforts to obtain induction training so far. Mrs L Harper, Training coordinator circulated a pro forma skills audit requesting governors to complete this and return it to her within 7 days to enable her to analyse skills shortages and possible training needs.

Reference was made to the possibility of an Ofsted Inspection being held during the coming year and it was agreed that a training course on Ofsted be arranged. The Head Teacher reported on the excellent Leadership Solutions training provided by the local authority recently. Consideration would also be given to arranging a course on ASP in the near future.

**GB/11/18 Governor monitoring visits**

Governors reported on their recent monitoring visits, all of which were recorded in the register as follows:

- Mrs H Westwell – Pupil Premium and Pupils behaviour observations
- Mrs A Hickling – Health and Safety audit and also Sports funding.
- Mr N Smith – Pupil observations and outcomes, Attendance at Governors afternoon when he had observed children working well in a happy environment. General discussions with the head teacher and leadership team
- Mrs L Harper – Attendance during governors’ afternoon and discussions regarding training.

**GB/12/18 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/13/18 Confirmation of date for 2018**

Resolved: That the Summer term meeting be held on 25<sup>th</sup> June, 2018 at 6.15pm.

**GB/14/18 Determination of confidentiality of business resolved**

That with the exception of reports relating to pupil behaviour and other confidential matters referred to in the head teacher’s report, all papers and reports be made available as necessary.

**The meeting closed at 5.10pm.**

Signed .....(chair) Date 25/06/18.....