

MINUTES OF MEETING

School: Trent-Rylands Federation
Meeting title: Autumn term meeting of the governing body
Date and time: Thursday 1 December 2022 at 5.30pm
Location: At the School

Membership
'A' denotes absence

- Ms L Griffiths
- Mrs D Bagley
- A Councillor Mrs K Foale
- A Mr J Harper
- Vacancy – co-opted
- Vacancy – co-opted
- Vacancy – co-opted
- Mr C Jones (chair)
- Mr A McPherson (work commitment)
- A 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
- Mrs E Truman – prospective co-opted governor

GB/45/22 Apologies for absence Action

Apologies for absence were received from Councillor Mrs K Foale, Mrs K Naylor (both family commitment), Mr J Harper (illness) and Mrs L Sharples

It was

resolved

that the governing body consent to these absences.

GB/46/22 Declaration of interest

Review and sign Register of Business Interest/Declaration of Eligibility

Governors confirmed that they had reviewed and signed the Declaration of Interest form

The meeting was informed that the eligibility form needed to be added to the confirmations on governorhub.

Review and sign Governor Code of Conduct

Governors confirmed that they had read, understood and signed the school governors' code of conduct.

Mrs Barratt agreed to check that all confirmations had been completed.

JB

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

GB/47/22 Review of membership and terms of office ending in the next 12 months

The clerk highlighted the following vacancies on the governing body:

The meeting was informed of the resignation as a parent governor of Mr J Wynn.

The chair praised the work he had done as a governor, in particular as training co-ordinator. He is to write a letter of thanks.

chair

Mrs Turner agreed to commence the parent governor election process early in the New Year.

CT

Three co-opted vacancies.

Mrs Truman had expressed an interest in filling one of these vacancies – she had submitted a written resume of her work experience. This had been previously uploaded onto governorhub.

Following discussion, the meeting unanimously agreed to her appointment.

All present introduced themselves to her.

The chair informed her of the school induction pack, also the necessity to undertake LA induction training.

Mrs Shepherd to take on the role of “governor buddy”.

GB/48/22 Determination of term of office for chair and vice-chair

The governors agreed to revert back to a one-year term of office for both chair and vice chair.

GB/49/22 Election of chair

Mr C Jones was proposed and seconded for the position of chair. There were no other nominations. Following a vote, it was

resolved

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

Mr C Jones informed the meeting that this would be his final year as chair.

He suggested that anyone interested in becoming chair contact him, with a view to possible shadowing him.

GB/50/22 Election of vice-chair

Mrs L Shepherd was proposed and seconded for the position of vice chair. There were no other nominations. Following a vote, it was

resolved

that Mrs L Shepherd be appointed as vice chair of the governing body.

GB/51/22 Approval of minutes of summer term meeting and any special governing body meetings

The minutes of the summer term meeting held on 14 July, 2022 having been previously circulated were confirmed. These minutes will have the chair's e signature placed on them.

Review of actions – including approval of scheme of delegation

All actions had been completed or are tonight's agenda.

GB/52/22 Receipt of minutes and approval of policies from committees and working parties

Resources Committee held on 31 October 2022

Pupil Outcomes Committee held on 10 November 2022

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

Appraisal Allegations of Abuse Attendance Management (staff)
Charges and Remissions Complaints Disciplinary Procedures
Dress Code Human Resources Online Safety Pay Rarely Cover
Staff Handbook Whistleblowing

Anti-Bullying Assessment for Learning Behaviour Child on Child Abuse
Child Protection Code of Conduct Collective Worship Curriculum Planning
Homework ICT and internet Acceptable Use Looked After Children
Marking and Feedback Monitoring and Evaluation Physical Intervention
Prejudiced based incidents Pupil images Remote learning
School Fund SEN Single Equality Teaching and Learning
Visitors into School.

GB/53/22 Overseeing Financial Performance – Financial reporting

Schools Financial Value Standard (SFVS) 2022/23

This to be dealt with next term.

agenda

Year-end re-forecast

Following a visit from Mrs V Lievesley, school finance officer the following anticipated figures for the end of financial year 2022/23 were formally approved by this meeting:

Beeston Rylands - £19k surplus
Trent Vale - £9k deficit.

The meeting noted that a plan is in place to turn this deficit into a surplus the following year.

Re-forecast to be returned to the LA Finance section.

EH

Governors questioned the impact of rising energy costs.

The meeting was informed that this is a particular issue at the junior school due to difficulty in regulating the boiler.

Governors asked if there is any way of changing the boiler system.

Governors' Year End Financial Statement for 2021/22 (including the Committed Balances Return 2021/22) for information

This had been reported and formally approved at the summer term FGB meeting.

GB/54/22 **Holding executive leaders to account: Summary of Headteacher's report and governors' questions and challenge**

The clerk suggested that, in future, governors submit questions on governorhub, prior to the meeting.

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

- Staff absence figures had been incorrectly entered – these to be amended.
- Pupil numbers.

A governor asked about a year group which exceeded the school PAN – did this have any effect on children in this year group, on the budget?

The Executive Head highlighted the large number of in-year admissions and leavers. In particular non-English speaking children.

- Attendance

Governors sought clarification on the apparent high percentage of persistent absentees.

The Executive Head responded that this is due to a very small number of children – she gave details of measures undertaken with these families.

- Behaviour

Governors sought detail of the prejudiced based incidents and were informed of actions taken by the school.

The meeting was informed that Diversity is high on the agenda in both schools.

- EAL percentages.

A governor noted the high percentage on one year group. The meeting was informed of pupils arriving from Hong Kong.

- Cyber response

The meeting was informed of checks required by the insurance group. Mr McPherson agreed to check over all documents.

AM

GB/55/22 **Staff and Pupil wellbeing**

The meeting was informed that all staff are very tired. Non-contact time has been given to subject leaders.

Staff are encouraged to share work-loads and work together, where possible.

A governor asked if teacher received support at all from outside agencies – she offered to email details of a support group.

LG

The meeting was informed that pupils are returning to “normal” post covid. A worry box has been introduced in all classrooms, should there be any concerns.

GB/56/22 MAT

The meeting agreed that, whilst this is not to be ignored, it is important to settle the federation leadership structure first.

Details were given of an on-line presentation from the Confederation of Schools Trust.

GB/57/22 Management Structure

The three headteachers left the meeting whilst this item was being discussed.

Following the meetings of a working party, a recommendation of continuing with the current structure was presented.

Full details of the reasons, risks, considerations had been uploaded onto governorhub prior to the meeting.

Governors discussed this at great length, recognising the need for stability in the two schools and across the federation.

The issue of deployment of SLT staffing across the two schools was raised, but recognised as a matter for the three people concerned– what would work best for the federation.

The meeting formally agreed to the recommendation. This would now be fed back to HR to formalise future action necessary.

chair**GB/58/22 Agree committee structure and membership of committees**

A suggestion had been made at the previous FGB meeting that the number and format of committee meetings be reviewed.

The chair had commenced an initial investigation into this – with a paper being uploaded onto governorhub.

The meeting discussed the pros and cons of possibly moving to two FGB meetings each term and dispensing with the other committees.

It was agreed that a working party be set up to further investigate this idea Councillor Foale, Mr Williams, Mr McPherson and Mrs Shepherd.

The meeting agreed that, if a change is to be made, this should be for September 2023.

GB/59/22 Update on appraisal process for headteacher and staff including an update on the wellbeing of the headteacher and staff

Confirm external adviser

Mrs W Wheldon to continue as external adviser.

Confirm/appoint appraisal governors – confirm appraisers have completed training

The chair, Mrs Shepherd and Mrs Griffiths to continue as headteacher appraisal governors.

Confirmation of the Quality Assurance arrangements

Mrs Sharples to continue as QA.

GB/60/22 Receive and scrutinise headteacher's annual report on whole school appraisal process including:

Review appraisal policy in line with recommended changes from HR Provider

This has been reviewed and **formally approved** by the FGB.

Ensure effective appraisal arrangements for all staff are in place

The 2021/22 cycle has been completed and the 2022/23 targets set.

Ensure timetable in place for termly review

A timetable for review is in place.

Confirm arrangements to consider/ratify headteacher pay recommendations for all staff in line with the scheme of delegation and the pay policy

The Pay Committee has met and agreed the headteacher's recommendations.

This meeting formally approved recommendations made for teaching staff.

Confirm arrangements to receive the appraisal governors pay recommendations for the Headteacher in line with the scheme of delegation and the pay policy

The headteachers cycle will be completed by the end of this term.

GB/61/22 Ensure clarity of vision, ethos and strategic direction, set by governors

Review and embed the vision, ethos and strategy of the school – reflected in the school improvement plan

Approve (or confirm arrangements to approve) the School Improvement Plan as detailed in the scheme of delegation

Both of the above were dealt with in great detail at the PO Committee on 10 November 2022.

GB/62/22 Information from the Corporate Director for consideration and action

Pupil Place Planning – report for information for School Governors

Local Authorities have a statutory responsibility to ensure that sufficient school places are available to meet the needs of their local school aged child population. Following the strategic school place planning workshops in April for schools, this report provides all governors with confirmation that **the birth rate continues to**

decline and that many schools over the coming 5 years may need to plan for a reduction in their school population.

Action for governors

Governors are school leaders and have a responsibility to fulfil their statutory duties to ensure that the strategic and financial planning for the school is carried out effectively. Bearing in mind the school place planning data supplied to the school, Governors are invited to:

1. Know and understand the strategic school place planning data for their school and district over the next 5 years. This is available via a dashboard on the School Performance Portal.
<https://secure.nottinghamshire.gov.uk/SchoolPerformancePortal>
2. Establish that the headteacher has accessed your school's individual dashboard. This report outlines key projection data; it is updated annually and reflects demographic changes and housing delivery which must be included in the School Capacity (SCAP) return made annually to the DfE by the LA.
3. Ensure that future staffing and financial modelling is undertaken to address any significant changes in pupil numbers as evidenced at school and planning area level.
4. Ensure that consideration is given as to how any emerging surplus space might be used to meet the needs of small groups of children, possibly with SEND, or with the wider community.
5. Ensure that the headteacher and chair of governors engages with the LA's Strategic School Place Planning team to work in the best interests of the wider community.

Currently this not a concern for these two schools, with house building taking place locally.

GB/63/22 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 2022/2023 plus supporting guidance

Governing bodies and schools have a responsibility to safeguard and promote the welfare of children as detailed in Keeping Children Safe in Education (KCSiE) updated 2022. A summary of the key changes has been made available on [GovernorHub](#)

Governor training: KCSiE 2022 - The management of safeguarding, section 2 paragraph 81 says,

“Governing bodies and proprietors should ensure that all governors and trustees receive appropriate safeguarding and child protection (including online) **training at induction**. This training should equip them with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place in schools and colleges are effective and support the delivery of a robust whole school approach to safeguarding. **Their training should be regularly updated.**”

A signposting document for governors' safeguarding training to meet this requirement has been provided on [Governorhub](#).

In addition, all Governors:

- Are required to read the whole of KCSIE 2022, as the whole board is responsible for safeguarding, and making sure school's policies, procedures and training are compliant.
- Must also comply with the duties outlined in Part 2 of KCSIE 2022 "The management of safeguarding, the responsibility of governing bodies, proprietors and management committees".

The Chair of Governors and the safeguarding governor:

- Should agree with the HT and Senior DSL, the requirements for ensuring that those staff who work directly with children read at least Part one of KCSiE 2022.
- Should also agree and ensure that those staff who do not work directly with children read either Part one or Annex A (a condensed version of Part one) of this guidance.

The Safeguarding Children in Education: Annual self-audit tool 2022/23 has been sent to all schools with supporting guidance and should be revised and signed off at the first full governing body/ trust meeting of the Autumn term 2022 (and detailed in the minutes) and returned to Cheryl Stollery by **20th December 2022**.

If GB's have an early Autumn Term meeting, the arrangements for completion of the audit should be detailed in the minutes and completion confirmed in the Spring Term minutes.

The audit tool is designed to breakdown the requirements in KCSiE 2022 and help schools with their assurance of statutory safeguarding arrangements.

The Safeguarding Audit will be used in evidence as part of the Headteacher appraisal process. The SiE audit tool clearly stipulates what is a statutory requirement and what is best practice.

Governing bodies must ensure a robust Quality Assurance process is in place for accurate completion of the audit with evidence seen in order to confirm the statements in the audit (e.g. training certification).

The NCC and NSCP child protection policy toolkit was published on the 18th July 2022, and emailed to all schools. This document should be tailored to the individual school's own safeguarding arrangements.

Mrs Shepherd is to meet with the headteachers on 8 December 2022 to complete this.

GB/64/22 Communication received and updates

From Chair

The chair asked that the school website be checked - this had been done recently.

From Clerk - Governor Newsletter first - autumn term edition

The clerk highlighted the following items:

- Governor Conference
- Change to Governor training arrangements
- School admission arrangements
- KCSIE updates
- Budget re-forecast
- Attendance Policy

GB/65/22 Report from training co-ordinator including a skills audit and review of governor training requirements (including safeguarding) for 2022/23

Mr Wynn, training co-ordinator has resigned as a governor. Mrs Truman agreed to take on this role.

The chair suggested that she may wish to contact Mr Wynn for past records.

ET

GB/66/22 Review of governor monitoring visit reports – key actions for governing body

Visits had been made in connection with Attendance, Behaviour and Safeguarding.

It was noted that a governor still needed to undertake a Health and Safety Inspection.

GOV

GB/67/22 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 approval of a wide range of policies.

Governor concern expressed over financial matters, in particular the situation with the boiler at the junior school.

Governor questions asked relating to the headteacher's report.

Governor working party set up to review federation leadership, along with decision made to continue with the current format.

Setting up of working party to investigate most efficient committee structure.

Governor visits into school.

GB/68/22 Confirmation of dates for 2022/23

The governing body

agreed

Spring term 2023 – Thursday 9 March 2023 at 5.30pm
Summer term 2023 – Thursday 13 July 2023 at 5.30pm

GB/69/22 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 7.45pm.

Signed (chair) Date