

School: Kinoulton Primary School
Meeting title: Spring term meeting of the governing body
Date and time: Wednesday 22nd January 2025 at 5:00pm
Location: At the school

Membership

'A' denotes
absence

Mrs Vanora Cooper
Mrs Janet Evers
Mrs Jacqueline Gibson
Mrs Abi Huntingford
A Mrs Alexandra Hudson
Mr Simon Paramore (Headteacher) – **virtually via Teams**
Mrs Ella Sanders
Mr Mark Tinsley
Mr Paul Townsend (Chair)
A Mr Tony Stevens

In attendance Mr Stuart Northedge (clerk to the governors)

GB/01/25 Apologies for absence Action

Apologies for absence were received from Alexandra Hudson and Tony Stevens.

It was

resolved

that the governing body consent to these absences.

The Chair explained that he had followed up with Tony Stevens around his recent absence from governing body meetings due to his work commitments.

GB/02/25 Declaration of interest

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

GB/03/25 Information from the Corporate Director

The clerk outlined the information from the Corporate Director for the Spring Term, including actions for governors.

Headteacher Wellbeing Support Package

Action for governors

- Governors should make themselves aware of the toolkit and signpost headteachers to the support when needed, particularly if a headteacher is struggling with their own mental health, in the case of an Ofsted school inspection or a critical incident.

Small Schools Sustainability Strategy

Actions for governors

- Governors should ask informed questions about pupil numbers, SEND and finance to ensure that they are aware of the school's position.
- Governors should consider the strength of their governing board, focusing on recruitment and retention to ensure that the governing board remains functional and able to support and challenge the leadership of the school.
- Governors could also consider whether collaboration or federation with local schools might be appropriate.

The Chair highlighted the area on Governor Hub where governors could find key information and documents from Governor Services. Within this he referred governors to the you tube video giving governors a termly update on the corporate directors' reports. The importance of the wellbeing section of this video was particularly highlighted for governors to look at and consider. He also explained the small school's strategy and governors briefly discussed the challenges of finances and staffing and how working with other schools could support with this.

GB/04/25 Communication

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:-

- Spring Term Safeguarding Updates including the Confidential File Audit for 2024-25.
- Updates from HR, School Admissions and Finance.
- Effective Governance – annual reviews.
- Sir Martyn Oliver – first annual report as Ofsted Chief Inspector.

- DfE Reginal Improvement for Standards and Excellence – RISE
- Update from the Chair of NAGs including details of annual conference for governors on Friday 21st March 2025.

GB/05/25 Approval of minutes of autumn term meeting and development meetings

The minutes of the autumn term meeting held on Thursday 17th October 2024 having been previously circulated were confirmed, and these minutes will have the chair's e signature placed on them.

Review of actions

GB/39/24 - All governors to review and sign the 2024-25 declaration of eligibility form.

Action completed.

GB/39/24- All governors to review and sign the 2024-25 governors code of conduct.

Action completed.

GB/42/24 - 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.

The Chair explained that this action was still to be completed, as he felt it was important to first discuss the skills required on the board and its structure as the school moves towards joining the Equals Trust. The Headteacher will set up a meeting between himself, the Chair and Catherine Cox at Equals Trust to initiate this work.

PT/SP

GB/47/24 - Vanora Cooper had suggested some minor changes to the PSHE Policy which will be addressed by the Deputy Headteacher.

Action completed.

GB/50/24 - A governor requested that the Deputy Headteacher explained to staff that governors had discussed their wellbeing in detail at this meeting.

Action completed.

GB/54/24 - Mark Tinsley will undertake the annual safeguarding self-audit with the Headteacher before the end of the Autumn Term.

Action completed.

GB/06/25 Holding executive leaders to account: Summary of Principal's/Headteacher's report and governors' questions and challenge

The Deputy Headteacher had shared the detailed report that she had written ahead of the meeting and invited questions from governors on this.

Governors offered thanks to the Deputy Headteacher for the work she had done on this during the Headteacher's absence.

Question – a governor asked if there should be a folder on Governor Hub containing the SEF and SIP for them to monitor?

The Deputy Headteacher agreed to add the documents to Governor Hub and to reupload them each time they are evaluated and RAG rated.

AH

The Deputy Headteacher then also gave details of who is leading and working on the different priorities of the School Improvement Plan.

Question – a governor asked how governors could continue to support the school with monitoring areas such as reading and English?

The Deputy Headteacher explained that subject leaders will collate the information for governors moving forward. This will contain details of the monitoring and actions being addressed for each subject.

Question -a governor asked about monitoring being an area to improve and asked if a new programme for monitoring had now been produced?

The Deputy Headteacher explained that she had met with Stuart Edmonds, School Improvement Lead at Equals Trust and he had led her through the process of monitoring using maths as an example. There have also been pupil meetings with Stuart Edmonds on science, which aimed to demonstrate how these can be structured. This approach has since been shared with staff by the Deputy Headteacher. Longer term, the Deputy Headteacher is in the process of plotting out a strategic monitoring plan for the year. This will also include reviews of wellbeing and safeguarding, as well as policy updates and reviews.

Question – a governor asked about resources to support monitoring in the future?

The Deputy Headteacher explained that it wasn't about a lack of resourcing, it was more about clear planning and having a timetable set out for the monitoring across the year.

The Headteacher added that the work that Stuart Edmonds had undertaken had developed the skills of the staff in monitoring and had also highlighted techniques like longer assemblies to provide the time for this to happen.

Question – a governor asked if monitoring needed to be factored into the budget to ensure regular release time happened?

The Deputy Headteacher explained that it did need budgeting for but creating short period of times for monitoring work to take place during periods such as assemblies was also important.

The Deputy Headteacher also highlighted the network meetings held by the Equals Trust and how this also needed factoring in.

Question – a governor asked when the monitoring plan began?

The Deputy Headteacher explained the monitoring plan ran from September 2025 to July 2026 but that monitoring activities would be happening in advance of this as well.

The Deputy Headteacher then also explained to governors that the monitoring activities and work would then be fed back to governors via subject leaders reports and that this was built into the plan. Governors then discussed the timescales for this and when this feedback would take place.

Question – a governor asked how the new F1 provision was going?

The Deputy Headteacher explained that there were 9 pupils in the provision, and one had taken up a full-time place. So far, this initiative is going extremely well.

Question – a governor asked if there was any impact on the F2 pupils?

The Deputy Headteacher explained that there hadn't been any noticeable impact and that the class teacher was developing the class routines to ensure all pupils received appropriate provision.

Question – a governor asked if any further pupils were likely to join?

Janet Eyres explained that there had been 1 further enquiry for a place in F1.

Question – a governor asked about the decline in Year 4 data and the reasons for this?

The Deputy Headteacher explained that it was partly about judgements but the way in which the assessments were delivered may also have impacted on pupil's performance. The pupils are expected to quickly get back to where they should be, and the Deputy Headteacher gave details of the intervention put in place to support this.

Clarity was also given around Year 6 pupils that were highlighted in the data and the Deputy Headteacher explained that this wasn't a concern, it was just pupils highlighted that need pushing to reach greater depth.

Question – a governor asked if the data for expected in Year 5 was just for reading?

The Deputy Headteacher confirmed that the data was just for expected in reading and gave details of the support pupils were receiving in this cohort to get back on track.

Question – a governor asked about the change to reading on a Friday and the end of parents coming into school to read with their children and why this had happened?

The Deputy Headteacher explained that the school were massive advocates of reading, but the time taken was impacting on other subject areas, particularly science. So, the changes had been made to the school organisation to address this. Whether the parental reading sessions could be held at another time will now be considered.

Question – a governor asked about the integration of the new younger pupils and the change to language used in singing?

The Deputy Headteacher confirmed that this had already been addressed.

Question – a governor asked about the SEF and the lower grading in some areas and if the school had the capacity to address this?

The Deputy Headteacher explained the process the school had undertaken to evaluate itself in all areas and explained that currently they

didn't feel the evidence was available for a higher judgement. This should be different by September 2025.

The Chair and Deputy Headteacher confirmed that all staff now had their performance management objectives set for the year.

The Deputy Headteacher was then asked to share details of the support the school were currently receiving from the LA and Equals Trust. In reply, she explained that curriculum support was coming from the trust and that they were liaising with the LA who were offering the additional support outlined in her report.

The Deputy Headteacher added that the school had undertaken a detailed phonics review and that this would lead to £3000 of extra funding for this area and work had already begun to address the action points raised.

Question – a governor asked if phonics would be in a good place by the time of an Ofsted inspection?

The Deputy Headteacher confirmed that she was confident that it would be.

An action plan has also been developed for maths that has already been introduced and implemented with all staff.

The Chair added his view that the audits were showing the school was moving in the correct direction and that the areas highlighted were ways for the school to develop further.

Question – a governor asked how the curriculum development was going?

The Deputy Headteacher explained that this was being driven by Stuart Edmonds, so she was confident the school would be in a good place when it was next inspected.

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

GB/07/25 School Improvement Updates

This area had been covered comprehensively in the Headteacher's Report. There was nothing further to add around the recent audits that have taken place.

The Deputy Headteacher confirmed that the Self Evaluation Form was complete and would be updated further over coming months to reflect the new initiatives and work the school was currently undertaking.

GB/08/25 Receipt of minutes and approval of policies from committees and working parties

Development Committee Meeting

The Development Committee is yet to meet this term.

The Committee last met during the Autumn Term on Wednesday 20th November 2024. The Chair highlighted the actions that had been

completed since the meeting and detailed those that were to be covered elsewhere on the agenda.

GB/09/25 Review of membership and terms of office ending in the next 12 months

The clerk highlighted the following vacancies on the governing body:

Carrie-Louise Holleran has resigned as a parent governor, which now leaves the following vacancies:-

1 x co-opted governor.

1 x parent governor.

A second co-opted governor position will become vacant on 09/03/25 at the end of Vanora Cooper's term of office.

The Chair explained that he hadn't yet followed up on filling the vacancies on the board pending a review of skills and a discussion with Equals Trust around the structure of governance once the school had formally joined. This is currently expected to be 1st August 2025.

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

Vanora Cooper (Co-opted) – 09/03/25

Ella Sanders (Co-opted) – 23/01/26

GB/10/24 Overseeing Financial Performance – Financial reporting

Approval of (if applicable)

School budget

The School Business Manager explained that she had shared the latest charts of accounts and there had been no major changes since the November 2024 reforecast and the school remained in surplus for the current financial year.

Governors agreed and approved the full budget reforecast plan, the reforecast multi year budget plan and the current chart of accounts.

Governors then discussed how the process of joining the trust would work from a financial and budgeting point of view.

It is currently too early in the year for the 2025-26 school budget to be prepared, as the school still awaits details of its funding.

Scheme of Delegation (agenda item - summer term 2024) for 2024/2025

This item had been addressed at a previous meeting.

Schools Financial Value Standard (SFVS) for 2024-2025

The School Business Manager has started work on this but explained that there has been a change in approach to benchmarking. Once complete,

the report will be shared with Alex Hudson who will review this on behalf of governors.

The SFVS will then be shared with governors, signed by the Chair and submitted by the deadline of 31st March 2025.

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/11/25 Policies

Capability Policy
Anti-bullying Policy
Complaints Policy
Finance Policy

Each of these policies have been reviewed by individual governors and based on their recommendations, governors agreed and approved all of the above policies.

The LA Scheme for Financing had also been shared with all governors.

GB/12/25 Update on Governor Planning Calendar

The Chair reminded governors that they were joining a staff meeting on Monday 10th February 2025, which is being held to set up the link governor process.

GB/13/25 Update on appraisal process for Headteacher and staff including an update on the wellbeing of the Headteacher and staff.

The Headteacher explained that the school was still using the LA appraisal package and that his appraisal was currently being arranged with the Chair.

Ella Sanders updated governors on her report around wellbeing at the school. She explained that good progress was being made particularly with the children and gave details of the impact of this. Two members of staff will be trained as ELSAs, and the wellbeing champions work is already underway. Consideration is being given to a course called First Aid in Mental Health and the possibility of some governors undertaking this as well as staff.

In terms of wellbeing for staff, this area needs further attention moving forward and a guide to support with this was shared with the Deputy Headteacher for her to make use of. The Chair referred governors back to the wellbeing package that had been outlined as part of the Directors Report.

In terms of a wellbeing policy, the school plan to adopt the Equals Trust Policy when they formally convert to an academy and join the trust.

Governors then further discussed wellbeing and how the open ethos that was in the school would help to promote this. The importance of social time for staff was also highlighted.

The Deputy Headteacher also explained that the Equals Trust INSET Day on Friday 14th February was around wellbeing and laughology.

The Chair also highlighted the importance of revisiting the staff wellbeing survey and asking staff to complete this again and seeing if the actions taken last time had impacted on the views of staff positively. The Deputy Headteacher will ensure that this is done.

AH

Thanks, were then offered from governors for the work Ella Sanders had already undertaken on wellbeing and an outline of the next steps with both children and staff were briefly set out.

GB/14/25 Governor Training

Mark Tinsley is attending a HR webinar training session next week and has completed safeguarding training.

Ella Sanders continues to undertake extensive training on wellbeing.

GB/15/25 Governor Visits

The Chair confirmed that he had visited on a regular basis and had undertaken a number of meetings with the Deputy Headteacher.

Vanora Cooper had undertaken an English and Curriculum Visit in the Autumn Term and had shared her report on this.

GB/16/25 Health, safety and welfare

This was covered in the Headteacher's Report and there were no further updates to be shared.

GB/17/25 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

- Governors work on wellbeing and the impact of this.
- Ella Sanders support in terms of wellbeing and reading.
- Extensively challenge on the Headteacher's Report.

GB/18/25 Confirmation of future dates

The governing body

agreed

Summer term - Monday 19th May 2025 at 5pm

GB/19/25 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 6.39 pm.

Signed



..... (chair)

Date19/05/2025