

# MINUTES OF MEETING

---

**School:** Kinoulton Primary  
**Meeting title:** Summer term meeting of the governing body  
**Date and time:** Thursday 25<sup>th</sup> May 2023 at 7:00pm  
**Location:** At the school

**Membership**  
'A' denotes absence  
'V' denotes virtual attendance

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

**In attendance** Mrs Victoria Hayles (clerk to the governors)

- | <b>GB/23/23</b> | <b>Apologies for absence</b>   | <b>Action</b> |
|-----------------|--|---------------|
|                 | All governors were present and there were therefore no apologies for absence.  |               |
| <b>GB/24/23</b> | <b>Declaration of interest</b><br>There were no declarations of interest, either direct or indirect, for items of business on the agenda.  |               |
| <b>GB/25/23</b> | <b>Information from the Corporate Director for consideration and action</b><br>The clerk shared the following Directors Report and actions for governors: <ul style="list-style-type: none"><li>• The Department for Education's SEND and Alternative Provision Improvement Plan</li></ul><br>Governors <b>discussed</b> report and responsibilities within school. Governors agreed that despite having low numbers of pupils with SEND in school it was essential that the policy and procedures were in place should future need arise. |               |
| <b>GB/26/23</b> | <b>Communication</b><br>The Clerk highlighted the items from the latest newsletter including: <ul style="list-style-type: none"><li>• Changes to LADO referral</li></ul>   |               |

GB/27/23

**Review of membership**

There were no terms of office that needed highlighting

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

- One co – opted and one Local Authority

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

VH

After discussion it was **agreed** that Mr McGinty would apply to be the LA governor. The clerk would forward the application form for completion.

VH

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

VH

Governors agreed that Mrs Holleran should have voting rights, a four year term of office and access to governorhub.

GB/28/23

**Election of vice chair**

The election of vice chair was postponed due to the development work that was taking place at committee level in assigning roles and responsibilities to governors.

GB/29/23

**Approval of minutes of the Spring term meeting**

The minutes of the spring term meeting held on **9<sup>th</sup> February 2023**, having been previously circulated were **confirmed** and signed as a true and accurate record by the chair.

Governors **approved** the Finance policy which had been previously circulated and the Looked After Children policy.

GB/30/23

**Receipt of minutes and approval of policies from committees and working parties.**

There were no minutes of the Development Meeting for approval.

GB/31/23

**Update on governor planning calendar**

The chair confirmed that this was still being discussed and worked on in the Development committee.

GB/32/23

**Financial reporting**

Financial papers had been circulated before the meeting.

Mrs Hudson explained that she had spent time in school with the school business manager discussing and reviewing finances.

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

The SBM explained how the reports worked and highlighted how carry forward budgets had been allocated.

Governors **discussed** their concern that there was not a financial plan to support school improvement priorities. The SBM highlighted the notes column which identified budget allocations linked to the SIP.

Governors **approved** the out turn statement and the B02

*Approval of school budget 2023/24*

Governors **approved** the school budget for 2023/24 and the 5 year budget plan.

Governors **approved** the expenditure report which had been circulated.

*Approval of services for schools*

Governors **approved** the services for schools' contracts which had been circulated.

GB/33/23

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

The headteacher's report had been previously circulated.

#### **Q. Governors asked about the Y5 data that had been presented and the additional teacher?**

The headteacher explained that the year group had been supported in maths by the headteacher or another member of staff throughout the year. This had enabled the Y5 and Y6 to be taught in separate year groups. However, the data was still showing low outcomes.

#### **Q. Governors asked how the children had found the recent SATs tests?**

The headteacher explained that the schools' experience had reflected the national picture of children finding the reading paper a challenge. Governors discussed the experience for the children.

#### **Q. Governors asked if the use of the orange and yellow slips had been successful as it looked like the number issued had decreased?**

The headteacher explained that it had been successful. It had helped identify children with low level behaviour concerns and these had been discussed and actions taken to support them.

Some parents were not happy with the system but most were. The vast majority of children had not received any cards. There were a number who had only received one and then modified their behaviour.

#### **Q. Governors asked if the information about the cards was being communicated to parents?**

The headteacher explained that he would be informing parents and providing them with further information on how the system was being used and it was showing.

**Q. Governors asked if using the cards was self-fulfilling?**

The headteacher explained that it worked the other way. Staff were thinking about how they used the cards and why they were issued, this had led to some moderation between teachers.

The headteacher and Mr Middleton gave a curriculum presentation to governors.

This outlined the development of the curriculum in response to Ofsted feedback and the organisation within school.

Governors discussed the curriculum and how it had been developed.

**Q. Governors asked when would work on the curriculum be completed?**

The headteacher replied the anticipated date was the summer term 2024.

**Q. Governors asked how the headteacher was managing staff workload given the need to undertake this work alongside other school improvement work?**

The headteacher explained that there was a considerable amount of work to undertake and that in a small school this was difficult. As a result, they had moved to working as a team, using planning mornings and staff meetings.

The chair stated that as governors they needed to be mindful of the workload of staff and look at ways of supporting the school. Linking the budget to school development would help and might allow for an increase in the pace of development.

Governors discussed the use of schemes and the adaptations that would need to be made to meet the requirements of the school and its pupils.

**GB/34/23****Update on appraisal process for Headteacher and staff including an update on the wellbeing of the headteacher and staff.**

The headteacher confirmed that appraisal for teaching staff and teaching assistants had been undertaken with the final review in October 2023.

The development of an appraisal process for the site manager and the SBM was underway.

Teaching Assistants would undertake appraisal after half term and all other staff would undergo appraisal once these had been completed.

Governors **approved** the Appraisal Policy.

**GB/35/23****Receive report from the Designated CLA (Children who are Looked After) teacher**

The headteacher confirmed that there was one CLA in school and that information regarding this was in the headteacher report.

**GB/36/23 Approval of in-service training days 2023-2024**

Governors **approved** the following dates:

- January 4<sup>th</sup> and 5<sup>th</sup> 2024
- June 28<sup>th</sup> 2024
- July 1<sup>st</sup> 2024

**GB/37/23 Review of planning document: delegation and organisation of committees:**

*Agree committee structure and membership of committees*

Governors **agreed** to continue with the current structure of one committee – Development.

It was **agreed** that all governors were members.

*Approval of scheme of delegation 2023-2024*

The scheme of delegation was **approved** and uploaded to Governorhub.

*Note annual planner 2023-2024 to support agenda setting*

Governors noted the annual planner

*Policy checklist 2023-2024 – statutory policies for schools*

Governors noted the policy checklist

*Review of and appointment to link governor roles*

Governors **agreed** that this would be discussed and decided upon at the next development meeting for ratification at the Autumn Term FGB. GB

ACTION: To agree and appoint governors to link roles  
Addition to Autumn Term Agenda

**GB/38/23 General Data Protection Regulations – report from the DPO/Information Governance Link Governor**

Governors received the report which had been circulated on governor hub noting that the data breaches reported were historic.

**GB/39/23 Governor training**

Mr Logan informed governors that the training website had moved and that a login would be needed to access.

**GB/40/23 Governor visits**

Governors noted the reports which had been added to governorhub and recorded the following visits:

- Supporting classes during the move for building work
- Day trip to conkers
- Weekly reading

- SATs observations
- General class support
- Curriculum
- Book look
- Pupil Voice
- Reading meeting with staff
- Finance

The chair noted that he has regular meetings with the headteacher.

**GB/41/23**

**Health, safety, and welfare**

The headteacher informed governors that phase 1 of the building works was ending and that there would need to a movement of classes again.

The headteacher that this would require a remote learning day for some pupils to ensure their safety during the move. Parents had responded well to the last remote learning day and children could be accommodated where parents found this difficult.

**GB/42/23**

**Confirmation of dates for 2022/2023**

Autumn term – Wednesday 17<sup>th</sup> October 2023 at 7pm

Spring term – Wednesday 7<sup>th</sup> February 2024 at 7pm

Summer term – Wednesday 22<sup>nd</sup> May 2024 at 7pm

**GB/43/23**

**Determination of confidentiality of business**

It was **resolved** that all papers and reports be made available, as necessary.

**The meeting closed at 21.00.**

Signed

chair of Governors

Date