

# MINUTES OF MEETING



**Nottinghamshire  
County Council**

**School:** Holly Primary School \*  
**Meeting title:** Summer term meeting of the governing body  
**Date and time:** 24<sup>th</sup> June, 2019 commencing at 6.00pm  
**Location:** At the school

**Membership**  
'A' denotes absence

	Mr N Smith (Chair)
A	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
A	Mrs J H Mayhew
	Miss S McGuinness
	Miss J Salter
	Mr D Bennett
	Local Authority Governor vacancy
	1 Co-opted governor vacancies

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

## **GB/16/19 Apologies for absence**

**Action**

Apologies for absence were received from Mr N Roebuck (work) and Mrs J Mayhew (Other family commitment).

In response to a question, the Clerk advised that Mrs H R Westwell had not attended any meeting during the last 6 months.

### **resolved**

1. That the governing body consent/ to these absences.
- 2 That the clerk be requested to remind Mrs Westwell of Governor attendance requirements.

**CLERK**

## **GB/17/19 Declaration of interest**

There were no declarations of interest, either direct or indirect, for items of business on the agenda. The head teacher confirmed that Governors' statutory declarations were up to date.

## **GB/18/19 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 governor and 1 local authority governor. In response to questions, the clerk advised that it was possible for members of staff to be co-opted as governors up to 30% of the governing body and also that whilst efforts were

continuing to nominate a local authority governor for the school, no success had yet been achieved. He again referred to the recommendation that the criteria for the appointment of Local Authority Governors be reviewed.

Resolved:

- 1 That the report be noted
- 2 That Mr D Bennett be co-opted as a governor for a 4 year term of office.
- 3 That the clerk continue to seek the nomination of a local authority governor
4. That governor vacancies be considered further at the next meeting.
- 5 That the existing criteria as set out below be confirmed as suitable for purpose.
  - Local knowledge, including the school and its catchment area
  - A willingness to act in conjunction with other governors (A team player)
  - A willingness to attend and participate in governing body meetings and other school events.
  - A willingness to develop their skills further by attendance at appropriate training courses.
  - A willingness to work in conjunction with the school and other governors.
  - To assist the school in achieving excellence.
  - A commitment to uphold the principles of public life.
  - An ability to assist in maintaining confidentiality of matters considered.
  - A willingness to accept decisions taken by the governing body.

Mr Bennett completed his declaration of eligibility and was introduced and welcomed to the meeting.

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

The minutes of the spring term meeting held on 11<sup>th</sup> February, 2019 having been previously circulated and published on Governorhub were confirmed and signed by the chair.

#### **GB/20/19 Minutes of 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 29<sup>th</sup> April, 2019 were received.

##### **Future Meetings**

Governors noted that future meetings of the committee were scheduled to be held as follows:

- 11<sup>th</sup> November, 2019 at 6.00pm
- 20<sup>th</sup> January, 2020 at 6.00pm
- 27<sup>th</sup> April, 2020 at 6.00pm

##### **Pupils and Strategic Development Committee**

The minutes of the meetings of the Pupils and Strategic Development Committee held on 29<sup>th</sup> April, 2019 were received

##### **Future Meetings**

Governors noted that future meetings of the committee were scheduled to be held as follows:

- 11<sup>th</sup> November, 2019 at 7.00pm
- 20<sup>th</sup> January, 2020 at 7.00pm
- 27<sup>th</sup> April, 2020 at 7.00pm

Pay Committee

The minutes of the meeting of the Pay Committee held on 4<sup>th</sup> June, 2019 were received

Next Meeting

Governors noted that the next meeting of the committee would be held on 22<sup>nd</sup> June, 2020 at 7.00pm

**GB/21/19 Financial reporting**

School Budget 2019/20

Having been considered in detail by the Finance Personnel and General Purposes Committee, the School Budget for 2019/20 which was considered as a confidential matter was approved and adopted.

Governors consistent financial reporting out-turn statement including the intended use of balances (BO2) return

Governors noted that it was not necessary for a BO 2 return on the intended use of balances to be completed

Approval of services for schools/review of contracts

Governors noted the buy back of services and contracts which had been approved under delegated powers by the Finance Personnel and General Purposes Committee

**GB/22/19 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 there were currently 345 pupils on roll with the school again being oversubscribed. He presented tables setting out the number of pupils currently in school, pupils' gender breakdown and the class organisation adopted together with staff allocations and areas of responsibility. In reply to questions, the head teacher reported that this term, 26 families had taken up their 30 hours free nursery entitlement which had increased from 13 in the Spring term. It was noted that so far 22 families had registered for the 30 hours childcare from September, 2019. To assist in accommodating the number of children within school an area of land had been cleared to enable a temporary structure to be erected using money donated by Friends of Holly for which they were thanked. Responding to further questions, he advised that no objections to the proposal had been lodged by local residents, some of whom were happy at the removal of the trees.

Looked After Children

It was noted that currently, there were no looked after children in school and that, 3 children had been adopted from care. Staff were fully prepared for the eventuality of Looked after children being admitted.

Pupil Attendance

Governors were informed that pupil attendance was at 96.29% which remained above national averages and received detailed tables setting out a breakdown of attendance for the period to January, 2019 by year group and also the Raise on Line statistics for the period from 2016. In reply to questions, the head teacher reported on holidays taken during term time which continued to have a major

impact on attendance levels with over 200 requests for holidays being received this academic year which was an increase in previous years. He advised that some parents continued to take their children on multiple holidays during the term despite the absence being unauthorised and also despite parents being informed of the detrimental impact on their children's education and also being reminded that there was now a two week holiday during the autumn term. Responding to further questions and challenges, the head teacher advised that the number of EAL pupils taking holidays during term time had reduced. The highest level of absenteeism was amongst pupils in receipt of Free School Meals. He reported on the systems in place to encourage good attendance, including telephone calls, letters and invitations to attend meetings. There was also a system of rewards for good attendance in place. Governors noted that currently the school policy was not to levy penalty notices.

#### Pupil Behaviour

The head teacher reported that pupil behaviour was generally good with no exclusions, or instances of bullying reported and no physical interventions being required during the term. Staff training on Physical Interventions had taken place during February, 2019. He also reported on a minor racially motivated incident involving name calling which had been dealt with in accordance with the various policies since when no repetition had occurred. Responding to questions, the head teacher reported on a pupil with very challenging behaviour who received 1-1 support during the day. He advised that the parents request for an EHCP had been dismissed although an appeal had since been lodged.

#### Special Educational Needs

The head teacher reported that there were 35 pupils registered for SEN support in school which was lower than national averages. In reply to questions, the head teacher reported on the submission of bids for funding through the family of schools, advising that the Garibaldi AFN funding had a predicted shortfall of £28,000. He also reported on a SEN evaluation which had taken place in conjunction with the family SENDco and referred to the key issues identified from the evaluation and areas of good practice observed, details which were reported in an appendix which was circulated.

#### School Improvement Plan

The head teacher reported on the progress made towards the 6 priorities identified in the School Improvement Plan which had been updated in line with the new Ofsted framework which would be introduced from September, 2019 and would provide short notice prior to a two day inspection. The SIP would be updated in September and considered further at meetings of the Pupil and Strategic Development Committee. In reply to questions, he reported that the new Ofsted framework was more curriculum based and also advised that the school was classed as a Section 8 school and that any inspection would be over a 2 day period although no Ofsted Inspection was expected during the next 2 – 3 years. He advised that in line with many teachers who were already classed as outstanding the aim was to make all teachers outstanding. The possible Ofsted inspection judgements were noted. In reply to further questions, the head teacher advised that Ofsted inspectors were examining what governing bodies had done to reduce the head teacher and other staff's workload and stress levels. This would be considered further at a future meeting.

The head teacher also reported that as part of any inspection, inspectors would investigate any "Off-rolling" with particular reference to disrupting or challenging pupils and highlighted the practice in some secondary schools of recommending parents to home educate their children or transfer them to other schools in order to achieve a higher score.

Governors noted that Holly Primary School already provided an interesting and well balanced curriculum with the school web site being updated regularly.

#### Self Evaluation Form

Governors received the updated Self Evaluation Form which would be considered further at meetings of the Pupil and Strategic Development Committee

#### Staffing

The head teacher reported on staff changes since the last meeting, advising that Mir Allen had resigned as Mid day supervisor and that Mrs Singleton had decided to retire as Site Manager with effect from 28<sup>th</sup> June, 2019. He reported on the arrangements to provide cover and on expressions of interest received and also on the interim arrangements which had been made which were approved by governors.

#### Health and Safety

The head teacher reported that fire emergency evacuations had been conducted on 7<sup>th</sup> June, 2019 with the resulting evacuation carried out in good order. Mr N Smith had recently conducted a Health and Safety Audit with no major issues to report. Governors noted that some of the equipment in the jungle gym would be replaced as soon as possible.

School security was considered further as a confidential matter

#### School Budget 2018/19

This was considered as a confidential matter

The head teacher circulated and reported on the year end financial statement. Governors noted that the school budget was operating in line with expectations and would be considered further by the Finance and General Purposes Committee.

It was noted that Cllr M Wright had donated £500 from his divisional fund to the school, and that this would be utilised on the purchase of chickens and rabbits for the children's education.

The head teacher was thanked for his report.

**GB/23/19**

#### **Update on appraisal process for head teacher and staff**

Governors noted that the head teacher's annual appraisal had been fully reported on at the last meeting when new targets had been set. His mid term review had been held earlier with Mrs D Lichfield acting as Independent Advisor.

The head teacher reported on the cycle of staff appraisal where all teachers had individual targets set linked to the school Improvement Plan had been set in the autumn term and advised that the mid year reviews had been held. Following completion of annual appraisal reviews his recommendations regarding pay progression would be presented to the Pay Committee.

**GB/24/19**

#### **Information from the Corporate Director**

##### School Complaints

The Clerk reported on the requirement for all schools to have in place an approved policy for dealing with complaints, and referring to the key advice which had been issued by the Local Authority. A revised model policy which had been developed was presented together with details of the complaints administration service offered by the local authority. In reply to questions, the Head Teacher reported that the school was fully compliant with the regulations. He advised that any concerns expressed by parents which generally arose from misconceptions were dealt with

by members of staff. Whilst the current school police was considered to be suitable for purpose, it was agreed to refer consideration of the new Complaints Policy to the Finance Personnel and General Purposes Committee with delegated power to approved the revised policy

GB/25/19

### General Data Protection Regulations outcome of the review, audit and evaluation

Mr D Bennett reported on the on line training carried out by staff and a full review of policies and procedures and the audit of GDPR systems in place within school to ensure that appropriate safeguards were in place. He also reported that 3 minor breaches had occurred and following investigation had been dealt with as the result of which it had not been deemed necessary to report this to the Independent Commissioner. Responding to questions, governors were reassured that prevention policies were in place. He also advised on the additional work involved in monitoring the regulations. Staff were fully aware of the implications of the Regulations which had been discussed at staff meetings and compliance issues were becoming second nature. Governors noted that details of the policies and regulations had been published on the school web site. In reply to further questions, Mr Bennett advised that a number of parents had refused permission for their children's pictures to be displayed and although photographs of pupils involved in school activities were still taken for school related purposes with no names being listed and appropriate arrangements in place to ensure that where parents refused permission for photographs, those children were omitted from the picture.

CLERK

The clerk was requested to expedite the revised pro forms reporting template being developed by the local authority.

GB/26/19

### Communication

Chair's Communications

*CHAIR*  
The ~~Head Teacher~~ presented no items of correspondence

Head teacher's Communication

The Head Teacher presented no items of correspondence

The Clerk presented the following correspondence

The April edition of the Governor Newsletter, highlighting the following:

- Governors Conference – Feedback – Governors expressed their preference for the pop up style of conference held in the evening which enabled more governors to attend.
- New Ofsted Framework Conference to be held on 16<sup>th</sup> November, 2019.
- GDPR Hot Topic seminars to be held on 6<sup>th</sup> June, 2019.
- School Forum – elections
- DFE consultation on Children not in school
- Safeguarding – audit of Pupil Records. – The Chair reported that an audit of files had been carried out with no issues to report.
- Safeguarding Training
- Safeguarding – Independent child trafficking Advocates
- Heads and Chairs Briefings

School Governance – use of virtual Meeting attendances. – The head teacher undertook to peruse the model policy which would be considered further by the Pupil and Strategic Development Committee.

The May edition of the Governor Newsletter,  
Governor services – retirement of Mrs J Mansell and appointment of Mrs Sarah Sayer as Manger.  
Virtual Voting at Governor Body Meeting.  
Safeguarding in Education Self Check audit 2019/20  
LAC Conference  
New Ofsted Inspection Framework  
Changes to assessments in Primary Schools  
Head Teacher appraisal support  
SFVS  
Measles and MMR vaccination programme  
DFE consultation on Children not in school.

**GB/27/19 Approval of in-service training days**

Resolved:

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

30<sup>th</sup> August, 2019.  
2<sup>nd</sup> September, 2019.  
6<sup>th</sup> January, 2020.  
14<sup>th</sup> February, 2020  
22<sup>nd</sup> May, 2020.

2 That consideration be given to the in-service training day to be held on 30<sup>th</sup> August, 2019 being held in lieu of twilight sessions to be arranged.

3 That governors be invited as appropriate

**GB/28/18 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); Mrs E Crawford, Miss J Salter; 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 Mrs E Crawford, Miss J Salter, Mr D Bennett and the head teacher

Discipline Committee – Drawn from all eligible governors

## Pay Committee

Mr N Smith; Mr N Roebuck Mrs L Harper and the head teacher

## Scheme of delegation – decision planner 2019/20

The clerk reported on the minor amendments to the decision planner for 2019/20. Following consideration of the suggested amendments it was agreed that the amendments be approved and incorporated in the decision planner for 2019/20 together with the revised scheme of delegation which would be published on Governorhub for governor's attention.

## Annual planner 2019/20

The clerk presented the annual planner for 2019/20 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 2019/20 – 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 a regular basis by the appropriate committee under delegated authority.

## Appointment/re-appointment of link governors

Resolved: That Link Governors be appointed as follows:

GDPR –	Mrs H Westwell
Appraisal –	Mr N Smith Mr N Roebuck and Mrs H Westwell
Training –	Mrs L Harper
Anti Bullying –	Mrs H Westwell
Pupil Premium	Mrs H Westwell
Safeguarding/Child Protection	– Mrs E Crawford
Early Years	–
Appraisal	- Chair, Vice Chair and Mrs Westwell
Health and Safety	– Mr N Smith
Looked After Children	- Mrs E Crawford
Years 1 and 2	Mrs H Westwell,
Years 3 and 4	Mrs L Harper
Years 5 and 6	Mrs H Westwell
School Sports Funding	Mrs H Westwell
Complaints	Mr N Smith

GB/29/19

### Report from training co-ordinator including review of governor training requirements for 2019/20

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 were noted

Mrs L Harper (Training coordinator) reported that Miss J Salter had completed her induction training and in reply to questions, Miss Salter reported that she had found the course to be both informative and interesting.

Mrs Harper also advised that the Governor training audit form would be circulated in the near future, requesting governors to complete the pro forma and return it to her for collation and analysis of future training needs.



**GB/30/19 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. Mr N Smith reported that he had conducted a Health and Safety review with no major issues to report. He also referred the Head Teacher's appraisal process in which both he and Mr N Roebuck had participated.

**GB/31/19 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/32/19 Confirmation of dates for 2019/20**

Resolved: That future meetings be held as follows:  
Autumn term 2019 – 14<sup>th</sup> October, 2019 at 6.00pm  
Spring Term 2020 – 10<sup>th</sup> February, 2020 at 4.00pm  
Summer Term 2020 – 22<sup>nd</sup> June, 2020 at 6pm

**GB/\*/19 Determination of confidentiality of business**

resolved

That with the exception of reports relating to Staffing, School Budget, Pupils, and other items within the head teachers report and minutes of committee meetings, all papers and reports be made available as necessary.

**The meeting closed at 7.20pm.**

Signed .....  ..... (Chair) Date ..... 14/10/2019 .....

