

MINUTES OF MEETING



**Nottinghamshire
County Council**



School: Kinoulton Primary School
Meeting title: Spring term meeting of the governing body
Date and time: Thursday 9th February 2024 at 7:00pm
Location: Virtually via Microsoft Teams

Membership

'A' denotes
absence

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

In attendance

Mr Stuart Northedge (clerk to the governors)

GB/01/24 Apologies for absence

Action

Apologies for absence were received from Ella Sanders and Samuel McGinty.

It was

resolved

that the governing body consent to these absences.

GB/02/24 Declaration of interest

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

GB/03/24 Information from the Corporate Director

Growing Up in Nottinghamshire School Survey

Summary/Introduction

In the academic years 2022/23 and 2023/24, all Nottinghamshire schools

have the chance to participate in a free health and wellbeing survey for pupils. The survey was commissioned for two years from the Schools Health Education Unit (SHEU); future availability will be informed by take-up by local schools.

Action for governors

To support this project, Governing Bodies and Trust Boards are requested to monitor participation in the survey and use of the results in their schools and across their organisations. Specifically:

- Ask what your school's plans are to undertake the survey.
- If your school has already participated – ask what the findings were and how they plan to respond.
- As a Governing Body or Trust Board, discuss how you can support NICE recommendations for a whole school approach to health and wellbeing.

Confirmation of actions to be taken

Governors discussed the survey and the data that had already been shared from the results received so far.

The Headteacher confirmed the school hadn't yet taken part, but it is something the school will now explore.

GB/04/24 Communication received and updates

From Chair

There was no further communication from the Chair.

From Headteacher

There was no further communication from the Headteacher.

From Clerk - Governor Newsletter first spring term edition

The clerk gave details of the first Spring Term 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.
- Wellbeing support for HT, staff and governors.
- Safeguarding in Education News.
- Governor recruitment and succession planning.
- Nottinghamshire Governor Conference – Saturday 2nd March 2024 – two keynote speakers – Professor Paul McGee on communication and relationships and Jenny Digges on developing an effective positive working culture for school governance.
- National Wraparound Childcare Programme.
- Celebrating Governance.

Confirmation of actions to be taken

The Chair promoted the Annual Governor Conference at Eastwood Hall and suggested governors attended if they could.

The Chair also asked if the school staff were informed about the wellbeing support available to them from the LA, as detailed in the newsletter. Following a brief discussion, the Headteacher agreed to remind staff about the wellbeing resources and support available from the LA and the Equals Trust. It was agreed that sharing the article from the governor newsletter on the staffroom wall would be an appropriate way to do this.

SP

GB/05/24 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:

The following terms of office are due to end in this calendar year:-

Darren Logan – Parent Governor – 22/09/24

Paul Townsend – Parent Governor - 22/09/24

Replacement of 2 parent governor roles including the Chair.

The Chair asked governors if they felt looking for parent governors to fill these two posts in the next few months would be a good way forward. This would include promoting that there was a vacancy for Chair for anyone that might be interested in this.

Question – a governor asked if we were certain no current governor wanted the role?

The Chair directly asked all governors present, if becoming Chair was something that they would be interested in, but no governor came forward to express an interest in taking on the position.

Governors also felt that promoting the role of governors to parents would also be a good idea ahead of any election, so that they understood the requirements of the role.

Question – a governor asked if the school had details of the new starters to the school in Reception in September 2024?

Janet Eyres explained that the school didn't have the detailed information yet, but the governor vacancies could be included in their new starter information.

Following this discussion, governors agreed to run a parent governor election for these two posts prior to the end of Spring Term with details of the vacancy for a Chair also being promoted as part of the nomination process.

JE/SP

Governors then briefly discussed the transition to the Equals Trust and the impact of this on the process.

Governors also agreed to also promote the LA Governor vacancy within the community through the school's usual communication channels.

GB/06/24 Approval of minutes of autumn term meeting and development meetings

The minutes of the autumn term meeting held on Tuesday 17th October 2023 having been previously circulated were confirmed, with the addition of Alexandra Hudson to the attendance list, and these minutes will have the chair's e signature placed on them.

Review of actions

GB/53/23 - The Chair then highlighted the need for governors to be allocated to polices for reviewing on behalf of the governing body. Janet Eyres will bring the full list of policies to the Development Committee for discussion.

Action completed.

GB/55/23 - The School Business Manager will update governors on the impact of the error in calculating school funding for 2024-25 once the full details are confirmed by the DfE.

Action completed. There was no risk to the school from this.

GB/55/23 – Mrs Eyres to confirm details of the expenditure under ledger code E27 on the latest budget report.

Action completed.

GB/56/23 - 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.

Action completed.

GB/56/23 - Governors to support the Headteacher in the process of writing a letter to the catering suppliers to highlight concerns that they had.

The school are considering changing caterers and a move to the catering provider at the Equals Trust is one potential option.

Governors then discussed the current catering charges from the LA and how they didn't think they were likely to get any money refunded.

The permanent staffing of the Chef position at the school is still currently proving challenging. The latest round of recruitment has resulted in no suitable applicants.

Question – a governor asked how the Chef role was being covered currently?

The Headteacher explained that food is currently being cooked at County Hall and transported and served at the school. However, this can only be a short-term solution.

Question – a governor asked if the school could partner with any other local small schools?

The School Business Manager explained that most of the small schools already had food cooked elsewhere and brought in.

The Chair felt that although this situation wasn't acceptable, that at least the standard of food was better than it had been previously.

GB/56/23 – 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.

Action completed.

GB/59/23 – 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.

Action is yet to be completed and will be addressed at the next Development Committee Meeting.

Development Committee

The school financial audit was completed today and highlighted two areas of governance that need addressing. These were that in the Development Committee meeting it should state who was clerking these meetings and if they had voting rights. The Development Committee Minutes also need signing by the Chair.

Governors agreed that these two points would be addressed with all previous and future minutes being signed by the Chair and a note will be made on the minutes of who had taken these and their role in the meeting.

The next Development Committee Meeting will take place on Wednesday 13th March 2024. Governors agreed that consideration of the safeguarding audit and the school direction in this area would be discussed at this meeting.

**Developm
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Committe
e**

PT

GB/07/24 Approval of Policies

Recruitment and Selection Policy
Complaints Procedure

Governors agreed and approved the above policies.

GB/08/24 Update on Governor Planning Calendar

There was no update on the Governor Planning Calendar.

GB/09/24 Overseeing Financial Performance – Financial reporting

Approval of (if applicable)

The School Business Manager had shared the latest chart of accounts with governors ahead of the meeting and reported there were no big changes since the detailed discussions held in November 2023.

School budget

It is currently too early in the year for the 2024-25 school budget to be prepared, as the school still awaits details of its funding.

Scheme of Delegation (agenda item - summer term 2023) for 2023/2024

This item had been addressed at a previous meeting.

Schools Financial Value Standard (SFVS) for 2023-2024

The School Business Manager has started work on this and Alex Hudson will sign this off on behalf of governors.

JE/AH

Ahead of this the Chair will complete and return the Governor Skills Matrix.

PT

The SFVS will then be shared with governors and submitted by the deadline of 31st March 2024.

Year-end re-forecast

Discussed at previous meetings.

Services for Schools - Buy Back of NCC Services

It is too early in the school year for this area to be agreed.

GB/10/24 Holding executive leaders to account: Summary of Principal's/Headteacher's report and governors' questions and challenge

The Headteacher had shared his detailed report ahead of the meeting and invited questions from governors on this.

Question – a governor asked about interventions for SEND pupils and the lowest 20%?

The Headteacher explained that at Kinoulton the lowest 20% were all supported by appropriate interventions and others who weren't on track would also benefit from these interventions.

Question – a governor asked is there is funding for pupil premium pupils to attend clubs?

The Headteacher confirmed that there was, and no pupil premium child would miss out on a club because the parents couldn't afford to pay for them to attend. However, the occurrence of this was very low.

Question – a governor asked about testing in maths using White Rose Maths papers and the comparison with other schools?

The Headteacher explained that in the majority of cases the school was higher than the national figures and other schools in the Equals Trust. The data in maths is very strong and 100% of pupils may make the expected standard in the end of Year 6 assessments.

The Headteacher added that the scores across the school were strong and that more children were now reaching the higher standard.

He also explained that all year 6 pupils in the Equals Trust take past SATs papers at two points in the year ahead of the actual assessments. These results were also particularly strong at Kinoulton.

Paul Middleton had done further Year 6 test this week and explained to governors that scores had improved even further since the December test with high numbers in maths and GASP reaching the higher standard with a possibility of 35% of pupils reaching this across all subjects. Those pupils still not quite reaching the expected standards are receiving interventions and take part in an after-school maths club to help plug gaps.

The Headteacher added that he is meeting with Stuart Edmonds, School Improvement Lead at the Equals Trust to discuss data and how Kinoulton compares to the other schools. He also explained that in his previous meeting it had been flagged up that moderation had shown that Kinoulton was being a little bit harsh on the assessment of writing and so the approach has now been adjusted to reflect this guidance.

Question – a governor asked how pupils in Year 6 were coping with the preparation for SATs?

Paul Middleton explained that the regular practice was helping with lots of improvements being made and the pupils enjoying the challenge of the assessments. The assessment process isn't something the pupils are nervous about and is just part of everyday school and being in Year 6. The Headteacher added that the pupils in this cohort seemed to enjoy the competition and liked to be able to demonstrate the progress they had made.

Governors then highlighted the strong data at the school and offered their congratulations to the staff team for this.

There were no further questions on the Headteacher's Report.

GB/11/24 Update on appraisal process for Headteacher and staff including an update on the wellbeing of the Headteacher and staff.

The Chair explained that the governors don't often look in detail at the Headteachers' appraisal process and that this is now run through the Equals Trust. He then asked the Headteacher to explain how it linked with the School Development Plan.

The Headteacher explained that he had three targets. The first is around data and pupil progress and ensuring that standards and outcomes remain good. The second target is basically to ensure that the School Development Plan is fully implemented and has the impact that was wanted. The third target is a personal target set by the CEO of the Equals Trust for each Headteacher and for Mr Paramore this is around familiarisation with the Equals Trust ready for Kinoulton to officially join.

This process will always be the same now the school is joining the Equals Trust.

GB/12/24 Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems (CP confidential file audit)

The review of Child Protection and Safeguarding recording and reporting systems, including a confidential file audit was highlighted by the Chair.

Paul Middleton agreed to follow this up and will arrange to undertake a confidential file audit and share the results and findings with the Chair.

PM

GB/13/24 Governor Training

There were no updates on Governor Training.

Governors will complete the Governor Skills Audit to identify any future training needs. Darren Logan will send this out for completion and return to him.

DL

GB/14/24 Governor Visits

The Chair confirmed he was still having regular meetings with the Headteacher and highlighted the effective communication in the recent Kinoulton Newsletter around pupils' litter picking in the village.

The Headteacher suggested that promoting the governor vacancies through the newsletter might also be worthwhile.

GB/15/24 Health, safety and welfare

Governors noted that the temporary classrooms had finally been removed from the school site after a number of delays. Staff confirmed that the space will now be reinstated as a garden.

There were no health, safety and welfare issues to report.

The governor health and safety visit and audit ratification will be completed by Darren Logan. The Headteacher shared details of the recent self-assessment audit he had completed as part of the LA audit and a request for a termly governor health and safety visit was made.

Question – a governor asked if there is a document setting out all the governor roles?

The Chair and Headteacher confirmed that there wasn't but that they will meet to ensure that this is documented and shared with governors.

PT/SP

From previous meetings it was confirmed that Paul Middleton was currently health and safety governor and Darren Logan offered to undertake a visit on behalf of non-staff governors. He will email the Headteacher or School Business Manager to arrange this.

DL

GB/16/24 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 lowest 20% of pupils and how they are identified and supported.
- Challenge around the current school attainment and progress data.
- Discussion around succession planning and recruitment on the governing body.
- Continued support for the school around the challenges with catering provision.

GB/17/24 Confirmation of dates for 2024/2025

The governing body

agreed

Summer term 2024 – Thursday 23rd May 2024 at 7:00 pm

GB/18/24 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 8.31 pm.



Signed

..... (chair)

Date23/05/24.....