

# MINUTES OF MEETING

---

**School:** Trent-Rylands Federation  
**Meeting title:** Summer term meeting of the governing body  
**Date and time:** Thursday 14 July 2022 at 5.30pm  
**Location:** At BRJS

**Membership**  
'A' denotes absence

Ms L Griffiths  
Mrs D Bagley  
Councillor Mrs K Foale  
Mr J Harper  
Vacancy – co-opted  
Vacancy – co-opted  
Vacancy – co-opted  
Mr C Jones (chair)  
Mr A McPherson  
Mrs K Naylor  
A Mrs L Sharples  
Mrs L Shepherd (vice-chair)  
Mr S 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/21/22      Apologies for absence      Action**

Apologies for absence were received from Mrs L Sharples (attending school Y6 event).

It was

**resolved**

that the governing body consent to this absence.

**GB/22/22      Declaration of interest**

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

**GB/23/22      Review of membership and terms of office ending in the next 12 months**

The clerk highlighted the following vacancies on the governing body:

Three co-opted vacancies.

The executive head informed the meeting of an expression of interest in filling one of these posts shown by a parent.

The chair asked her to follow up on this.

**EH**

The clerk reminded the meeting of the process of appointment.

**GB/24/22 Plan for meetings for 2022/23 – continue with virtual committee and face to face FGB?**

The meeting formally agreed to this proposal.

**GB/25/22 Approval of minutes of spring term meeting and any additional special governing body meetings**

The minutes of the spring term meeting held on 10 March, 2022 having been previously circulated were confirmed and signed by the chair.

*Review of actions*

*GB/03/22 Co-opted vacancy - Roopam Carrol had decided not to apply.*

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

**GB/26/22 Receipt of minutes and approval of policies from committees and working parties**

*Resources Committee held on 23 May 2022*

*Pupil Outcomes Committee held on 19 May 2022*

The following policies reviewed at these meetings were **formally approved** by this meeting:

Job Share    Lettings    Off site school visits    Recruitment and Selection  
Transition    Confidentiality    Class Organisation    Attendance    Bereavement

**GB/27/22 Financial reporting**

*Approval of school budgets*

These had been agreed at Resources Committee on 23 May 2022.

Beeston Rylands 2022/23 budget had a predicted surplus of £42k. Trent Vale 2022/23 budget had a predicted surplus of £4k.

These were **formally approved** by this meeting.

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

These had been agreed at Resources Committee on 23 May 2022.

Beeston Rylands 2021/22 had a surplus of approximately £103k. Trent Vale 2021/22 budget had a deficit of approximately £2k

These were **formally approved** by this meeting.

**GB/28/22 Summary of executive headteacher's report and governors' questions and challenge**

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

- Ongoing effects of covid.
- Proposed changes to the Behaviour Policies for the two schools.
- Attainment and Progress.

+ A detailed report had been uploaded onto governorhub.

Mrs Osborne went through this for the meeting:

In KS2, whilst the figures are lower than the 2019 figures, they are above the national average.

She highlighted the disturbing evidence in relation to the marking of Reading papers.

Some papers had gone missing, marks for some children had been mixed up with other children's. Even a child who had been absent was given a high score.

This had resulted in additional work for her when appealing the results of eight children – a lengthy convoluted process.

Parents have been informed of the errors. Comprehensive schools will also be informed.

**Governors expressed** their disbelief at these errors. Also concern over the additional work for Mrs Osborne

The shambolic process had resulted in 20% of schools appealing results, with deadlines for appeals being extended.

Hopefully, correct scores will be with the school early in the autumn term.

Mrs Osborne highlighted the successful achievements of six children who had joined Y6 through the year.

She then went on to give detail of the Y4 multiplication test results. National figures are not available for comparison.

KS1 results were also given – again no national figures are yet available.

Finally, Phonics and early years scores.

- Personal Development, Behaviour and Welfare, where Mrs Barratt gave a detailed report, along with identifying key priorities for further action.

**Governors sought detail** of the work of the three ELSAs.

**Governors asked** what evidence there is of the success of the ELSAs.

**Governors enquired** how the training is funded.

It was noted that much of the work is actually social work, with more and more responsibility being placed on teaching staff, with drastic reductions in exterior support.

- Attendance, including persistent absenteeism.

**Governors expressed concern** at the increase in the number of pupils taking term-time holidays.

This was discussed at some length, with various suggestions being made as to how to reduce it.

The meeting agreed to re-visit this, with the Executive Head agreeing to further discuss with other schools in the family.

- Pupil Premium, where Mrs Osborne directed governors to the new draft Pupil Premium and Catch-up action plan uploaded onto governorhub.

**GB/29/22 Staff and Pupil Wellbeing**

This had been covered in the Executive Headteacher's report.

**GB/30/22 Update on appraisal process and wellbeing for headteacher and staff**

This is ongoing. The meeting agreed to approach Mrs W Wheldon, with a view to continue supporting the headteachers appraisals.

**GB/31/22 BRJS Grade 2 TA – regrade to Grade 3**

The Executive Head gave detail of this proposal, which was **formally approved** by the meeting.

**GB/32/22 Information regarding the White Paper**

The chair informed the meeting of matters discussed at a recent LA information meeting.

The meeting decided that, whilst there is no need to rush into a decision, much more information is needed.

**GB/33/22 Support for interim leadership structure**

The interim structure for 2022/23 had been previously agreed. However, there is a need to decide upon a long-term permanent structure.

A working party has been set up to investigate this – chair, vice-chair, Mrs Sharples, Mrs Bagley and Mr Williams.

The three current headteachers are preparing several scenarios, along with funding implications.

These to be presented to the working party, with a decision to be made at the next FGB.

**GB/34/22 Information from the Corporate Director for consideration and action**

*Promoting the Education of Children with a Social Worker*

The Executive Head assured the meeting that all relevant actions are in place.

		<b>Action</b>
<b>GB/35/22</b>	<p><b>General Data Protection Regulations – report from the DPO/Information Governance Link Governor</b></p> <p>A GDPR Performance Report had been uploaded onto governorhub.</p> <p>There have been no breaches.</p> <p>The meeting discussed the use of email inboxes. Executive Head agreed to ask all staff to delete historic emails.</p>	<b>EH</b>
<b>GB/36/22</b>	<p><b>Receive report from the Designated LAC teacher</b></p> <p>The Executive Head gave a verbal report of the meetings attended.</p> <p>Also, the progress of both LAC and post-LAC.</p>	
<b>GB/37/22</b>	<p><b>Communication</b></p> <p><i>From clerk - Governor Newsletter</i></p> <p>The clerk directed the meeting to the two newsletters.</p>	
<b>GB/38/22</b>	<p><b>Approval of in-service training days (5) 2022-2023</b></p> <p>These had been uploaded onto governorhub and were <b>formally approved</b> by the meeting.</p>	
<b>GB/39/22</b>	<p><b>Review of delegation and organisation of committees:</b></p> <p><i>Agree committee structure and membership of committees</i></p> <p>The committee structure was discussed at some length, with several governors believing that there are too many meetings, with content over-lapping.</p> <p>It was agreed to keep the same structure for next term, but to investigate other formats.</p> <p>The clerk offered to contact a school which has just two FGB meetings each term.</p> <p><i>Approval of scheme of delegation 2022/23</i></p> <p>The chair and Executive Head agreed to meet to complete this.</p> <p><i>Note annual planner 2022/23 to support agenda setting</i></p> <p>Noted by the meeting.</p> <p><i>Policy checklist 2022/23 – statutory policies for schools</i></p> <p>Noted by the meeting.</p> <p><i>Review of and appointment to link governor roles</i></p> <p>These to remain the same.</p>	<p><b>agenda</b></p> <p><b>clerk</b></p> <p><b>Chair+EH agenda</b></p>
<b>GB/40/22</b>	<p><b>Report from training co-ordinator of impact of training undertaken and review of governor training requirements (including safeguarding)</b></p>	

Mr Wynn had uploaded the most recent training links onto governorhub.

He had recently undertaken Health and Safety training.

Governors were asked to confirm their attendance at the recent Safeguarding training.

The clerk reminded all governors to update their training records on their individual profiles on governorhub. **All gobs**

**GB/41/22 Review of governor monitoring visit reports – key actions for governing body**

Councillor Foale and Mrs Bagley had both made recent visits into schools – they were both impressed by the general atmosphere of the schools, along with the positive attitude of the children.

The Executive Head agreed to email possible visits dates out to governors. **EH**

**GB/42/22 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account**

Governor review and formal approval of a range of policies.

Governor formal approval of budgets and BO2 out-turn statements.

Range of governor questions related to the Executive Headteacher's report.

Concern raised in relation to both SATs results' mistakes and term time holidays.

Awareness of need for further MAT evidence requirement.

Governor working party set up to decide upon long term management structure.

Decision to review committee structure.

**GB/43/22 Confirmation of dates for 2022/23 – to be agreed at the meeting in conjunction with the clerk**

The governing body

**agreed**

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/44/22 Determination of confidentiality of business**

It was

**resolved**

that all papers and reports be made available as necessary.

**The meeting closed at 7.32pm.**

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