

# MINUTES OF MEETING

**School:** Trent-Rylands Federation  
**Meeting title:** Autumn term meeting of the governing body  
**Date and time:** Thursday 25 November 2021 at 5.30pm  
**Location:** Virtual via Zoom

**Membership**  
'A' denotes absence

	Ms L Griffiths
	Mrs D Bagley
A	Councillor Mrs K Foale
	Mr J Harper
A	Mrs S Hartley-Hill
	Mr C Jones (chair)
	Mr A McPherson
	Mrs K Naylor
	Mrs L Sharples
	Mrs L Shepherd (vice-chair)
	Mr S Williams
	Dr G Williams
	Mr J Wynn
	Mrs C Turner – Executive Head
	Mrs J Barratt – Head of school

**In attendance**

	Mr D R Allen (clerk to the governors)
	Mrs S Osborne - associate member

**GB/43/21      Apologies for absence      Action**

Apologies for absence were received from Councillor Mrs K Foale (Council meeting)

It was

**resolved**

that the governing body consent to this absence.

Mrs S Hartley-Hill did not attend the meeting and had not sent any apologies.

The chair stated that he had tried to contact her several times this term, without success.

The meeting requested that he continue to try to contact her, to confirm her intention either to step down as a governor or to re-commit to the governing body.

**chair**

**GB/44/21      Declaration of interest**

Mr Jones reminded the meeting that his wife worked at both schools in the Federation. Mrs Shepherd reminded the meeting that her sister worked at Trent Vale I. S.

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

*Review and sign Register of Business Interest/Declaration of Eligibility*

*KCSIE – reviewed September 2021*

*Review and sign Governor Code of Conduct*

Governors were reminded to tick updated confirmations on governorhub. The chair reminded them how to do this. **All govs**

**GB/45/21 Review of membership**

The clerk highlighted the following vacancies on the governing body:

One co-opted vacancy.

Governors were asked to consider if they knew a suitable candidate.

Receive new instrument of government

These had been formally approved at the summer term FGB meeting on 15 July 2021.

**GB/46/21 Determination of term of office for chair**

The meeting agreed to continue with the two-year alternate chair/vice-chair terms of office.

**GB/47/21 Election of chair**

Mr C Jones was proposed and seconded for the position of chair. There were no other nominations.

It was

**resolved**

that Mr C Jones be appointed as chair of the governing body.

Mr Jones informed the meeting that he would only continue as chair for one year.

He stated that prospective chairs would have the opportunity to shadow him, with an opportunity for a possible transition period and governors were invited to consider if this is something they would be interested in considering over the next year.

**GB/48/21 Approval of minutes of summer term meeting and any additional special governing body meetings**

The minutes of the summer term meeting held on 15 July 2021 having been previously circulated were confirmed and signed by the chair.

*Review of actions*

*GB/28/21 Health and Safety audit* – it was noted that this had still not been carried out. Mrs Shepherd agreed to carry this out, after meeting with the Executive Head. **LS**

All other actions had been completed or were on tonight's agenda.

**GB/49/21 Receipt of minutes and approval of policies from committees and working parties**

*Resources Committee held on 14 October 2021*

*Pupil Outcomes Committee held on 4 November 2021*

An extensive number of policies had been reviewed in these meetings. These were all **formally approved** by this meeting.

At this point, membership of committees and link governor roles were discussed.

The Executive Head agreed to upload revised lists onto governorhub.

EH

**GB/50/21 Financial reporting**

*Year-end re-forecast*

Full details of this are given in the Executive Head's report.

Trent Vale are predicting a deficit of approximately £23k.

**Governors questioned** the possibility of any improvement on this figure.

The Executive Head responded that the budget is very much driven by pupil numbers – these would not be fully known until March 2022.

Beeston Rylands are predicting a surplus of approximately £60k.

**Ms Griffiths joined the meeting at 6.05pm**

**GB/51/21 Summary of Executive Headteacher's report and governors' questions and challenge**

The Executive Head highlighted the following points:

- The manner in which the staff of the two schools are working so well together.
- The low pupil numbers in Y3, along with the impact on the school budget.
- Details of SEND.
- Assessment details – further information uploaded to governorhub.

**A governor enquired** about the impact of covid on pupil progress.

The Executive Head reported that Maths is an issue in some year groups – measures taken to address this were outlined.

In KS2, progress in SPAG has slipped.

Social and emotional needs of some children have increased – again measures are in place.

- Pupil premium funding and expenditure.

Here, Mrs Osborne gave detail of the extensive work carried out under the Tutor Led funding scheme.

Two tutors had been appointed and trained. Intervention schemes had been put in place – these were being monitored and were working very effectively.

The schools had made excellent progress under this scheme.

**A governor asked** if this work had any detrimental effect on the budget.

Various funding inputs ensured that this is not the case.

- Pupil absence, where action taken in one case of persistent absence has improved attendance.
- Safeguarding, where the new form has taken up lots of time for completion.
- SIP – Quality of teaching. See GB/56/21 below.
- Health and Safety governor – Mrs Shepherd agreed to take on this role on an interim basis.
- Staff absence

**A governor sought** clarification of figures presented.

The chair thanked the three heads for their report, highlighting the very positive opening to it.

#### **GB/52/21 Schedule for the appointment of new Executive Head**

The chair reminded the meeting that papers and guidance material for this had been previously uploaded onto governorhub.

Following the decision not to appoint for September 2021, the suggestion is to advertise the post early in 2022 for a September 2022 appointment.

The meeting agreed to delegate the implementation of the recruitment and selection process to the existing panel which had been set up previously for the last round of recruitment.

**A governor questioned** the previously proposed appointment range of 18 – 24, was this too high?

The meeting agreed that this could be reviewed, but a significant decrease could mean that candidates of a suitably high quality may not apply.

It was agreed that the recruitment and selection panel review this, with a possibility of seeking LA advice. **R&S panel**

The method of advertising the post was discussed, with a view to extending this to possible national advertising.

Following discussion, the meeting agreed that the lesser Package 3 should be purchased from Governor Services.

With the retirement of the previous LA adviser, the meeting questioned how a new adviser may be allocated. Did they have any choice in this matter?

The R&S panel are to meet next Monday 29 November and will keep all governors updated on decisions made.

**GB/53/21 Staff and pupil well-being**

The Executive Head reported that the children are very settled and happy to be back at school.

However, there is a significant minority of pupils who continue to worry.

All staff are working extremely hard. It was reported that the two new staff at the Infant School had rejuvenated everyone.

Again, some staff continue to be concerned about covid.

**GB/54/21 Flexi-schooling**

The Executive Head reported that a parent had shown interest in this for her child.

Documents relating to Flexi-schooling had previously been uploaded onto governorhub.

It was explained that decisions on this are the responsibility of individual headteachers and governing bodies.

**A governor asked** if there is any impact on either attendance figures or funding in the school budget.

Governors discussed the possible impact on teacher planning, class work potentially missed by a child. Also, assessment, continuity and progression.

They also discussed the possible negative effect on other pupils, along with other parents seeing this and wanting to join in for questionable reasons.

**The meeting questioned** if the programme of learning taking place would meet the required standards.

Pupil safeguarding was also raised as an issue.

The meeting sought more detail, of the child in question.

A governor suggested that the correct way ahead with this is for the schools to create a Flexi-schools Policy, with clear guidelines.

This could then be applied on a case-by-case basis.

The Executive Head agreed to gather more information. This to be presented at the next meeting of the Pupil Outcomes committee.

**PO Comm**

**GB/55/21 Update on appraisal process for headteacher and staff**

*Confirm external adviser*

Wendy Wheldon to continue in this role.

*Confirm appraisal governors*

Chair and vice-chair to continue in these roles. Lisa Griffiths has also been appointed as a third HT appraisal governor.

*Confirmation of the Quality Assurance arrangements*

Mrs Sharples to continue in this role.

**GB/56/21 Receive headteacher's annual report on whole school appraisal process and consider/ratify headteacher pay recommendations for all staff**

*Review Appraisal policy in line with recommended changes from HR Provider*

The Appraisal Policy has been reviewed and **formally approved** by the FGB.

*Ensure effective appraisal arrangements for all staff are in place*

The 2020/21 objectives for all teaching staff have been reviewed, with incremental pay awards given, as agreed at the Pay Committee.

The observation cycle for 2021/22 has commenced. Meetings have been held between the three heads and all teachers.

The staff governor reported that teachers have found this a positive experience.

**A governor noted** the need to consider appraisal / staff development arrangements for non-teacher members of staff also as part of the federation's future approach to staff support and development.

**GB/57/21 Information from the Corporate Director for consideration and action**

*Spotlight on Disadvantage*

Work highlighted in the Executive Head's report, GB/51/21, gives detail of the excellent work carried out in this area.

*Personal and Intimate Care and the Administration of Medicine Policies*

These policies to be reviewed.

ht

*School Teacher Pay Awards, School Pay Policy, Appraisal Policy, Safer Working*

Noted by the meeting.

**GB/58/21 Safeguarding information for consideration and action:**

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

*Safeguarding Children in Education: self-audit tool 2021-22 plus supporting guidance*

The Executive Head had met with Mrs Shepherd to complete this lengthy piece of work. To be signed by the chair and returned to the LA prior to 20 December 2021.

Chair+ht

Both parties commented on the fact that the completion of the form had focused their attentions very much on safeguarding and ensuring that both schools are fully compliant.

**GB/59/21 Receive report from Data Protection Officer and Information Governance governor**

There are no breaches to report.

It was noted that two governors are not using school email addresses – this to be remedied. **ht**

**GB/60/21 Communication**

*From headteacher*

The headteacher informed the meeting of an upcoming maternity leave.

*From clerk - Governor Newsletter first autumn term edition*

The following items were highlighted:

- Revised School Complaints Procedure.  
This had been recently reviewed.
- Ofsted updates.
- Governor training opportunities.
- Safeguarding matters.
- Primary PE Conference.
- SEND Data profile.
- Well-being of staff
- HR updates

The clerk informed the meeting of an additional days' holiday suggested by the government as a thank you for the hard work during the pandemic.

This had not initially included schools, but unions had stepped in to change this, a condition being that schools did not actually close.

There is a degree of uncertainty in relation to this matter.

The Executive Head agreed to check with colleagues to see if they had any further information. **EH**

**GB/61/21 Report from training co-ordinator including review of governor training requirements for 2021/22**

Mr Wynn had uploaded a training PowerPoint presentation onto governorhub.

Results of the governor skills audit were highlighted, along with areas of development.

The clerk informed the meeting of the improved training now available on governorhub now that it had joined with The Key.

**GB/62/21 Governor monitoring visits**

There had been very limited opportunity for governor visits, but the chair and Councillor Foale had made a post covid visit to the Infant School.

The chair reported that this had been a most positive experience – looking at the learning environment and learning behaviour.

The children were happy, confident and positive in their learning.

The executive Head agreed to email governors with possible dates for spring term visits.

**GB/63/21 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account**

Wide range of policies reviewed at committee meetings and formally approved by this meeting.

Review of committee membership and link governors.

Governor question relating to year end figure at the infant school.

Governor question relating to the impact of covid on pupil progress.

Governor questions relating to the pupil tutor scheme.

Lengthy governor discussion of the possible Flexi-school scheme, along with decision to formulate a school policy.

Re-commencement of governor visits into school.

**GB/64/21 Confirmation of dates for 2022 – to be agreed at the meeting in conjunction with the clerk**

The governing body

**agreed**

Spring term 2022 – Thursday 10 March 2022 at 5.30pm

Summer term 2022 – Thursday 14 July 2022 at 5.30pm

**GB/65/21 Determination of confidentiality of business**

It was

**resolved**

that the governing body membership list; confidential sections of the headteacher's report and confidential sections of minutes be deemed confidential but that all other papers and reports be made available as required.

**The meeting closed at 7.47pm.**



Signed

(chair)

Date 11.03.2022