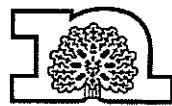


# MINUTES OF MEETING



**Nottinghamshire  
County Council**

**School:** Holly Primary School  
**Meeting title:** Summer term meeting of the governing body  
**Date and time:** 25<sup>th</sup> June, 2018 at 6.15pm  
**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  
Mr A Hickling  
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/15/18 Apologies for absence Action**

There were no apologies for absence

**GB/16/18 Declaration of interest**

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

**GB/17/18 Register of Business Interest/Declaration of Eligibility**

In response to a question, the head teacher confirmed that all governors had reviewed and updated their statutory declarations.

**GB/18/18 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 Mr A Hickling's term of office as a Parent Governor would expire on 31<sup>st</sup> August, 2018 when it would be necessary to hold an election. Mr Hickling advised that he would not seek re-election. Governors noted that this was the last meeting at which Mr Hickling would attend in his present capacity and thanked him for his 10 years service to the governing body. The clerk reported on the various options available in the recruitment of governors including Inspiring Governance and Governors for Schools - formerly the SGOSS

Resolved:

- 1 That the report be noted
- 2 That the parent governor vacancy be advertised in due course.
- 3 That the clerk endeavour to expedite the nomination of a local authority governor **CLERK**

**GB/19/18 Approval of minutes of spring term meeting**

The minutes of the spring term meeting held on 12th February, 2018 having been previously circulated were confirmed and signed by the chair.

**GB/20/18 Minutes of committees and working parties**

The Minutes of committees and working parties were considered as part of the head teacher's report

Finance, Personnel and General Purposes Committee

The minutes of the meetings of the Finance, Personnel and General Purposes Committee held on 26<sup>th</sup> March, 2018 were received.

Pay Committee

The minutes of the meetings of the Pay Committee held on 25<sup>th</sup> June, 2018 were received and considered as a confidential matter.

**GB/21/18 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 and that following the annual appraisal, he would present his recommendations regarding pay progression to a future meeting of the Pay Committee. It was noted that the head teacher's annual appraisal had been carried out on 14<sup>th</sup> March, 2018, with Mr C Drake acting as independent advisor and Mr N Smith and Mrs H Westwell as appraisal governors. Governors noted that the school's appraisal policy was robust and that the Ofsted Inspector had agreed with the policy.

**GB/22/18 Head teacher's report**

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

Pupils

The head teacher reported that the school was again oversubscribed with 40 places having been allocated for September, 2018 and a further 25 applications being dismissed. A number of appeals against that decision had been lodged and the decisions were waited. He also reported that there were 351 pupils currently on roll and referred on pupils' gender breakdown and the class organisation adopted.

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.

Pupil Attendance

Governors received detailed tables setting out attendance statistics for the 3 year period 2015 – 2018 together with the Raise on Line attendance report setting out the number of sessions missed by category of pupil. It was noted that pupil attendance was 96.27% with the number of pupils identified as persistent absentees being 13.31%. A detailed breakdown of attendance during the current year was received. He also reported that 1 child had been in hospital long term and that a teaching assistant had been allocated to help his education. The pupil had since returned to school. Responding to questions, the head teacher advised that some of the absences were as a result of cultural issues with pupils for whom English was a second language being withdrawn for lengthy holidays when they visited their native country. He also responded that so far this year, he had received 183 requests for holidays during term time. No applications for leave in term time had been authorised unless exceptional circumstances existed and despite the applications being refused, many families continued to withdraw their children, citing economic factors. Six families were specifically targeted over their

children's attendance with various strategies adopted. Governors noted that some families ignored letters sent to them. Replying to further challenges, the head teacher reported that all absences were followed up with a phone call on the first day of absence which was followed by appropriately worded letters. To improve attendance, a system of rewards was in place. The head teacher referred to the revised holiday pattern adopted with effect from 2019/20 when a 2 week break would be available during Governors again questioned the head teacher regarding the imposition of penalty noticed and he advised this had been considered but currently decided against, although this could be reconsidered if necessary.

#### Pupil Behaviour

The head teacher reported that pupil behaviour was generally good with no exclusions, racially motivated incidents or instances of bullying reported. No physical interventions had been required during the term. In reply to questions, he reported that staff had received MAPA training.

#### Staffing

The head teacher reported on staff changes since the last meeting, which were considered further as confidential matters.

#### Special Educational Needs

The head teacher reported that the funding for special educational needs had been reduced by £50,000 across the Family of Schools resulting in some children not receiving the level of support needed. In response to questions, the Head Teacher reported on the number of parents seeking an Education Health and Care Plan which had succeeded the former Statement of Special Needs, believing that in the event of their child obtaining the Plan, greater level of provision would be received. Governors noted that 41 children had been identified as having special educational needs and were receiving additional support through the school.

#### Pupil Premium

The head teacher reported that there were currently 27 pupils identified as ever 6 children who attracted additional funding, including 5 service children with 9 in receipt of free school meals. Governors noted the support provision in place and progress being made.

#### Standards and Achievement

The Deputy Head Teacher presented a report setting out the progress made by year groups, advising that in year 3 writing remained a problem area. In response to questions, she advised that additional teaching assistant support had been provided for years 5 & 6 in an effort to improve boys progress, She advised that, some boys appeared disinterested in their lessons and that whilst girls tried their best, some in the cohort were of low ability. All the pupils in the year group would be re-assessed next year. She advised that the assessments were based on National Standards. She advised that the assessments were based on National Standards. Reference was made to the allocation of a male teacher to that year group and it was hoped this would have an impact on boys. Governors again questioned the Deputy head teacher regarding parental feedback and were informed that in some cases, very little home support was received. It was noted that the results of the year 6 SATS tests would be published on 10<sup>th</sup> July 2018 when a good level of results was anticipated. After analysis the data would be reported to the Pupil and Strategic Committee. The SATS results and the Report from the recent Ofsted Inspection would be included in the School Improvement Plan which would be presented to the next meeting.

#### Health and Safety

The head teacher reported that fire emergency evacuations were practiced and in

response to questions reported that procedures had been made to provide for an emergency lockdown and evacuation to a neighbouring school.

#### Accommodation and Grounds

Governors were informed that emergency lighting repairs had been ordered and that as the result of wet wipes and other inappropriate materials being flushed down the toilet, a blockage had occurred requiring remedial action. The head teacher undertook to inform all users not to place inappropriate articles in the WC. The head teacher reported on proposals to construct a summer house for which approval had been received. It was noted that the summer house would be provided at cost price by the parent of a child currently in school. In reply to questions, the head teacher advised that currently, the school had not experienced any vandalism.

#### School Budget

Governors were informed that several chickens had been rented from the Happy Hen Company and that arrangements for their welfare during the school holidays had been made.

The budget was considered further as a confidential matter

#### Breakfast Club

The head teacher reported on the take up of the school breakfast club and on proposals to market the provision through a leaflet drop to 4500 homes in the area. The school nursery unit was also being marketed in an effort to increase attendance. The school holiday club had been cancelled due to a low take up.

#### School Policies

The head teacher reported that all the key policies had been reviewed, updated and published on the school website, advising that the Ofsted Inspector had expressed his satisfaction at this.

#### School Events

In reporting on forthcoming school events, the head teacher advised that Floralands proposed to bring some animals to the school summer fair on 30<sup>th</sup> June, 2018 to which governors would be invited.

The head teacher was thanked for his report.

### **GB/23/18 Information from the Corporate Director**

Meeting the requirements of the General Data Protection Regulation (GDPR), May 2018:

#### General Data Protection Regulations 2018

The clerk presented a report by the Corporate Director and reported briefly on the General Data Protection Regulations which came into effect on 25<sup>th</sup> May, 2018 and which required the appointment of a Data Protection Officer and reported on training available. The head teacher confirmed that both he and the Deputy Head Teacher had attended training when they had received a copy of the toolkit and a copy of the Information Governance (GDPR) Implementation Plan designed to assist in the procedures. It was noted that Mr Bennett had been appointed as Data Protection Officer and that he had attended the training course. The head teacher was appointed as SIRO. The clerk also stressed the requirement for schools to appoint a Link Governor for Data Protection and he reported on the training courses available and advised that under the new regulations, Governors

would no longer be able to use their personal e-mail addresses for school related communications but would be provided with a school specific e-mail address. The Head Teacher confirmed that the various procedures were in place to ensure the School was fully compliant with the new Regulations.

He also reported that the following policies had been approved and adopted:-

- SIRO/DPO/IC Role profile, terms of reference and responsibilities
- Information Asset and Data Flow Mapping Register
- Security Measures Policy
- Privacy Notice Procedures
- Information Governance Strategy
- Data Protection Policy
- Acceptable Personal Use Policy
- Information Governance Framework Policy

Resolved:

1. That the report be noted.
2. That the appointment of Mr Bennett as DPO be noted
3. That Mrs H Westwell be appointed as Link Governor for GDPR.

Nottinghamshire County Council's Partnership Strategy for Looked after Children & Care Leavers 2018-21

and

Revised Guidance for Virtual School Heads and Designated Teachers (February 2018) - Governor update

The clerk presented the Nottinghamshire County Council's Partnership Strategy for Looked after Children & Care Leavers for the period 2018-2021 together with the Revised Guidance for Virtual School Heads and Designated Teachers, reporting on the revised responsibilities of the designated teachers for both Looked After Children and those former Looked After Children. He also reported on the increased level of pupil premium plus funding which amounted to £2,300 per pupil. It was noted that the Head Teacher was the designated person for Looked After Children and that the Chair had been appointed as Link governor with responsibility for those looked after children. The Head Teacher advised that whilst there were currently no looked after children in school, staff had received appropriate training and all procedures were in place to ensure the school was prepared for such an eventuality. It was agreed that the report be referred to the Pupil and Strategic Development Committee for review.

**GB/24/18**

## **Communication**

From chair

The Chair presented no items of correspondence

From head teacher

The head teacher presented no items of correspondence.

Clerk's Correspondence

The clerk reported on the following items of correspondence:

The second Spring term edition of the Nottinghamshire governor magazine, in which the following matters were highlighted,

- Becoming a support governor
- Latest Ofsted Inspection outcomes
- Safeguarding
- DFE consultation on Keeping Children safe in education

- Children Missing Education
- Review of the High Needs Block Grant
- Statutory changes to DBS checking
- Apprenticeship updates
- Reductions in Staffing – HR support

The first Summer term edition of the Nottinghamshire governor magazine, in which the following matters were highlighted,

- Success of the annual governors conference
- Education Trust Board – Governors
- Governor Code of Conduct – The head teacher confirmed that all governors had accepted the Code.
- Recruitment of Governors
- Safeguarding
- NSCB Children’s Survey
- SEND
- GDPR

The second Summer term edition of the Nottinghamshire governor magazine, in which the following matters were highlighted.

- Retirement of Mrs V Whistler from Governor Services
- Governor Conference 2019 and arrangements for pop up conferences
- Governors personal data on Governorhub
- Recruitment of Governors through “Governors for Schools” scheme
- Effective Home Education
- Early Years Provision and Early Years Provider Agreements 2018-06-07 Updated Safeguarding guidance from September, 2018.
- General Data Protection Regulations – Training
- News from the NGA
- Research into delayed admissions for summer term born pupils
- Education and Skills Fund Agency – update
- IFS Analysis of Free School Meals under Universal Credit

NGA Spring Term Briefing  
NGA Guide for Governing Boards

Heads and Chairs Briefings

#### **GB/25/18 Approval of in-service training days**

In response to questions, the head teacher reported that whilst it was possible to take the in service training days in a block, this was not considered to be practicable or beneficial and would create potential difficulties for parents. Reference was made to the revised holiday patters which had been established by the Local Authority

Resolved:

1. That in service training days be held as follows:

4<sup>th</sup> September, 2018.

26<sup>th</sup> October, 2018.

7<sup>th</sup> January, 2019.

17<sup>th</sup> February, 2019.

24<sup>th</sup> May, 2019.

2 That the revised holiday patters and in service training days be published in the

**HT**

newsletter as soon as possible.

## GB/26/18 **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; Miss S McGuinness; Mrs L Harper and the head teacher

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

Discipline Committee – Drawn from all eligible governors

Pay Committee

Mr N Smith; Mr A Hickling; Mrs L Harper and the head teacher

Scheme of delegation – decision planner 2018/19

The clerk reported on the various amendments to the decision planner for 2018/19. Following consideration of the suggested amendments it was agreed that the amendments be approved and incorporated in the decision planner for 2018/19 together with the revised scheme of delegation which would be published on Governorhub for governor's attention.

Annual Planner 2018/19

The clerk presented the annual planner for 2018/19 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 2018/19 – statutory policies for schools

The clerk presented a policy checklist for 2018/19 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/re-appointment of link governors

Resolved: That Link Governors be appointed as follows:

GDPR – Mrs H Westwell

Appraisal – Mr N Smith and Mrs H Westwell

Training – Mrs L Harper

Anti Bullying – Mrs H Westwell	
Pupil Premium	– Mrs H Westwell
Safeguarding/Child Protection	–
Early Years	–
Appraisal	- Chair, Vice Chair and Mrs Westwell
Health and Safety	– Mr A Hickling
Looked After Children	
Years 1 and 2	Mrs H Westwell,
Years 3 and 4	
Years 5 and 6	Mrs H Westwell
School Sports Funding	
Complaints	

**GB/27/18 Report from training co-ordinator including review of governor training requirements for 2018/19**

Mrs L Harper (Training Co-ordinator) reported on the in school training on Ofsted Inspections and also reported on her attendance at the recent Governor's Conference. The possibility of a training event on Health and Safety was discussed. She also referred to the Governor skills audit which had been carried out and which, following analysis would be reported on further. The Clerk reported on the range of central training available through the NCC public website and the school based training programme, available on Governorhub. Governors were also advised to put their certificates of training on Governorhub.

**GB/28/18 Governor monitoring visits**

The Chair reported on his regular visits to meet with the head teacher and SLT, his observation of lessons and participation in the successful Fathers Day celebrations. Proposals to hold a similar Mothers Day celebration were noted. Responding to questions, the head teacher reported on potential difficulties where pupils were from split families.

Mrs Harper and Mrs Crawford reported on their attendance at the Governors conference.

Mr A Hickling – Health and Safety audit – He undertook to carry out a further inspection prior to the end of the summer term.

Governors were reminded to complete pro forma reports following their visits,

**GB/29/18 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 Ofsted Inspection report, 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/30/18 Confirmation of dates for 2017/18**

Resolved: That future meetings be held as follows:

Autumn Term – 22<sup>nd</sup> October, 2018 at 6.00pm

Spring Term – 11th February, 2019 at 4.00pm.

Summer Term – 24<sup>th</sup> June, 2019 at 6.00pm.

**GB/31/18 Determination of confidentiality of business resolved**

That with the exception of reports relating to the school budget, pupils, staffing, minutes of committees and other matters in the head teacher's report deemed to be confidential, all papers and reports be made available as necessary.

**The meeting closed at 7.35pm.**

Signed ..... (chair) Date



22/10/2018

