

MINUTES OF MEETING



**Nottinghamshire
County Council**



School: Kinoulton Primary School
Meeting title: Summer term meeting of the governing body
Date and time: Thursday 23rd May 2024 at 7:00pm
Location: At the school

Membership

'A' denotes
absence

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

In attendance

Mr Stuart Northedge (clerk to the governors)

GB/19/24 Apologies for absence

Action

Apologies for absence were received from Alexandra Hudson.

It was

resolved

that the governing body consent to these absences.

GB/20/24 Declaration of interest

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

GB/21/24 Information from the Corporate Director for consideration and action

Pupil Place Planning

Report for information and action - Summer term 2024

Each year, the Council's Pupil Place Planning team creates data dashboards that provide information to every Nottinghamshire school and academy regarding the place planning situation in their local areas. In particular, each school's dashboard provides details of projected future demand for places at both school and local planning area level.

All Nottinghamshire schools and academies now have access, via the Council's School Performance Portal, to their own 2023 dashboards, along with a letter that provides some contextual information.

The Council has drawn the attention of school senior leadership teams to the pupil projections for the planning area in which their schools sit. In some instances, projections indicate that there is likely to be a considerable over-supply of primary school places when compared to likely demand. If so, some schools may wish to consider the potential long-term school management implications that this could have.

Action for governors

Governing Bodies and Trust Boards may request sight of their schools' current dashboards via Head Teachers or nominated representatives. If Governors have any concerns regarding projected pupil numbers and the implications for their schools' strategic direction, they should discuss this as part of normal Governing Body discussions with Head Teachers.

GB/22/24 Communication

From clerk – Governor Newsletter – 1st Summer Term edition

The clerk gave details of the first Summer Term Governor Newsletter and in particular highlighted the following articles:-

- 2 New DFE Governance Guides now replace several previous documents – details of changes to governors' expectations and governance requirements are in the newsletter article.
- Safeguarding Children in Education News – updates
- Cyber security - governors should ensure your board knows what governors' roles are in cyber security and feel assured that it's being effectively challenged.
- All Governors and Headteachers are requested to consider responding to Ofsted's Big Listen consultation and have your voice heard! consultation closes on 31st May 2024 at 11.59pm
- Who can attend Governor Meetings? Governors' advice and guidance.
- How to Recruit Great Governors – like you! New guidance document to support boards.
- Succession breeds success: How to grow leaders. – new guidance document to support boards
- Inspiring Governance – statement re closing in its current format from 30th September 2024

GB/23/24 Review of membership and terms of office ending in the next 12 months

The clerk highlighted the following vacancies on the governing body:

1x LA Governor Vacancy

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

Darren Logan – Parent Governor – 22/09/24

Paul Townsend – Parent Governor - 22/09/24
Vanora Cooper – Co-opted Governor – 09/03/25

Carrie-Louise Holleran and Mark Tinsley will join the governing body as parent governors when the terms of office end for Paul Townsend and Darren Logan following a parent governor nomination process.

The Chair also highlighted the need for governors to consider how responsibilities were shared out across the board and highlighted the later agenda items around areas such as the scheme of delegation and link governor roles. A reminder was also given about the strategic function and focus that the governing board had responsibility for.

GB/24/24 Approval of minutes of spring term meeting and any additional special governing body meetings

The minutes of the spring term meeting held on Thursday 9th February 2024 having been previously circulated were confirmed and these minutes will have the chair's e signature placed on them.

Review of actions

GB/04/24 – Headteacher to share wellbeing information from governor newsletter on staffroom wall.

Action completed.

GB/05/24 – 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.

Action completed. Two new governors will be appointed from September and Mark Tinsley will be invited to attend the Development Committee as part of his induction process.

Governors also highlighted the need to share the statutory assessment results and the Headteacher agreed he would do this via a Teams meeting at the end of term.

GB/05/24 - Governors also agreed to also promote the LA Governor vacancy within the community through the school's usual communication channels.

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.

The Chair highlighted that this item was still to be discussed by the Development Committee but asked governors whether they felt the vision was something that needed a great deal of time spending on at this point.

SP

Governors agreed that the Chair and Headteacher should write a draft new vision statement based upon what the school already has in place and share this with the wider governing body for discussion.

PT/SP

GB/06/24 - 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.

Action completed.

GB/09/24 - The School Business Manager has started work on the SFVS and Alex Hudson will sign this off on behalf of governors.

Action completed.

GB/09/24 - Ahead of the completion of the SFVS the Chair will complete and return the Governor Skills Matrix.

Action completed.

GB/12/24 - Paul Middleton agreed to follow this up and will arrange to undertake a confidential child protection file audit and share the results and findings with the Chair.

Action partly completed. The Headteacher explained that the school had wanted to move to using CPOMS for some time and the Equals Trust have now agreed to purchase this for them. The system has been in place now for around a month and its use will be reviewed at the end of this term.

GB/13/24 - 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.

To be discussed later in the agenda.

GB/15/24 – The Chair and Headteacher will meet to produce a document showing governor roles and responsibilities.

To be discussed later in the agenda.

GB/15/24 – Darren Logan to undertake a health and safety visit on behalf of non-staff governors.

Action completed and report circulated. Darren Logan explained how impressed he was by everything he'd seen on his visit.

GB/25/24 Receipt of minutes and approval of policies from committees and working parties

Development Committee Meeting

The Development Committee had last met on Wednesday 13th March 2024. The minutes and actions will be reviewed at the next Development Committee Meeting.

Policies

Lettings Policy
Data Policy
Accessibility Policy
Finance Policy

Question – a governor asked if what was listed in the accessibility policy had ever been tested out?

The Headteacher explained that it hadn't fully because there was no one on site with these needs currently. However, it would be checked ahead of anyone with these needs joining the school and is partially tested at events like performances when visitors in wheelchairs used the school.

Governors agreed and approved each of these policies.

GB/26/24 Update on governing planning calendar

Agree committee structure and membership of committees and committee Chairs, as per the scheme of delegation

All governors attend the Development Committee.

Approval of scheme of delegation 2024-2025

The Chair explained the detailed work carried out on this at this time last year and that the document this year had only minor changes.

Governors approved the scheme of delegation for 2024-25.

Note annual planner 2024-2025 to support agenda setting.

Governors noted the annual planner for 2024-25.

Policy checklist 2024-2025 – statutory policies for schools

Governors noted the policy checklist for 2024-25.

Review of and appointment to link governor roles.

Further discussion around link governor roles will take place at the Development Committee Meeting once the new governors are in attendance.

The Headteacher will review peoples' requests and any gaps in link governor roles ahead of the discussion at the Development Committee Meeting.

SP

GB/27/24

Financial Reporting

Schools Financial Value Standard (SFVS) 2023-2024 (deadline 31.03.24)

The SFVS had been completed and submitted ahead of the deadline of the 31st March 2024.

Approval of school budget (if not already agreed in actions from committees)

The School Business Manager had shared the 2024-25 school budget via Governor Hub in advance of the meeting. This forecasts an in-year deficit of £3880, but with the reserves brought forward the school would still have an overall surplus of £38,311 at the end of the financial year.

A multi-year budget has also been shared with governors via Governor Hub.

Question – a governor asked what the school's major current expenditure was and what was planned?

Janet Eyres and the Headteacher highlighted the new fencing that was in place and the work on the garden. This funding source has now run out, but the plan is to still install a Reading Shed. The PTFA have now taken on the responsibility for raising funds for this project.

There are also plans for the music room to be developed and updated using devolved formula capital money. The school would also like to improve staff toilet provision if funds allow.

Governors agreed and approved the school budget for 2024-25.

Governors agreed and approved the multi-year budget statement.

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

The BO2 Report had also been shared in advance by the School Business Manager.

Governors agreed and approved the BO2 Return for 2023-24.

Governors agreed and approved the Governors End of Year Statement.

Approval of services for schools/review of contracts (if not already approved in spring term).

There are no major changes in this from previous years, apart from the Catering Contract. The Headteacher explained that as the academy conversion date is now more than a year away, the decision had been made to buy back the services that had been previously purchased.

Governors agreed and approved the services for schools' order.

Financial Audit

The school had recently had a financial audit that rated the school as green. There were 6 minor actions noted, which have all now been addressed.

GB/28/24 Holding executive leaders to account: Summary of 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.

Catering

The Headteacher explained that notice had been handed to the LA catering service and the school now planned to move to Taylor Shaw as the new provider.

Taylor Shaw have visited the school to look at the kitchen and the provision that is currently in place. The new provider will offer jacket potatoes and a salad bar.

Question – a governor asked if the cost would remain the same?

Janet Eyres explained the cost would go up slightly for each meal from the current £3 to £3.50 but the quality would be better. The amount charged to the school overall will be slightly lower, although not all breakdowns in equipment would be included.

The Headteacher added that Taylor Shaw hoped to employ a new Head Chef.

Question – a governor asked who covered the free school meal costs?

Janet Eyres explained that this was cost neutral, and the charge to the school from the caterers was the same as the income from the DfE.

Safeguarding

The Headteacher explained the school have had to make three MASH referrals based on some out of school events with pupils. He also again highlighted the benefit of CPOMS in this and explained that governors could see an anonymised version of this if they wished. All three families involved in the referrals are now receiving support.

Pre-School

The Headteacher explained that the business case for the Pre-School had been approved and the next step is to carry out a public consultation which has gone live today and will be shared tomorrow. Hickling Pre-School has been consulted in depth throughout the process and the Headteacher explained that the school would be targeting a very different demographic and most pupils to the school don't now come from this setting.

The Chair then reminded governors of the historical work on the due diligence of this project and explained that it had then been put partly on hold due to the academy conversion. However, it is now moving forward again and will shortly be completed, with the structure to be in place by September 2024 and with pupils starting from January 2025.

The Headteacher explained that Class 1 next year would only have Reception pupils because of this and year 1 would join Class 2 and so on throughout the school. This means that class sizes will be slightly larger across the school.

The Headteacher explained that this meant the school could then take 8 pre-school age children into Class 1 with the Reception pupils before there is any need to alter staffing.

Question – a governor asked about the financial benefit?

The School Business Manager explained that each pre-school age pupil brought in an additional £6000 of income, so it would be significant.

The Headteacher then explained that the consultation is about reducing the age of pupils starting in school from 4 years old to 3 years old.

Question – a governor asked about the curriculum implications higher up the school after the changes?

The Headteacher explained there would be a three-year rolling programme as now and nothing would be repeated. The core subjects will continue to be taught in year groups. The Equals Trust have been supporting with the plans for the development the curriculum.

Question – a governor asked if there will be a lot of new topics and increased staff workload?

The Headteacher replied that there would be a number of new topics but to help with workloads several schemes have been bought to support teaching across the curriculum.

Question – a governor asked if the curriculum had significantly changed with the updates?

The Headteacher explained that the new structure would make pupils' journey through the school in terms of the curriculum much easier. Year 3 will have their own topics, year 4/5 a different set of topics and year 5/6 will cover the same topics but differentiated upwards.

Question – a governor asked if workload had gone up or down since the introduction of the Ark curriculum scheme in history and science?

Paul Middleton explained that it had gone down and gave details of how the scheme built on prior learning and then developed this in each lesson.

Question – a governor asked if the scheme had progression grids built in?

Paul Middleton confirmed that it did and explained that it also contained knowledge organisers. An example of this was also shared about how the full cycle worked and how it constantly drew on prior learning from across the school.

Governors welcomed this curriculum update and how the new scheme seemed to simplify what teachers had to deliver and freed up more time to focus on the teaching and learning in English and maths.

The Headteacher and staff confirmed that they felt the new curriculum was better quality and provided more consistency than the previous approach.

Governors agreed and approved the school changing its age range from 4 to 11 years old to 3 to 11 years old.

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

GB/30/24 General Data Protection Regulations – report from the DPO/Information Governance Link Governor

The school had received a glowing report on its processes from the DPO after a recent visit to both the office and classrooms.

The school will also investigate a suggestion from the DPO around a system for removing paperwork around accidents, first aid and incidents.

Question – a governor asked about the cost of the system?

The School Business Manager confirmed that there was a small cost and the Headteacher added that this was another step towards the school reducing its use of paper.

GB/31/24 Receive report from the Designated CLA teacher (Children who are Looked After) (presented at least once per year)

This had been addressed in the Headteacher's Report.

GB/32/24 Governor Training

Darren Logan explained he had received most of the governor skills audit responses and will chase up the remaining few.

The data collected so far produces an average across the governing body, in each of the 25 areas. The areas where the school have an average below 3 are chairing experience and experience on strategy development and being confident in Headteacher appraisal.

Darren Logan suggested that the action from this would now be to review the documentation and to use this to plan governor personal development.

The Chair suggested considering the data without himself and Darren Logan would also be a good step.

The Headteacher will also ask Mark Tinsley to complete the survey.

Darren Logan will produce a full summary of the results when he has all the skills audits in and share this with all governors via email.

SP

DL

GB/33/24 Governor Visits

Governors had undertaken the following visits:-

Health and Safety – Darren Logan
English – Vanora Cooper
Finance – Alexandra Hudson

The Chair also meets with the Headteacher every two weeks while Ella Sanders visits on a weekly basis to hear readers.

GB/34/24 Health, safety and welfare

This area was covered earlier in the agenda.

GB/35/24 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account.

Discussion around the change of school age range and introduction of a Pre School.
Challenge and discussion around budget and finances.
Challenge on Headteacher's Report.
Extensive governor monitoring programme and detailed reports.

GB/36/24 Confirmation of dates for 2024-2025 to be agreed at the meeting in conjunction with the clerk.

The governing body

agreed

Autumn term 2024 – Wednesday 9th October 2024 at 7pm.
Spring term 2025 – to be agreed via email.
Summer term 2025 – to be agreed via email.

GB/37/24 Determination of confidentiality of business


It was

resolved

that item GB/29/24 was confidential, but all other papers and reports be made available as necessary.

The meeting closed at 8.40 pm.

Signed



..... (chair) Date17.10.24.....