

MINUTES OF MEETING

School: Kinoulton Primary School
Meeting title: Spring term meeting of the governing body
Date and time: Thursday 9th February 2023 at 7:00pm
Location: At the school

Membership
'A' denotes
absence

Mrs Vanora Cooper
Mrs Janet Evers
Mrs Jacqueline Gibson
Mr Darren Logan
A Mr Samuel McGinty
Mrs Yvonne Orchard
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)
Mrs Carrie-Louise Holleran (Observer)

GB/01/23 Apologies for absence Action
Apologies for absence were received from Mr Samuel McGinty.

It was **resolved** to accept this absence.

GB/02/23 Declaration of interest

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

GB/03/23 Information from the Corporate Director for consideration and action

The clerk shared information from the Corporate Director reports:

School Attendance

The Department for Education are introducing several important changes to the non-statutory guidance, policy framework and statutory regulations related to school attendance and the use of legal interventions.

The policy and legislative changes will set an expectation for local authorities to take on a more strategic role in relation to school attendance.

Schools will be expected to develop and publish a school attendance policy covering attendance expectations, named attendance staff contacts, day-to-day attendance management processes, their strategy

for using attendance data, their strategy for reducing persistent and severe absence, and the point at which sanctions will be used.

The Secretary of State for Education will introduce a statutory requirement for schools to sign up to data returns to be collected by a company called Wonde from September 2023. Schools are encouraged to commence data sharing this academic year.

Action for governors

Questions governors will want to ask:

1. How familiar is your school with the new non-statutory guidance for 2022-23?
2. Does the school have an attendance policy in place that will meet the requirements set out above?
3. How effective are school leaders in tracking pupil attendance?
4. What are the school's current arrangements for the use of Education Penalty Notices for unauthorised absences in term time?
5. Has the school begun to share attendance data with the Department for Education using Wonde?

Question – a governor asked does this drive us to do anything different?

Mr Paramore said it would certainly be worth reviewing the attendance policy in terms of rewards and sanctions. **SP**

Harm outside the home toolkit

The Harm Outside the Home Toolkit was created with the aim of supporting schools in developing their capacity as a protective factor for children at risk of harm. Creation of the toolkit was one strand of Nottinghamshire's involvement in the DfE's regional Practice Solution Project which involved working in partnership with Lincolnshire and Leicestershire. A co-production approach was adopted drawing together teams from across Children's and Families Services: Tackling Emerging Threats to Children Team, Social Emotional and Mental Health Team, Partnership Team and the Educational Psychology Service.

The aim of the toolkit was to create something meaningful and useful; grounded in evidence-based practice, mindful of what our children and young people have said, and what our schools and settings have reflected whilst at the same time ensuring it is purposeful across different contexts, different settings, and across counties

The toolkit is published on the Em-ed website and will also feature in the regional website once completed links to each are below:

<http://www.em-edsupport.org.uk/harm-outside-the-home>
<https://www.childexploitationeastmidlands.org.uk/>

Question – a governor asked if the framework had been considered yet?

Mr Paramore confirmed he had looked at the documentation and felt that the audit would be useful to carry out. The audit will be shared at a future governors meeting.

SP

GB/04/23

Communication

From Clerk - Governor Newsletter first spring term edition

The clerk introduced the Spring Term governor newsletter and in particular highlighted the following areas:-

- Safeguarding updates – including a reminder that the audit should have been submitted by 20/12/22 and information on audits of Child Protection and Confidential Files
- The appointment of a new Governor Services Team Manager
- Details on resources and support for the recruitment of governors
- Admissions update
- Governor conference – 4th March 2023
- Governor Learning and Development opportunities
- HR update – including details on the additional bank holiday on May 8th 2023 and the potential for industrial activity in the Spring Term

GB/05/23

Review of membership

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

Mrs Orchard – 04/04/23 – Parent Governor
Mrs Evers - 21/05/23 – Co-opted Governor

The clerk brought to the attention of governors the following vacancies:

1 x co-opted governor

Governors agreed and approved the co-opting of Jacqueline Gibson to the governing body.

1 x LA governor

The clerk will forward details of the LA governor appointment process to Mr Townsend.

Clerk

		There will be a parent governor vacancy available at the end of Mrs Orchard's term of office on 04/04/23. Mrs Eyres will run a parent governor election process to fill this vacancy.	Action JE
GB/06/23	Determination of term of office for chair and vice-chair.	<p>The Chair had taken an action to look at the role of the Chair and Vice Chair and this will be discussed at the next Development Meeting. The Chair will email all governors ahead of this meeting setting out the different roles and responsibilities for governors and how these can be distributed more widely. The importance of a second governor having an overview of safeguarding was highlighted, as was the need for a second appraisal governor.</p>	PT
GB/07/23	Election of Vice Chair	<p>This will be discussed at the Development meeting and put on the Summer Term FGB agenda.</p>	
GB/08/23	Approval of minutes of the Autumn term meeting	<p>The minutes of the autumn term meeting held on 13th October 2022, having been previously circulated were confirmed and will be signed as a true and accurate record by the chair.</p> <p>Review of Actions:</p> <p>GB/49/22 – Governors to discuss the workload of the Chair and Vice Chair at the next development meeting and to think about their future roles.</p> <p>Action to be completed at the Development Committee Meeting.</p> <p>GB/60/22 – Mr Logan will formulate a document to be used when looking for future governors.</p> <p>Action completed</p>	
GB/09/23	Receipt of minutes and approval of policies from committees and working parties.	<p>The minutes of Autumn Term committee meetings had been shared on governor hub.</p> <p>The Finance Policy and Pay Policy had been agreed in the Autumn Term 2022 FGB Meeting.</p>	

GB/10/23 Update on governor planning calendar

The governor planning calendar will be completed at the Development Committee Meeting.

The Chair outlined that he felt governors should consider the best use of governing body resources in the next 12 months and governors would also explore this in detail at the Development Committee Meeting.

**GB/11/23 Financial reporting
School Financial Value Statement**

Mrs Orchard and Mrs Eyres had considered and completed the SFVS earlier in the week, including financial benchmarking. This included comparing staffing costs which had historically been high compared to similar schools. They reported that this remained the case, although it wasn't as marked as in previous years.

They also looked at the chart of accounts.

Question - a governor asked if the benchmarking exercise was valuable?

Mrs Orchard confirmed that it was and that it gave an extremely visual representation of the schools finances in a wide range of areas. Mrs Eyres explained it was also useful for raising questions and discussions about the school's spending.

School budget

The School Business Manager explained it was too early in the school year to have the 2023-24 school budget ready for discussion.

Question – a governor asked about the impact of higher energy costs?

Mrs Eyres explained that the energy costs were on track. The school has also received £12,500 extra DfC money which could be spent on energy saving schemes or on another area if local circumstances dictated. With the upcoming school building refurbishment already addressing energy saving, Mr Paramore and Mrs Eyres felt spending this on ipads to enhance the IT curriculum would be more valuable.

This would cost around £10,000.

Question – a governor asked do you have any ipads currently?

Mr Paramore explained that they had one class set and there was a huge demand for these, so another set would be invaluable.

Question – a governor asked about the purchasing framework for IT?

Mrs Eyres detailed she was considering quotes from Frog Box, Currys and Argos.

After discussion, governors agreed that around £10,000 could be spent on ipads and a storage trolley from the additional DfC money.

Question – a governor asked about the £2500 of the grant not spent and if it could be carried forward?

Mrs Eyres confirmed that it could be carried forward into the next financial year and could be put towards expenditure on electronic gates.

Scheme of Delegation for 2022/2023

This has already been updated and circulated.

Year-end reforecast

This was approved at the Autumn Term FGB meeting.

Services for Schools

As with the school budget, the information required to complete this item is not yet available.

GB/12/23

Summary of Headteacher's report and governors' questions and challenges

The headteacher's report had been previously circulated and in the meeting he verbally highlighted the following areas to governors:-

There are 139 pupils on roll which is an increase of 1 from the Autumn Term. There are 5 pupil premium pupils at the school.

Projections from the school place planning document suggest the number on roll and demand for places will continue to rise. Mr Paramore had asked the LA about a feasibility study for school building expansion, and they had replied they didn't think this was necessary at this stage because there is capacity in other schools.

Mr Paramore also explained that the PAN was currently 20 and how in Key Stage 2 classes could be made slightly bigger to go over the PAN, as there were no class size restrictions. Concern was also raised by staff and governors over pupils living in the village not getting a place at the school.

The headteacher then invited questions on his report from governors.

Question – a governor asked if Covid was impacting attainment in Year 6?

Mr Paramore said Covid had impacted but the group weren't the most able and it was unlikely that they would all reach the national expected

standard. This was despite the progress they had made and the impact that the interventions the school were putting in place were having. Mr Paramore explained that around 5 or 6 pupils were borderline to reach the expected standard out of the 20 pupils.

Question – a governor asked about the comparison to other schools?

Mr Paramore explained it was cohort specific, as much as being related to Covid and that results should be much better when the current Year 5 reach this stage.

Question – a governor asked about the long-term trend and attainment in other year groups?

Mr Paramore confirmed again that it was cohort specific and the current Year 3 and 6 were the relatively weaker attaining cohorts currently in the school.

Question – a governor asked if Teaching Assistant's time is ring fenced for interventions?

Mr Paramore said that it wasn't, but the school was tracking this to make sure the same group weren't always impacted by missing interventions.

Question – a governor asked why the school was currently targeting behaviour?

Mr Paramore explained the school had high standards, but some pupils were slipping below this. So yellow and orange slips have been introduced to be able to keep track of pupils receiving these and why. So, any children getting these slips now see Mr Paramore or the DHT and this is logged. Mr Paramore detailed some examples of how particular pupils' behaviour was being followed up when a pattern had been identified.

Question – a governor asked if there was an escalation for children continuing to behaviour inappropriately?

Mr Paramore explained that there was. A red letter could be sent home, while some pupils had been placed on a break or lunchtime report to check their behaviour at these points. Lunchtime behaviour is ranked by midday staff and school prefects and then this is followed up by Mr Paramore if these numbers weren't high enough.

Returning to his report, Mr Paramore then highlighted the increasing number of parental activities that were now up and running in the school again.

Mr Paramore also shared with governors, details of phase 2 of the building work. This will involve repairing the rest of the school roof, improving the alarm, broadband, lighting and network points. The estimated cost of the work, which is being met by the LA, has just gone over £1 million. The work is due to start at Easter and will require two classes at a time to use

modular classrooms on a rota basis. Each class is likely to need to be in these classes for around 6 weeks, with the work completion date currently scheduled for the 8th December 2023.

Mr Paramore has also enquired about the modular classroom being kept by the school at the end of the work but is still currently waiting for the costing on this to come back. A governor suggested trying it out first before committing to buy the modular classroom and highlighted the short longevity of this sort of building.

Avoiding disruption to Year 6 during SATs will be prioritised during the building work.

GB/13/23 Update on appraisal process for Headteacher and staff including an update on the wellbeing of the headteacher and staff.

The Chair explained that the Headteacher's objectives were agreed in September with Andrew Johnson as the external advisor. The appraisal governors then hold two reviews with Mr Paramore, but an additional governor is now needed to join Mr Townsend in carrying this out. The first review will be held in early March.

The need for a quality assurance governor for Headteacher appraisal was also highlighted. Both these governor roles will be discussed and agreed at the Development Committee Meeting.

No updates and concerns around staff appraisal were raised.

GB/14/23 Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems (CP confidential file audit)

Mr Paramore explained that a governor needed to carry out an audit of the confidential files during this term. This will be agreed at the Development Meeting.

GB/15/23 Confidential Item

GB/16/23 Governor training

The training governor, Darren Logan reminded governors they should all have completed safeguarding training which he had now done himself. Mr Logan highlighted the next training session coming up in March and agreed to forward details of this and other useful training to governors by email.

DL

The Chair reminded governors to log any training they have completed on Governor Hub.

GB/17/23

Governor visits

Ella Sanders had carried out several school visits to different classes throughout the school.

Paul Townsend had carried out a health and safety visit.

Liz Welsh and the Paul Townsend had also completed the annual safeguarding audit.

Yvonne Orchard had completed a visit to complete the SFVS with Mrs Eyres.

Further discussions around this will take place at the Development Meeting with visits for the remainder of the year to be agreed.

GB/18/23

Health, safety, and welfare

This area was covered in Headteacher's Report. No further updates.

GB/19/23

Items for newsletter

Nothing additional to be included.

GB/20/23

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

School visits by governors.

Challenge from governors on attainment at Year 6.

Governor review of financial benchmarking and input into the completion of the SFVS.

Detailed discussions on the long-term strategy and vision for the school.

Challenge and discussion about the impact of spending on ipads.

GB/21/23 Confirmation of dates for 2023


Summer term - Thursday 25th May 2023 at 7pm

GB/22/23 Determination of confidentiality of business

It was **resolved** that all papers and reports be made available as necessary, with the exception of GB/15/23.

The meeting closed at 8.55 pm.

Signed



chair of Governors

Date 28th February 2023