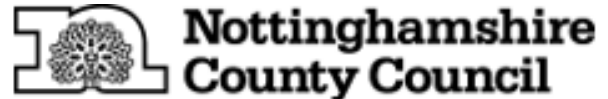


# MINUTES OF MEETING



School: Trent-Rylands Federation  
Meeting title: Spring term meeting of the governing body  
Date and time: Thursday 10 March 2022 at 5.30pm  
Location: At Beeston Rylands J S

**Membership**  
'A' denotes absence

		Ms L Griffiths
A		Mrs D Bagley
		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
A		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 and Head of school

## GB/01/22 Apologies for absence Action

Apologies for absence were received from Mrs D Bagley (work commitment) and Dr G Williams (covid)

It was

**resolved**

that the governing body consent to these absences.

Mrs S Hartley-Hill did again not attend and had not sent apologies.

The chair informed the meeting that he had tried to contact her by both email and phone, with no success.

Following discussion, the meeting asked the clerk to write to her informing her that she would be removed from the governing body due to her non-attendance. clerk

## GB/02/22 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.

<b>GB/03/22</b>	<p><b>Review of membership</b></p> <p>The clerk highlighted the following vacancies on the governing body:</p> <p>One co-opted vacancy. Following the imminent resignation of Dr Williams and the dismissal of Mrs Hartley-Hill, this would increase to three co-opted vacancies.</p> <p>The meeting expressed its thanks to Dr Williams for all the work he had done as a governor.</p> <p>The meeting was informed that <del>Roopam</del> Carrol – leader of the pre and after school club had expressed an interest in becoming a governor. Chair to follow up.</p> <p>The Executive Head was asked to find out if any parents might be interested in becoming a governor, with Mr Williams possibly moving to co-opted status.</p> <p>Programme of re-appointment of co-opted governors</p> <p>It was noted that the end of term of office for seven of the co-opted governors was the same date – 15 January 2025.</p> <p>It was agreed that three co-opted governors be re-appointed today to avoid the “cliff-edge” scenario.</p> <p>These are Mrs K Naylor, Mrs L Sharples and Mrs L Shepherd. Clerk to notify Governing Body Services.</p>	<p>chair</p> <p>EH</p> <p>clerk</p>
<b>GB/04/22</b>	<p><b>Approval of minutes of autumn term meeting and any additional special governing body meetings</b></p> <p>The minutes of the autumn term meeting held on 25 November, 2021 having been previously circulated were confirmed and signed by the chair.</p> <p><i>Review of actions</i></p> <p>All actions had been completed or are tonight’s agenda.</p>	
<b>GB/05/22</b>	<p><b>Receipt of minutes and approval of policies from committees and working parties</b></p> <p><i>Resources Committee held on 31 January 2022</i></p> <p><i>Pupil Outcomes Committee held on 24 February 2022</i></p> <p>The following policies reviewed at these meetings were <b>formally approved</b> by this meeting:</p> <p>Finance Admissions Appraisal Emergency Plan Disciplinary Procedure  First Aid Governor Allowance Governor Induction and Development Pay  Health and Safety Smoke Free.</p> <p>Drug Education and Incidents Language Art Computing DT English  Geography History Mathematics PE RSHE RE Science Fasting  Home School Liaison Pupil Premium Strategy Safeguarding  Remote Education – Blended Learning SMSCD including British Values.</p>	
<b>GB/06/22</b>	<p><b>Summary of <del>Headteacher's</del> report and governors' questions and challenge</b></p>	

The Executive Head highlighted the following points from her report, which had been previously circulated:

- The intense start to the year due to covid. Also, the response of the staff of the two offices, who have worked above and beyond.
- Pupil numbers, where numbers are low in some year groups at Trent Vale, but nearly full in most year groups at Beeston Rylands.
- Attainment and Progress data – a full summary has been uploaded onto [governorhub](#).

The meeting was informed of the large number of social and emotional issues, which were hindering the progress of the children.

Details of support being offered were given.

A governor asked about the expected Phonics score – relative to previous years.

The Executive Head responded that the current Y2 is an “interesting” year group. The predicted score is likely to be lower than in previous years.

In preparation for this KS2 teachers had undertaken phonics training in order to ensure continuity in KS2.

- Pupil Premium funding and progress of Disadvantaged Pupils.

Mrs Osborne informed the meeting of the successful tutoring programme which had been put into place. Feedback is very positive.

- Attendance, obviously adversely affected by covid. However, figures for both schools compare favourably to national figures.
- Behaviour, which is good at both schools.
- Details of safeguarding issues.
- Progress on the SIP.
- Curriculum, where details of monitoring undertaken were given.

A governor sought detail of the areas of strength of both schools.

- Staff absence.
- Teacher appraisals.
- Budgetary matters.

GB/07/22

**Approval of**

*School budgets*

Mrs [Lievesley](#), School Finance Officer, is currently in school working on the 2022/23 budgets. She will be returning on 10 May 2022 to finalise both budgets.

These will be agreed at the next Resources Committee meeting 23 May 2022 – to be formally approved retrospectively at the next FGB meeting on 14 July 2022.

Governors asked if the school had any information on the "new builds" housing close to the school.

These could lead to a large increase in pupil numbers, with several year groups already being full.

Councillor Foale agreed to enquire at County Hall what plans are in place.

KF

*Schemes of Delegation for 2021/2022*

These had been completed and were **formally approved** by the meeting.

*Schools Financial Value Standard (SFVS) for 2021-2022*

These had been completed and were **formally approved** by the meeting.

School to return them to Finance section of the LA.

EH

A governor had undertaken some benchmarking – a report had been uploaded onto [governorhub](#).

**Governors discussed** the variations.

*Year-end re-forecast*

Currently Trent Vale is expecting a deficit of approximately £12k on the 2021/22 budget – but this is predicted to be removed by the end of 2022/23.

Beeston Rylands are predicted to have a surplus of £88k, but this includes £15k to be spent on the planned new trim trail.

This surplus is expected to fall to £32k by the end of the 2022/23 financial year.

These figures were **formally approved** by the meeting.

*Services for schools*

Details of these for the two schools had been uploaded onto [governorhub](#).

They were **formally approved** by the meeting.

GB/08/22 **Executive Headteacher appointment**

**Confidential item, see separate sheet.**

GB/09/22 **Flexi schooling policy**

This had been discussed at Pupil Outcomes committee, with an amended version being uploaded onto [governorhub](#).

Following discussion and a minor amendment to Appendix 2 it was **formally approved** by this meeting.

GB/10/22 **Vacancy for Health and Safety governor**

Mr J Wynn agreed to fill this post.

**GB/11/22 Update on appraisal process for Headteacher and staff including an update on the wellbeing of the headteacher and staff.**

Teaching staff targets have been set, related to the SIP. These will be reviewed around Easter time.

Mrs W Wheldon is external assessor for Headteacher appraisals.

The Executive Head stated that well-being is always about time.

**GB/12/22 Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems**

Mrs Sharples and Mr McPherson are visiting next week to complete this.

LS+AM

**GB/13/22 Information from the Corporate Director for consideration and action**

*The Nottinghamshire Plan 2021-31*

This was noted by the meeting.

*Understanding Behaviour in Schools: A relationship-based approach to inclusion. A practical toolkit for schools and education settings*

This was noted by the meeting.

**GB/14/22 Communication**

*From clerk - Governor Newsletters*

The clerk reminded the meeting of the two newsletters and encouraged governors to carefully take note of the contents.

**GB/15/22 Report from training co-ordinator including review of governor training requirements for 2022**

Mr Wynn tabled two items:

- Governor training links March 2022
- Trent Vale Federation Governor survey findings.

These identified training opportunities for governors and identified training needs.

**GB/16/22 General Data Protection Regulations**

*Review and confirm the appointment of the Data Protection Officer (DPO) and Senior Information and Risk Owner (SIRO)*

DPO continues to be Mrs Barratt and Mrs Osborne, with Mrs Turner as SIRO.

*Report from the DPO and Information Governance Governor*

There have been no reportable incidents.

**GB/17/22 Governor monitoring visits**

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The chair and Councillor Foale made a general visit to Trent Vale, also to see how things were post-covid.

The Chair and Mrs Griffiths visited to look at English, along with a general look round both schools.

**GB/18/22 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account**

Review and formal approval of a wide range of policies.

Governor questioning of pupil progress and strengths of the two schools.

Governor discussion on the possible effect of the new house building on future pupil numbers.

Governor discussion and approval of financial matters.

Lengthy discussion held on the best way forward for the two schools in relation to Senior Leadership.

Governor visits into school.

**GB/19/22 Confirmation of dates for 2022/23**

The governing body

**agreed**

Summer term – Thursday 14 July 2022 at 5.30 pm

Autumn term 2022 – Thursday 24 November 2022 at 5.30pm

Spring term 2023 – Thursday 9 March 2023 at 5.30pm

Summer term 2023 – Thursday 13 July 2023 at 5.30pm

**GB/20/22 Determination of confidentiality of business**

It was

**resolved**

that there is one confidential item.

**The meeting closed at 7.45pm.**

Signed ..... (chair) Date .....