

# MINUTES OF MEETING

**School:** Kinoulton Primary School  
**Meeting title:** Autumn term meeting of the governing body  
**Date and time:** Thursday 17<sup>th</sup> October 2024 at 5 pm  
**Location:** At the School

## Membership

'A' denotes absence

Mrs Vanora Cooper  
Mrs Janet Evers  
Mrs Jacqueline Gibson  
**A** Mrs Carrie-Louise Holleran  
Mrs Abi Huntingford  
**A** Mrs Alexandra Hudson  
Mr Simon Paramore (Headteacher) **(Virtually)**  
Mrs Ella Sanders  
Mr Mark Tinsley  
Mr Paul Townsend (Chair)  
Mr Tony Stevens

**In attendance** Stuart Northedge (clerk to the governors)

## GB/38/24 Apologies for absence

## Action

Apologies for absence were received from Alexandra Hudson and Carrie-Louise Holleran.

It was

### resolved

that the governing body consent to these absences.

## GB/39/24 Declaration of interest

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

Confirmation of completion of governor annual declarations (updates to school website and GIAS)

*Review and sign 2024/2025 Register of Business Interest*

All governors were given the Register of Business Interest Form and asked to complete this during the meeting.

The Chair also reminded governors that this could be updated via Governor Hub and gave details of how to do this through individual profiles.

	<i>Review and sign 2024/2025 Declaration of Eligibility</i>	<b>Action</b>
	All governors were asked to review and sign the 2024-25 declaration of eligibility form.	<b>All governors</b>
	<i>Review and sign 2024 Governor Code of Conduct</i>	
	All governors were asked to review and sign the 2024-25 governors code of conduct.	<b>All governors</b>
<b>GB/40/24</b>	<b>Corporate Directors' reports</b>	
	Governors noted and acknowledged the 3 Corporate Directors Reports for the Autumn Term 2024.	
<b>GB/41/24</b>	<b>Communication received and updates.</b>	
	<i>From Chair</i>	
	There was no further communication from the Chair.	
	<i>From Headteacher</i>	
	There was no further communication from the Headteacher.	
	<i>From Clerk - Governor Newsletter</i>	
	The clerk highlighted the first Autumn Term Governor Newsletter which included the following articles:-	
	<ul style="list-style-type: none"> <li>• School admissions – key dates and required statutory consultation.</li> <li>• Safeguarding – KCSiE 2024</li> <li>• Working together to improvement attendance</li> <li>• Nottinghamshire Local area partnership SEND strategy 2024-2027.</li> <li>• New Government's Legislative Agenda for schools laid out in the King's speech.</li> <li>• What governors need to know – HT reports, information and data</li> <li>• Governing Body Responsibilities – School visits</li> <li>• Associate Member on board of governors – compliance check.</li> <li>• Governor Services – accessing your board's professional governance advice and guidance.</li> <li>• Clerking of governors' meetings by school administration staff</li> <li>• Message from the Chair of the Nottinghamshire Association of Governors</li> </ul>	
<b>GB/42/24</b>	<b>Review of membership and terms of office ending in the next 12 months</b>	
	Appointment of LA Governor	
	Governors formally agreed and approved the appointment of Paul Townsend as the LA Governor.	

The clerk highlighted the following vacancies on the governing body:

There is 1 x co-opted vacancy following the resignation of Samuel McGinty.

Mark Tinsley and Carrie-Louise Holleran have been appointed as parent governors.

Abi Huntingford has been appointed as the new staff governor.

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

Vanora Cooper (Co-opted) – 09/03/25

Governors discussed that this meant the board had one current co-opted vacancy and that there would be a second co-opted vacancy from March. These vacancies will be advertised in the wider community. The Chair highlighted the need for the board to fill the vacancies with the relevant skill set, including someone who possibly might like to be a future Chair. Details of a potential new governor that both the Chair and Headteacher had spoken to were also shared.

The Chair also highlighted Mark Tinsley's education background and how he was going to take on the safeguarding governor role.

Following this discussion, the Chair agreed to contact the potential new governor, Adam Hendrie, with a view to taking this forward. It will also be discussed at the next Development Committee Meeting.

**PT**

Promoting the vacancies via social media was also discussed by governors.

**GB/43/24      Determination of term of office for chair and vice-chair**

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

**GB/44/24      Election of chair of governors**

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.

**GB/45/24      Election of vice-chair of governors**

**Question – a governor asked what does the role of Vice Chair involve?**

The Chair gave details of what this currently involved but explained that essentially it was around deputising for the Chair.

The Chair also explained the impact on the governing body of joining the Equals Trust. It was confirmed that the date for converting to be an academy was now 1<sup>st</sup> August 2025.

Following this discussion, no one came forward as Vice Chair and it was agreed that the board would run without one for the upcoming year with all other governors taking on monitoring roles.

**GB/46/24      Approval of minutes of summer term meeting and any special governing body meetings**

The minutes of the summer term meeting held on Thursday 23<sup>rd</sup> May 2024 having been previously circulated were confirmed and these minutes will have the chair's e signature placed on them.

*Review of actions*

GB/24/24 - 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.

Action completed.

*GB/26/24 - The Headteacher will review peoples' requests and any gaps in link governor roles ahead of the discussion at the Development Committee Meeting.*

Action completed.

*GB/32/24 - The Headteacher will also ask Mark Tinsley to complete the governor skills audit.*

Action completed.

*GB/32/24 - 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.*

Darren Logan has left the governing board and so a skills audit will be considered around the appointment of two new governors.

*Confirmation of completion of annual planning documents - policy check list and annual planner*

*Approval of 2024/2025 scheme of delegation*

The 2024-25 Scheme of Delegation had been agreed and approved during the Summer Term.

**GB/47/24      Receipt of minutes and approval of policies from committees and working parties**

*Development Committee Meeting*

The Development Committee is yet to meet this term.

*Approval of policies including:*

*Approval of Child Protection Policy*

Governors agreed and approved the Child Protection Policy.

*Approval of other policies*

Recruitment and Selection Policy  
 Medical Conditions Policy  
 Visitors Policy  
 Safe Code of Conduct  
 PSHE Policy  
 Behaviour Policy  
 SEND Policy

Vanora Cooper had suggested some minor changes to the PSHE Policy which will be addressed by the Deputy Headteacher.

AH

The Chair reminded governors of their role of being allocated individual policies to review on behalf of the Governing Body.

Governors agreed and approved all of the above policies.

#### **GB/48/24      Update on governor planning calendar**

There were no updates to the governor planning calendar.

#### **GB/49/24      Overseeing Financial Performance - Financial reporting**

*Chart of Accounts*

Governors had been presented with the latest Chart of Accounts which Janet Eyres explained had no major changes.

#### **Question – a governor asked if there were any major financial risks?**

Janet Eyres confirmed that there weren't and gave details of an additional grant that had been received to cover the teacher's pay increase.

#### **Question – a governor asked if there were any major projects being planned?**

The Deputy Headteacher explained the school was working towards installing a Reading Shed and were also looking at new books to support the updated approach to the reading curriculum.

Janet Eyres also shared details of how staffing needed to be changed to meet staffing ratios in the new Pre School provision from January 2025. These changes will be to support staff hours.

#### **Question – a governor asked if the changes to reading were to introduce group reading?**

The Deputy Headteacher confirmed that it was, and the school were taking advice from the Equals Trust around getting the correct books.

*Finance Policy*

Janet Eyres explained that the school had changed its Finance Policy to reflect changes in the limits on the credit card with the Headteacher now having a limit of £1500 and Janet Eyres £500.

Governors agreed to the new Finance Policy with these changes made.

*Pay progression*

Janet Eyres gave details of the proposed pay progression for teaching staff. These were agreed and approved.

*Schools Financial Value Standard (SFVS) 2024/2025*

This will be addressed in the Spring Term.

*Year-end re-forecast*

The year end reforecast has already been completed.

*Governors' Year End Financial Statement for 2023/2024 (including the Committed Balances Return 2023/2024) for information.*

Both of these documents had been reviewed in the Summer Term.

**GB/50/24 Holding executive leaders to account***Summary of Headteacher's report*

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

The Chair highlighted attendance which was strong at the school but had become a bigger focus due to national changes.

The Deputy Headteacher gave details of a child in school with persistent lateness and absence. She explained how the child had been referred to Early Help and had received a range of support from this. The school has also put strategies in place to support the child.

The Deputy Headteacher explained that she is reviewing the attendance policy and gave details of the work the Equals Trust was doing around this in setting out more formally the sanctions that could be used.

**Question – a governor asked if there were any safeguarding concerns around the child with poor attendance?**

The Deputy Headteacher gave further outline details of the support that was being received through Early Help, including the use of a reduced timetable.

**Question – a governor asked about the amount of holiday absence?**

Staff didn't have the exact figure available but explained that holiday absences formed the vast majority of the figure. The Deputy Headteacher

confirmed that overall attendance was still strong, and the Chair added that he felt this reflected that the school was a happy place to be. Staff agreed with this and gave examples of how keen pupils were to be at the school.

A governor also highlighted the cost differences between term time holidays and taking them in school holidays and a discussion took place around this.

The Deputy Headteacher added details of the challenges for the school as the face of fining rather than the drivers of this. The Chair added his view that all attendance letters and potential fines in the future should be signed by the governing body.

**Question – a governor asked about the challenges in year 2 and 3 that were detailed in the report?**

The Deputy Headteacher and Chair shared details of the needs of pupils that this related to.

**Question – a governor asked what was being done about the lower attainment in year 3 and 4?**

The Deputy Headteacher explained that early interventions had already been put in place. However, a lot of one of the Teaching Assistants' time is being used for ELSA support in the afternoons. To help with this the second full time teaching assistant is now also going to be trained as an ELSA. All of this will then impact the other interventions that can take place. The school is currently carrying out a wave of interventions, with different year groups focussed on each half term.

Longer term, the school will consider the introduction of more higher-grade teaching assistants for the next academic year.

**Question – a governor asked if any further work could be done within the classroom lessons to offer additional support to pupils?**

The Deputy Headteacher outlined the interventions she was already undertaking.

The Deputy Headteacher then explained the EHCP assessment process and the difficulty in gaining any funding through this to support pupils. The time taken to complete this process was also highlighted, with waiting times being up to 36 months if the child was living in Nottinghamshire.

Governors felt that the timescale for this process within Nottinghamshire was unacceptable.

Governors then further discussed the challenges of staffing being used to support pupils' emotional needs and those with SEND, rather than providing academic support.

**Question – a governor asked if the school would have enough money in the budget to support additional staffing?**

Janet Eyres explained that this depended on the uptake in places in the new Pre School. Currently 6 people are looking at taking part time places. The school budgeted for 5 full time pupils and the part time children will be equivalent to 3.5 pupils.

**Question – a governor asked if the lower number meant staffing costs could be reduced?**

Janet Eyres explained that it didn't and there would be a shortfall in income and staffing costs if only 3.5 places were filled rather than the 5.

The Chair highlighted how stretching staff even further would impact on wellbeing and he felt that finances should be allocated to ensure the appropriate levels of provision.

Janet Eyres added that any staff changes would be on a temporary basis ahead of the school's move to the Equals Trust. A new midday supervisor is soon to be appointed which will free up other staff to provide more support. It is also important that the school plans its finance over a three-year rather than a one-year period.

**Question -a governor asked about staff stress and workload?**

The Deputy Headteacher explained that she felt across the school this was currently Ok and staff supported each other and were a close team. The need to keep an overview on this as the year progressed was also highlighted by both staff and governors.

The Deputy Headteacher then gave details of the support the school gave staff through wellbeing days.

**Question – a governor asked if the board should put anything in place to support staff with wellbeing?**

The Deputy Headteacher felt the workload of the ELSA meant that she needed support with this, and the addition of a second ELSA will help. Governors added that they felt an opportunity should be provided for staff to check in and explain their wellbeing and the Deputy Headteacher gave details of what was already being done.

**Question – a governor asked about the promotion of the language of wellbeing for staff?**

The Deputy Headteacher explained that there is a wellbeing board in the staffroom and also a space for treats to be left here. Staff also can request events for wellbeing such as dress down Friday.

The Deputy Headteacher also gave details of the recent staff survey she had done and the changes this led to. She also highlighted that she felt that the culture of wellbeing for staff in the school was strong. This included inviting new staff to events ahead of them starting at the school and the importance of senior leadership members regularly walking around the school and checking in.

A governor requested that the Deputy Headteacher explained to staff that governors had discussed their wellbeing in detail at this meeting.

**AH**

Ella Sanders asked for clarification of her role as Wellbeing Governor. The Chair suggested looking at what was required by staff would be a good starting point, as well as considering what other governors in a similar role do,

Mark Tinsley offered his support around this area.

**Question – a governor asked about the 3 priorities on the school improvement plan and where the school was with its curriculum work?**

The Deputy Headteacher explained that this was part of the subject leadership priority and is linked into the school's work on implementing elements of the Equals Trust curriculum. Stuart Edmonds from the trust is providing support with this, starting with 4 subject areas.

**Question – a governor asked if all subject areas had a specific lead or if they were grouped?**

The Deputy Headteacher explained that each subject was led by a different member of staff, but most staff had more than one responsibility area. The new staff member joining in January will have two subject areas to lead.

**Question – a governor asked about the challenge of leading multiple subjects?**

The Deputy Headteacher explained that she felt it was manageable and consideration was being given around not doing too much at once with science and PE being the initial focus subjects.

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

**GB/51/24 Update on appraisal process for headteacher and staff including an update on the wellbeing of the headteacher and staff**

*Confirm external adviser for meeting in Autumn term.*

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.

*Confirm/appoint appraisal governors – confirm appraisers have completed training.*

The appraisal governors for 2024-25 for the Headteacher's performance management are Paul Townsend and Tony Stevens.

*Confirmation of the Quality Assurance Governor arrangements*

The quality assurance of the performance management process for the Headteacher will be undertaken by Jacqueline Gibson.

**GB/52/24 Ensure clarity of vision, ethos and strategic direction, set by governors.**

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

The School Development Plan has already been agreed and will be discussed further at the Development Committee meeting.

**GB/53/24 Safeguarding information for consideration and action:**

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

Governors were assured that all safeguarding arrangements for Nottinghamshire were in place at the school.

*Safeguarding Children in Education: self-audit tool 2024/2025*

Mark Tinsley will undertake the annual safeguarding self-audit with the Headteacher before the end of the Autumn Term.

MT/SP

*Confirmation that all governors have read all of KCSiE 2024 (new governors must undertake safeguarding training as part of their induction and all governors must have refreshed their safeguarding knowledge each year)*

Janet Eyres highlighted the whole school safeguarding awareness training on 13<sup>th</sup> January 2025 and invited all governors to attend if they were available.

It was confirmed that all governors had read KCSiE 2024.

**GB/54/24      General Data Protection Regulations - Receive report from Data Protection Officer and Information Governance governor including:**

*FOI requests and data protection breaches – actions and recommendations*

There were no FOI or data protection breaches to report.

*Audit/risk register updates: (Data protection and Cyber Security arrangements etc.)*

All audit and risk register updates have been completed as required.

**GB/55/24      Governor Training**

There was no training update. This will be brought to the next Development Committee Meeting.

**GB/56/24      Governor Visits**

There have been no governor visits undertaking so far this term.

The Chair gave details of a meeting he had held at the school with the Headteacher, the police and local councillors about parking outside the school. This included an observation of the parking situation at the end of the school day. The meeting had concluded that the parking wasn't the responsibility of the school and was down to the poor choices made by individuals when parking their vehicles. Nottinghamshire Highways and the local councillors will go away and consider what they support they can offer with this.

**GB/57/24      Health, Safety and Welfare**

There were no updates on health, safety and welfare.

**GB/58/24 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 support provided for specific pupil groups.  
Questioning and detailed discussion around staff wellbeing.  
Detailed discussion on finances and staffing.

**GB/59/24 Confirmation of dates for 2024-2025 to be agreed at the meeting in conjunction with the clerk.**

The governing body

**agreed**

Spring term 2025 – Wednesday 22<sup>nd</sup> January 2025 at 5pm  
Summer term 2025 – Wednesday 14<sup>th</sup> May 2025 at 5 pm

**GB/60/24 Determination of confidentiality of business**

It was

**resolved**

that all papers and reports be made available as necessary.

**The meeting closed at 7.07 pm.**

Signed ...  ..... (chair) Date 22/01/2025.....