



School: Holly Primary School
Meeting title: Autumn term meeting of the governing body
Date and time: 22nd October, 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
Mrs L Harper (Training Co-ordinator)
A Mrs H R Westwell
Mrs J H Mayhew
Miss S McGuinness
Local Authority Governor vacancy
2 Co-opted governor vacancies

In attendance Denis J Baker (clerk to the governors)

GB/32/18 Apologies for absence

Action

Apologies for absence were received from
resolved

That the governing body consent to these absences.

GB/33/18 Declaration of interest

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

C 34/18 Register of Business Interest/Declaration of Eligibility

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, were available on Governorhub for Governor's attention. The head teacher undertook to arrange for Governors to review their Declarations and complete the revised forms as soon as possible.

HT

GB/35/18 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, 1 Parent Governor and 1 local authority governor. He also advised that Mr N Roebuck's term of office as Parent Governor would expire on 25th March, 2019. Mr Roebuck advised of his intention to continue serving on the governing body. The head teacher reported on expressions of interest from parents in becoming governors although they were reluctant to stand for election. It was agreed that the Chair and Head Teacher arrange to meet and interview the parents concerned and encourage them to seek membership either by way of

election or appointment.

Resolved:

- 1 That the report be noted
2. That Mr N Roebuck be co-opted as a Governor for a 4 year term of office.
- 3 That the parent governor vacancies be advertised as soon as possible.
- 4 That the clerk endeavour to expedite the nomination of a local authority governor
5. That governor vacancies be considered further at the next meeting.

HT
CLERK

GB/36/18 Determination of term of office for chair and vice-chair

The clerk reported that there was 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/37/18 Election of chair

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 2019.

GB/38/18 Election of vice-chair

The chair invited nominations for the election of vice chair, Mr N Roebuck was nominated. There were no further nominations. 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 2019

GB/39/18 Approval of minutes of summer term meeting

Governors requested that minutes be uploaded as a pack with the agenda convening future meetings and requested the Clerk to make the necessary arrangements. The clerk advised that currently Minutes were uploaded for Governors attention as soon as possible after meetings but undertook to publish both agenda and minutes together in the Spring term. The minutes of the summer term meeting held on 25th June, 2018 having been previously circulated and published on Governorhub were confirmed and signed by the chair.

Matters arising

GB/26/18 - .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 received.

GB/40/18 Receipt of minutes and approval of policies from committees and working parties

It was noted that no committee meetings had been held during the term.

GB/41/18 Financial Matters

Schools Financial Value Standard (SFVS)

The Clerk reported that the School's Financial Value Standard required formal approval and return to the Local Authority by 31st March, 2019. The head teacher undertook to ensure the report was returned as required.

Year end re-forecast

The Clerk reported that schools were required to complete the Year End reforecast report which should be presented to governors for information and forwarded to the Local Authority by 30th November, 2018. The Head Teacher advised that this would be reported on at a meeting of the Personnel, Finance and General Purposes Committee and returned to the local authority as required.

GB/42/18 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 presented tables setting out the number of pupils currently in school and referred on pupils' gender breakdown and the class organisation adopted together with staff allocation, advising that the school was again oversubscribed with further pupils being admitted following their successful appeals against the admission decisions. In reply to governor questions, he advised that the decision of the independent appeal panel was binding on all parties. The clerk reported on the makeup and operation of the independent appeals system and confirmed that a representative of the school was permitted to attend appeals hearings to give evidence on the impact that further admissions would have on the school and its existing pupil numbers although schools rarely attended the hearing with the local education authority presenting the case against admissions on behalf of the school, using information provided. Governors were informed that following an appeal, pupil numbers had resulted in the school breaching the Infant Class Size Regulations with 91 pupils in KS1. Responding to further questions, the head teacher reported that there was insufficient accommodation in school to accommodate the pupil numbers. He referred to the recent admission of two pupils with a high level of social care needs and to the involvement of social services. Governors were advised that the proposal by the local authority to expand the accommodation at Holly Primary had been shelved on cost grounds. Governors again challenged the head teacher who explained that the school benefited financially by the admission of pupils with an additional £3000 being received per pupil although the need to employ extra staff created problems. Governors expressed the opinion that the admission of further pupils was unfair on both staff and pupils already attending the school. The head teacher again responded to governor questions, advising on the situation in other local schools where spaces existed. Following further discussions, it was agreed that a meeting be sought with representatives from the local authority Place, Planning and Admissions team to make them aware of the major difficulties being experienced as a result of the admission of further pupils above and beyond the schools published admissions number and accommodation limits. The head teacher presented a further report on the Pupil Growth Fund criteria which existed to support infant class sizes. The criteria for submitting applications and the minimum funding guarantee were noted.

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 were informed that excluding holidays in term time, pupil attendance was generally good. Governors received detailed tables setting out attendance statistics for the 3 year period 2015 – 2018, with Mrs S McGuinness reporting that currently, pupil attendance at 95.1% was below targets and presented a breakdown of attendance for 2017/18 together with the Inspection Data Dashboard summary of attendance. In reply to questions, she advised that holidays during term time continued to have a major impact on attendance levels particularly in years 3 which was identified as a problem group and year 6 where long term illness had a big impact on statistics. She advised that during the current term, 51 requests for holidays during term time had been received, all of which were refused and if taken classed as unauthorised absences. This compared with 243 requests in the previous year. Governors again challenged the position to ascertain if specific patterns were identified and were informed that Holidays during September and October were the main problem period with a number of parents withdrawing their children for a two week holiday which had a major impact on attendance statistics and also had a bid detrimental impact on pupil's education and class organisation. Staff efforts continued towards raising parent's awareness of the substantial impact pupil absences had on their educational achievements with a target attendance level of 96% being fixed. Governors noted that in 2019, the October half term would be a 2 week period, although it was likely holiday providers would include that in their pricing structures. The attendance position was noted with staff being thanked for their continued efforts to reduce absenteeism.

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.

Staffing

The head teacher reported on staff changes since the last meeting, which were considered further as confidential matters. He also reported on the employment of students from the University of Nottingham where close links had been established.

School Budget 2018/19

Governors noted that the school budget was operating in line with expectations. This was considered further as a confidential matter

Special Educational Needs

It was noted that 34 pupils were identified as requiring SEND support

Pupil Premium

The head teacher reported that there were currently 27 pupils in receipt of pupil premium funding which included 5 service children, 12 entitled to free school meals and 10 ever 6 children who attracted additional funding. Governors noted the support provision in place and progress being made.

Standards and Achievement

Governors received a report from which it was noted that the progress measures of outcomes from KS2 pupils was very good. A series of statistical tables confirmed that pupils at Holly outperformed the national standards both at the expected level and also the higher standard in all subject areas. The school

continued to target writing and maths for higher attainers. In KS1 pupil's performance was generally at the national average level although in phonics pupils performance was slightly below the required level and a strong programme of support had been implemented. In response to questions, the head teacher advised that on the resit, 100% of pupils passed the test. It was agreed to invite appropriate members of staff to the next meeting of the committee to discuss any issues.

EYFS

In receiving the statistical data on the percentage of pupils achieving a good level of development in EYFS, governors noted a gap between the attainment of pupils in Holly when compared with the national position which had deteriorated over the past 4 years and challenged the head teacher regarding this. The head teacher responded and advised that Mrs Mayhew would attend the next meeting of the committee to report in more detail on the position. Reference was made to the work of the Speech and Language consultant with an impact report being distributed and governors queried if this service provided value for money. The head teacher advised that no big impact had been noted and that the position was currently being evaluated for report to a future meeting.

School Improvement Plan

The head teacher reported on the progress made towards the priorities identified in the School Improvement Plan which would be considered at meetings of the Pupil and Strategic Development Committee.

In response to questions, the head teacher advised on problems being experienced with parents and social media.

Health and Safety

The head teacher reported that fire emergency evacuations were practiced and in response to questions reported that during the Halloween disco, the fire alarm had been accidentally triggered by the smoke machine. The resulting evacuation had been carried out in good order.

Accommodation and Grounds

Governors were informed that a local resident had complained over the school hedges and wildlife. The resident had been informed of the school's complaints procedure and no formal complaint had been received.

In response to questions, the head teacher reported on the imminent arrival of chickens and rabbits which would be cared for by members of the school council.

Parental Questionnaire

Governors received a detailed schedule of parental responses which were mainly very positive in support of the school.

School Policies

The head teacher reported on a range of key policies which had been reviewed, updated and published on the school website. ,

The head teacher was thanked for his report.

GB/43/18

Update on appraisal process for head teacher and staff

The arrangements for the Head Teacher's annual performance review were reported on, governors noting that Mrs D Lichfield had been appointed as Independent Advisor with the Chair and Vice Chair being appointed as Appraisal Governors,

In response to questions, the head teacher reported that his objectives would be reviewed at the Appraisal Meeting which would be held on 26th November, 2018

and would be reported on to a future meeting.

GB/44/18 Head teacher's annual report on whole school appraisal process

The head teacher reported on the ongoing cycle of staff appraisal where all teachers had individual targets set and which were included in the appraisal process with the annual appraisal reviews being completed during the autumn term following which his recommendations regarding pay progression would be reported to the Pay Committee for consideration. In response to questions, the head teacher advised that pay progression would be backdated to 1st September 2018.

Governors noted that the school's Appraisal Policy had been reviewed in line with guidance received from the Local Authority and approved under delegated powers

GB/45/18 Information from the Corporate Director

Teachers Pay Awards September, 2018 and other HR updates

The Clerk reported on the teachers' pay award for 2018, advising that this had now been confirmed by the DFE and referred to the School Teacher's Pay and Conditions document for 2018 which provided details of the pay award and which would be backdated to 1st September, 2018. He reported further on the proposed funding provision. The Local Authority HR division was working on the School Pay Policy and toolkit for 2018 together with the School Pay Policy Guidance document which would, following consultation with the recognised trades unions, be circulated to all schools as soon as possible. The clerk also reported on the two year pay settlement for support staff effective from April, 2018, details of which were noted. The Clerk referred to the need to formulate a School Expenses Policy and reported on the model policy which had been developed. Reference was also made to updates on Safer Working Documents which included changes to the Section 128 Direction check and the Childcare Disqualification Arrangements. He reported further on the Supply Staff employment relationships and updates to other HR policies and guidance.

Resolved: That the report be referred to the Personnel, Finance and General Purposes Committee for detailed consideration and approval as necessary.

Supporting Successful Transitions for Children with SEND

The clerk presented the report on ensuring a successful transition for children with SEND, referring on the need for an early identification of pupils who could require additional support on transition. He reported on seminars which had been arranged for October, 2018, details of which were noted. The Head Teacher reported on the additional arrangements made for pupils with special needs on their transition both from Infant to Junior School and from the Junior School to secondary education, advising that parents and carers were fully informed of the arrangements.

School Swimming – A Guide to procuring school swimming and swimming events

The Clerk presented the report advising schools on the arrangements to be made when procuring school swimming events other than those provided through the Local Authority. He referred to the statutory requirement for pupils to receive a minimum of 25 hours swimming during their primary education to ensure that by year 6, pupils should be able to swim confidently and proficiently for 25 metres using a range of different swimming strokes and should also be able to perform a safe self rescue. In response to questions, the head teacher reported that all swimming was carried out under the auspices of the Local Authority and advised that pupils in year 5 received a concentrated series of swimming lessons during June

The report was noted.

GB/46/18 Safeguarding information

The clerk referred to a letter dated 1st September, 2018 regarding the statutory safeguarding arrangements in Nottinghamshire Schools and to the draft Child Protection Policy which had been forwarded on 4th September, 2018. He reported on the safeguarding self audit forms, part 1 of which should be completed and returned to the Local Authority by 17th December, 2018 and also on the Self Audit tool kit which schools were recommended to complete as part of their audit of provision. The Clerk advised that the pro forma audit tool kit had been expanded to include a number of issues relating to vulnerable groups, children at risk of sexual violence and harassment and information sharing. He also referred to the recommendation for schools to hold more than one emergency contact number for all pupils. The Head Teacher responded by advising that wherever possible, 2 contact numbers were held but for a number of pupils, only one contact number was available.

Resolved:

1. That following its perusal and approval by the Chair the completed Assurance of Statutory Safeguarding Arrangements form 1 be returned to the Local Authority within the required timescale.
2. That the Safeguarding audit pro forma be completed and reported to the Curriculum, Standards and Pupil Committee for information.

GB/47/18 Report from Data Protection Officer and Information Governance governor

The head teacher reported that Mr D Bennett had been appointed as General Data Protection Officer and that Mrs H Westwell was the GDPR Link Governor advising that full details had been published on the school web site with no issues to report. Responding to questions, the head teacher reported on a data breach in another school where in a response to a request for information regarding a pupil from 1 parent, the other parents address had been inadvertently included resulting in a breach being declared and reported. He advised that the procedures and systems in use at Holly Primary had been revised to prevent the possibility of a similar situation arising. Governors noted that the school's admission forms had also been revised to include authorisation for pupil's images to be used for school purposes. Responding to questions, the head teacher reported that as a safeguarding concern and in accordance with GDPR, pupil's photographs and names had been removed from work books to ensure no breach of data could occur. Governors questioned whether the regulations were too restrictive and were informed that the policy had been adopted to ensure that in the event of a pupils workbooks being lost or stolen, no personal data would be involved or revealed. Governors noted the additional administrative work involved.

GB/48/18 Communication

Chair's Communications

The Chair reported on a seminar where the new Ofsted criteria and teacher's levels of stress and work life balances had been discussed.

Head Teacher's Communications

The Head Teacher presented no items of correspondence

Clerk's Correspondence

The clerk reported on the following items of correspondence:

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

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

- Nottinghamshire Governors Pop up Conferences 2019.
- LA Governor – eligibility criteria
- Personal Details on Governorhub
- Ofsted Criteria 2019 - Update
- School Complaints Service
- Governor Code of Conduct
- Safeguarding Legislation
- Physical Intervention in Schools – update
- Relationship Education
- School Admissions
- Early Education and Childcare
- Guidance on the use of Inflatable play equipment
- Website Compliance check available through Governor Services
- NAGS report

GB/49/18 Report from training co-ordinator including review of governor training requirements for 2018/19

The Clerk reported on the list of central training and the school based training programme, details of which had been uploaded to Governorhub and which listed the aims and objectives of each course. Mrs L Harper, Training coordinator advised of her intention to attend the pop up governor conferences and also reported on safeguarding training undertaken. New governors would be encouraged to attend induction training as soon as possible. Governors were invited to consider their training needs which would be considered further at a future meeting.

GB/50/18 Governor monitoring visits

Governors reported on their involvement in school visits, details of which were recorded in the register. The Chair and Vice Chair referred to their regular visits and meetings with the head teacher and senior staff in connection with various management issues.

It was noted that a programme of visits would be arranged as soon as possible.

GB/51/18 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 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/52/18 Confirmation of dates for 2019

Resolved: That future meetings be held as follows:
Spring Term – 11th February, 2019 at 6.15pm.
Summer Term – 24th June, 2019 at 6.15pm.

GB/53/18 Other Business

Governors were informed that a number of parents had expressed concerns regarding the costs involved in their children attending after school and film clubs, particularly where more than 1 child was involved. In response to a question, the head teacher reported on the costs involved and advised that consideration would be given to establishing a discount for siblings attending clubs. This would necessitate a change in the governors charging and remissions policy. Governors noted that all staff participated in the after school club programme, giving their time and energy free of charge. The head teacher advised that the costs involved were kept as low as possible to ensure that no pupil was prevented from attending because of the financial costs. Responding to questions regarding pupil attendance at clubs, the head teacher advised that numbers attending were monitored. An increased level of attendance at the cheaper activities had been noted. It was noted that pupils entitled to free school meals or receiving pupil premium grants currently received a discounted admission.
Resolved: That further consideration be given to the costs of the after school clubs be referred to the Finance Personnel and General Purposes Committee

GB/54/18 Determination of confidentiality of business resolved

That with the exception of reports relating to the school budget, staffing, pupils and other matters in the head teachers report considered to be confidential, all papers and reports be made available as necessary.

The meeting closed at 8.00pm.

CHAIR.....



Dated.....

11/02/2019