

MINUTES OF MEETING



Nottinghamshire
County Council



School: Kinoulton Primary School
Meeting title: Autumn term meeting of the governing body
Date and time: Tuesday 17th October 2023 at 7:00pm
Location: At the school

Membership

'A' denotes
absence

Mrs Vanora Cooper
Mrs Janet Evers
Mrs Jacqueline Gibson
Mrs Carrie-Louise Holleran (Associate member)
Mrs Alexandra Hudson
Mr Darren Logan
Mr Samuel McGinty
Mr Simon Paramore (Headteacher)
Ms Ella Sanders
Mr Paul Townsend (Chair)
Mr Paul Middleton
Mr Tony Stevens

In attendance

Mr Stuart Northedge (clerk to the governors)

GB/44/23 Apologies for absence

Action

There were no apologies for absence.

GB/45/23 Declaration of interest – Governor annual declarations and agreements

Review and sign 2023/2024 Register of Business Interest

All governors confirmed that they had reviewed and signed the Register of Business Interest.

Review and sign Governor Code of Conduct

All governors confirmed that they had read, understood and signed the school governors' code of conduct.

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

GB/46/23 Information from the Corporate Director for consideration and action

Governors had been presented with two reports ahead of the meeting which the clerk briefly explained and then highlighted the following actions for governors:-

Nottinghamshire SEND Improvement Programme

Questions governors will want to ask:

1. How familiar is your school with the local area SEND inspection and the outcomes?
2. How effectively does your school identify, meet and monitor children and young people with SEN Support?
3. How does your school engage children and young people with SEND and their parents and carers in the decisions made about them wherever possible?

Safer Working (recruitment and selection), Teachers Pay and other HR updates - September 2023

1. Action for governors – Summary

- To read the letter issued to all schools on 31 August 2023, providing draft interim guidance on the (a) ongoing consultation on the teachers pay award 2023 and (b) continuing consultation on the pay award for school support staff;
- Once appraisal outcomes for 2022-23 are determined, head teachers may prepare and present a report to the governing body setting out the recommended incremental pay progression for teachers, where applicable, using Pay Policy 2022 Toolkit Appendices 8 and 9. Schools do not need to delay these decisions until the Pay Policy 2023 is published.
- To be aware of the proposed changes to staff pay (teachers and support staff) and assess the implications for the school budget;
- To make arrangements for the appropriate committee of the governing body to meet to approve all new policies, guidance documents and toolkits as they are published. Remember, head teachers and governors must make policies school specific where required;
- To ensure that all staff and governors have read the required elements of Keeping Children Safe in Education, 2023 and Annex A as required;
- To ensure that the school policies and systems for undertaking the required safer recruitment checks for staff, governors, volunteers and contractors are robust. Plan to review your SCR and undertake a Pre-Ofsted Safer Working Check, if required.
- To ensure that a DBS and Section 128 check has been carried out for all governors
- To ensure that all appropriate HR policies and procedures have been adopted (Governor Policy Checklist, 2023), including the specific updates as described in this report;
- Look out for updates on the School Pay Policy in October 2023 and apply the new rates in November, when agreed by Parliament.

From Clerk - Governor Newsletter

The clerk gave details of the Autumn 1 Governor Newsletter and in particular highlighted the following articles:-

- School Admissions Information – key dates and admission arrangements for 2025-2026 LA schools and own admission authority requirements
- Safeguarding in Education - KCSiE2023 actions for governors and key changes
- Updated NCC and NSCP statutory guidance, policies, documents and toolkits - actions for governors
- National updates:- updated Ofsted inspection hand book, DFE announcement re 2 year action plan for PE and update re professional qualification for SENCOs.
- Message from Chair of NAGS – updates from the National Governance Association conference, including national priorities for governors in primary and secondary school plus updates of awarding the NGA prizes to winning ECO schools.
- Dealing with Exclusions – Support for Headteachers and Governors - key information regarding reviews and support for schools.
- Governor recruitment- information and update.

The Chair highlighted the issue of RAAC concrete and confirmed with the Headteacher that there was none of this within the school building.

GB/48/23 Review of membership and terms of office ending in the next 12 months

The clerk highlighted the following vacancies on the governing body:

1 x LA Governor Vacancy

The clerk brought to the attention of governors the following end of term of office:

There are no terms of office due to end this academic year.

The Chair highlighted that his and Darren Logan's terms of office as parent governors end at the start of the next academic year.

GB/49/23 Determination of term of office for chair and vice-chair

The governors agreed to continue with a one-year term of office for both chair and vice chair.

GB/50/23 Election of Chair

Mr Paul Townsend self-nominated for the position of chair. There were no other nominations.

It was

resolved

that Mr Paul Townsend be appointed as chair of the governing body.

Following this, the Chair explained this would be his final year as Chair and that the governing body needed to strongly consider succession planning. He then highlighted that he'd like to ensure that this year, governors are comfortable with their responsibilities when Ofsted arrive for their next inspection. The ongoing move to the Equals Trust was also explained and the fact that Catherine Cox the Compliance and Governance Officer at the trust would be attending the next Development Committee Meeting.

Question – a governor asked if the skills work carried out previously would feed into the Development Committee meeting?

Governors confirmed that this would be the case and that the skills audit could be carried out again if required after the next Development Committee meeting.

Question – a governor asked should the existing format be considered ahead of the Development meeting?

The Chair confirmed that it would be.

GB/51/23 Election of vice-chair

There were no nominations for the position of Vice Chair.

GB/52/23 Approval of minutes of summer term meeting and any special governing body meetings

The minutes of the summer term meeting held on Thursday 25th May 2023 having been previously circulated were confirmed and will be signed by the chair.

Review of actions – including annual planning documents and approval of 2023/2024 scheme of delegation

GB/27/23 - Mrs Evers was nominated for re-election as a co-opted governor. This was agreed and approved by the governing body.

Action completed.

GB/27/23- After discussion it was agreed that Mr McGinty would apply to be the LA governor. The clerk would forward the application form for completion.

Action completed.

GB/27/23 - After discussion it was agreed that Mrs Carrie-Louise Holleran would be elected to the governing body as an associate governor.

Action completed.

GB/37/23 - To agree and appoint governors to link roles as part of the Autumn Term Agenda

The 2023-24 Scheme of Delegation had been reviewed and agreed at the Development Committee meeting in the Summer Term.

GB/53/23 Receipt of minutes and approval of policies from committees and working parties

Review of actions

There were no actions to review from committee meetings.

Approval of child Protection Policy

The Child Protection Policy had been approved at a committee meeting.

Approval of governor code of conduct policy

The governor code of conduct policy was agreed and approved.

Approval of HR policy

All HR policies are up to date and adopted from the Local Authority.

Approval of complaints policy, if required

The complaints policy didn't need to be approved as it had already been recently reviewed and agreed.

The Chair then highlighted the need for governors to be allocated to policies for reviewing on behalf of the governing body. Janet Eyres will bring the full list of policies to the Development Committee for discussion.

JE

Governors agreed and approved the Lettings Policy, PSHE Policy, Behaviour Policy, School Visits Policy, Whistleblowing Policy and SEN Policy.

The Staff Code of Conduct which had been adopted from the Equals Trust was also agreed and approved.

GB/54/23 Update on governor planning calendar

There was no update on the governor planning calendar.

GB/55/23 Overseeing Financial Performance – Financial reporting

Schools Financial Value Standard (SFVS) 2023/24

This was agreed at the Summer Term FGB Meeting.
Year-end re-forecast

This was agreed at the Summer Term FGB Meeting.

Governors' Year End Financial Statement for 2022/23 (including the Committed Balances Return 2022/23) for information

This was agreed at the Summer Term FGB Meeting.

The latest chart of accounts and the School Fund Audit had also been presented ahead of the meeting and these were both agreed and approved by governors.

Question – a governor asked if the teachers' pay increase will affect the budget?

The Headteacher confirmed that this was fully funded but the money wouldn't be received until April 2024. He also explained the miscalculation of funding for 2024-25 due to an error on the per pupil funding allocation by the DfE.

The School Business Manager will update governors on the impact of this once the full details are confirmed by the DfE.

JE

Question – a governor asked about line E27, bought in professional services on the ledger code?

Mrs Eyres confirmed she would need to look at the figures in more detail and that it might be related to a reallocation of funds. She will confirm this to governors following the meeting.

JE

GB/56/23

Holding executive leaders to account: Summary of Headteacher's report and governors' questions and challenge

The headteacher's report using the Equals Trust format had been previously circulated.

Governors confirmed that they liked the format of the new report, especially with all the data at the beginning. The number of acronyms was highlighted as a concern, and it was agreed that a glossary was needed and that this should be fed back to the Equals Trust.

MP

The Chair highlighted how logical the flow of the report was and that it should allow for this to be built on at subsequent meetings. It also highlighted the development areas and why they were priorities for the school.

Question – a governor asked about the changes to lunchtimes?

The Headteacher explained that this change had worked well, with more activities available for children. He highlighted that the 1 hour 15 minutes lunchtime was quite long and so the children needed this time to be structured to ensure they were active and busy. There are also now fewer issues with behaviour.

School dinner numbers are now down to 70 a day and around 50% of these pupils are having jacket potatoes. This is mainly because a permanent school chef is not in place and any food is being cooked off site and heated up in the school kitchen. The post of chef is now currently being readvertised, but the reduction in the hours of all kitchen based staff was highlighted as a concern. Mrs Eyres also highlighted that the LA catering Service are consulting again over a further rise in the price of school dinners.

Question – a governor asked if the price rise would improve the quality of the meals?

Staff felt that it wouldn't and highlighted concerns around pupils entitled to FSM now choosing to have sandwiches due to the poor standard of the hot meals.

Question – a governor asked if anything could be done and if this issue could be escalated?

Mrs Eyres explained that the school was contracted to the LA catering Service for a further 6 months and there was very little that could be done to address this in the short term. The Headteacher highlighted that there would be more options for the school once the school joined the trust and that moving providers again ahead of this would be problematic.

Governors then discussed the current catering situation and the challenges this was currently providing for the school.

This led to Mrs Eyres highlighting the challenge of all current contracts and how they would run September to September in the trust but most current contracts the school had ran April to April, which could provide an issue when the school was ready to convert to an academy.

Question – a governor asked if there was anything that could be done in terms of raising the current quality of food?

The Headteacher explained that it had been raised on a regular basis with the caterers and that a manager had been into the school to discuss this.

Question – a governor asked if the school had asked for a refund from the caterers?

It was confirmed that this hadn't been done but it would be raised with caterers. The Headteacher felt it was unlikely to be successful and governors offered to support him in the process of writing a letter to the suppliers to highlight concerns that they had.

MP

Question – a governor asked about the newly appointed classroom assistants and the tasks they undertook?

The Headteacher confirmed that the positions were unqualified Teaching Assistant roles and that they provided classroom support but couldn't teach or take out small groups for intervention activities. The fact that all classroom assistants also working as midday supervisors was seen as being really positive. It has freed up the qualified teaching assistants to provide additional withdrawal sessions and meant that high quality staff were attracted to the midday roles.

MP

The Headteacher then highlighted the school development priorities for 2023-24 and explained that the school development plan was nearly completed and would be shared via email after the half term holidays.

The priorities are based on reading and writing and on teaching pedagogy. Support is being provided by the Equals Trust on these areas and also on the further development of the curriculum.

Question – a governor asked why forces children was an area listed on the data section of the report?

The Headteacher explained this was included because there was extra money provided to these pupils to support their learning.

Question - a governor asked about ever looked after children and the funding?

The Headteacher explained that children that were looked after got continual funding even if they were no longer looked after. This area is monitored through the Virtual School.

The Headteacher confirmed that there were 4 PLAC children currently in the school.

GB/57/23

Update on appraisal process for headteacher and staff including an update on the wellbeing of the headteacher and staff

Confirm external adviser

The external advisors for the Headteacher's performance management will be Phil Palmer and Stuart Edmonds as the process is to be run through the Equals Trust.

The cycle for 2022-23 is due to be completed shortly and a new cycle set to begin. The Headteacher also explained how this process will change once the school joins the Equals Trust.

Confirm/appoint appraisal governors – confirm appraisers have completed training

The appraisal governors for 2023-24 for the Headteacher's performance management are Paul Townsend and Tony Stevens.

Confirmation of the Quality Assurance arrangements

The quality assurance of the performance management process for the Headteacher will be undertaken by Darren Logan.

GB/58/23

Receive and scrutinise headteacher's annual report on whole school appraisal process including:

Review appraisal policy in line with recommended changes from HR Provider

The appraisal policy is up to date and reflects any recommended HR changes.

Ensure effective appraisal arrangements for all staff are in place

The Headteacher explained that the cycle for 2022-23 had been completed with teachers but the new targets for the current academic year wouldn't be confirmed until he had completed his performance management process, as the two were closely linked.

Ensure timetable in place for termly review

The Headteacher confirmed that the timetable for termly review was in place.

Confirm arrangements to consider/ratify headteacher pay recommendations for all staff in line with the scheme of delegation and the pay policy

The Headteacher explained there was no pay increments to be considered by governors amongst the classroom teachers, as only the ECT was eligible for one and this was already agreed through the early careers process being run via the Red Hill Trust.

The Headteacher confirmed that this would see the ECT move from M1 to M2.

The Deputy Headteacher will also move up one point on the leadership spine based on her performance management.

The Headteacher confirmed he had no concerns around the performance of any teachers.

Question – a governor asked what was being done to support staff wellbeing?

The Headteacher explained that sometimes this was little things such as cakes in the staffroom, but all staff now also received a wellbeing day each year. This is day that every member of staff can book off once a year, to use for their own benefit. Examples of how these were used in the previous year were shared.

The Headteacher also added details of how the INSET Days had been placed in the Summer Term due to its length and how one of these has been disaggregated to give staff a break at this point in the year. There is also a wellbeing wall in the staffroom.

Question – a governor asked if the school had any mental health first aiders?

Staff explained that there weren't any currently but there were ELSAs in place to support pupils.

Question – a governor asked if there was a staff Mental Health Lead?

The Headteacher confirmed that there wasn't currently, but it was something the school would consider.

The Chair highlighted that there was a lack of support for staff in schools around this and suggested that governors could consider this area during their visits to schools.

Question – a governor asked if there was external wellbeing support available for staff?

The Headteacher explained there wasn't but he hoped there would be once the school had joined the Equals Trust.

Confirm arrangements to receive the appraisal governors pay recommendations for the Headteacher in line with the scheme of delegation and the pay policy.

To be considered once the performance management process for the Headteacher is completed.

GB/59/23 Ensure clarity of vision, ethos and strategic direction, set by governors

Review and embed the vision, ethos and strategy of the school – reflected in the school improvement plan

The Chair highlighted and asked what the vision, ethos and strategy of governors was and if governors could articulate it. He then added that he felt governors should have an inclusive approach and include staff in this along with other stakeholders. He asked governors to reflect on this and consider it at the upcoming Development Committee Meeting.

Question – a governor asked about the three Cs as values and how they had been developed?

The Headteacher explained that this had come from work he had carried out with staff when he first arrived and was a combination of what staff felt was already embedded at the school and what he wanted to bring to it as the new Headteacher. The school rules and curriculum are based around the values and are regularly discussed in assemblies.

Question – a governor asked if there were any Ofsted considerations around vision that governors need to be aware of?

The Headteacher explained it was important that what staff and governors said were the vision and values of the school was actually seen in practice around the school.

The Chair returned to the vision and the need for this to look forward to where the school needed and wanted to be in the future. As part of this he suggested collecting representations from all bodies to contribute to this, but other governors highlighted that they all represented different school stakeholders through their different appointment categories.

Governors also highlighted the importance of the vision needing to be unique to the school.

Governors agreed to complete the work as a governing board around the vision and then to ensure that it was communicated clearly to parents and the wider community. The Chair and Headteacher will speak to Catherine

Cox at the Equals Trust to structure this work ahead of the Development Committee meeting.

Approve (or confirm arrangements to approve) the School Improvement Plan as detailed in the scheme of delegation

The School Improvement Plan will be agreed at the Development Committee Meeting once it has been reviewed by members of the Equals Trust.

GB/60/23 Safeguarding information for consideration and action

Assurance of statutory safeguarding arrangements in Nottinghamshire Schools, colleges, and independent providers

Paul Middleton confirmed that all staff had received KCSiE 2023 update training and gave details to governors around the main changes to the new document, which are around filtering, staff recruitment, the need for other providers to have appropriate checks and a closer check on long term pupil absences.

The Child Protection Policy has been agreed and updated for 2023-24.

The Headteacher highlighted the strong safeguarding culture that there was at the school.

Question – a governor asked if this culture was cascaded into pupils' and if they looked out for their friends?

Paul Middleton explained the prefect system and how this supported this amongst the pupils, as did the links between older and younger pupils in the school.

Question – a governor asked about the work the school did on online safety?

Paul Middleton gave details of how this was tackled and approached, especially the use of social media and also the importance of parents needing to be educated around this, especially on the PEGI ages for different sites and games.

Question – a governor asked if the bullying incident noted in his report related to online safety?

The Headteacher confirmed that it did relate to online safety and had initially occurred outside school.

Question – a governor asked about the use of CPOMs and how this was working?

The Headteacher confirmed it was being used well and staff were ensuring that all information was recorded on it as required.

Governors were then reminded of the need for them to read and understand KCSiE 2023 part one and to read other sections if they directly related to their role in supporting the school.

Safeguarding Children in Education: self-audit tool 2023/2024 plus supporting guidance

Paul Middleton confirmed he would work on this over half term and that he would need another governor to oversee this before it is submitted to the LA.

GB/61/23 General Data Protection Regulations - Receive report from Data Protection Officer and Information Governance governor

There were no breaches to report since the annual report on this area in the Summer Term.

GB/62/23 Review and appointment to link governor roles

Governors agreed this would be addressed at the upcoming Development Committee Meeting and that link governor roles will be linked into the key priorities of the school improvement plan.

The Chair also highlighted the mix of education and corporate professionals on the governing board and how this put them in a strong position to support and challenge the school.

GB/63/23 Governor Training

The Chair confirmed he had recently undertaken an online session around Ofsted inspections.

Carrie Louise-Holleran has completed her governor induction training.

Darren Logan highlighted the need for governors to undertake safer recruitment training.

GB/64/23 Governor Visits

This item was completed and discussed earlier in the agenda.

GB/65/23 Health, Safety and Welfare

This area was covered in the Headteacher's Report.

The Headteacher also gave details of the training on health and safety for the Premises Officer that would now be available from the Equals Trust.

The Chair highlighted the ongoing building project and how well the school and its staff had addressed and dealt with this process. Thanks were offered to all staff for the additional work undertaken to support this.

GB/66/23 Items for Newsletter

A governors' newsletter is currently not being produced.

GB/67/23 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

- Challenge around the current catering difficulties and offers of support for the next steps in this process.
- Extensive questioning around the wellbeing support for staff.
- Discussion around the visions and values of the school and the governor's role in this.
- Challenge and questioning around safeguarding and the response to incidents and issues.

GB/68/23 Confirmation of dates for 2023/24

The governing body

agreed

Spring Term – Thursday 8th February 2024 at 7pm

Summer Term – Thursday 23rd May 2024 at 7pm

GB/69/23 Determination of confidentiality of business

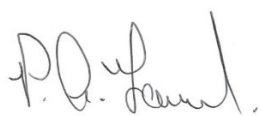
It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 8.56 pm.

Signed



..... (chair)

Date08.02.24.....