



School: Trent-Rylands Federation
Meeting title: Spring term meeting of the governing body
Date and time: Thursday 9 March 2023 at 6.00pm
Location: At Beeston Rylands School

Membership
'A' denotes absence

| | |
|---|--------------------------------|
| A | Ms L Griffiths |
| | Mrs D Bagley |
| A | Councillor Mrs K Foale |
| A | Mr J Harper |
| | Vacancy – co-opted |
| | Vacancy – co-opted |
| | Mrs E Truman |
| | Mr C Jones (chair) |
| | Mr A McPherson |
| A | Mrs K Naylor |
| A | Mrs L Sharples |
| A | Mrs L Shepherd (vice-chair) |
| | Mr S Williams |
| | Vacancy - parent |
| | Mrs C Turner– Head of school |
| | 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/01/23 Apologies for absence Action

Apologies for absence were received from Ms L Griffiths (recent baby), Mrs K Naylor (ill) and Councillor Mrs K Foale (weather conditions).

It was

resolved

that the governing body consent to these absences.

Mrs L Sharples and Mrs L Shepherd did not attend the meeting, but had not sent apologies.

GB/02/23 Declaration of interest

Mr Jones reminded the meeting that his wife worked at both schools in the Federation.

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

GB/03/23 Review of membership and terms of office ending in the next 12 months

The clerk highlighted the following vacancies on the governing body:

Mr Harper had previously informed the chair of his resignation as staff governor.

The chair had thanked him for the work he had done as a governor.

The clerk reminded the meeting that, when the constitution had been set up, it had been agreed that there should be staff representation from each school.

Mrs Naylor (co-opted governor) represented Trent Vale, thus the meeting agreed that the staff governor vacancy be advertised in Beeston Rylands only.

Two co-opted vacancies one staff and one parent vacancy.

The parent vacancy to be advertised in the near future.

CT

The meeting was informed that both Mrs C Turner and Mrs J Barratt appeared on the membership list as Associate members – this is incorrect.

As headteachers of Beeston Rylands and Trent Vale respectively, they should be listed as **FULL governors**.

The clerk was asked to remedy this.

GB/04/23 Approval of minutes of autumn term meeting and any special governing body meetings

The minutes of the autumn term meeting held on 1 December 2022 having been previously circulated were confirmed and signed by the chair. These minutes will have the chair's e signature placed on them.

GB/46/22 Governor confirmations on governorhub – Mrs Barratt agreed to re-check these.

JB

GB/66/22 Health and Safety check – the meeting was informed that the LA had carried out a full check. Also, the two headteachers and office staff had carried out checks.

The meeting noted that there is still a need for a governor Health and Safety check. Mrs Truman agreed to carry this out next term.

ET

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

GB/05/23 Receipt of minutes and approval of policies from committees and working parties

Resources Committee held on 27 February 2023

Pupil Outcomes Committee held on 23 February 2023

The following policies for both schools, reviewed at these meetings were **formally approved** by this meeting:

Finance Admissions Emergency Plan Health and Safety CPD Pay
Asbestos Management ECT Induction First Aid Governor Allowances
Governor Induction and Development Smoke Free

Art Computing Curriculum DT English EYFS Geography
History Language Mathematics Music PE RSHE Science SMSC.

GB/06/23 Holding executive leaders to account: Summary of Headteacher's report and governors' questions and challenge

The report had been previously uploaded onto governor hub, with governors being asked to submit questions prior to the meeting:

- ***A governor asked for progress on "accelerate rates of progress and raise attainment".***

The headteacher referred the meeting to the recent LA Monitoring visit made by Bob Hattersley, which recognised the progress made since November 2022.

- ***A governor enquired about the KS2 summary update.***

The headteacher explained that is due to the arrival of Y6 pupils, new to English, to be removed from the data. She went on to explain the process.

- ***A governor asked for more details of "Think Children".***

The headteacher outlined the excellent work done by this charity. Unfortunately, there is no longer funding, so it will cease to exist. She went on to explain that this work will be continued with ELSA trained staff in school.

- ***A governor noted the apparent high level of compassionate leave granted to staff.***

The headteacher explained that there is a wide range of reasons for this, with not all being for a full day.

- ***A governor asked for details of the Health and Safety incidents. Also, the recommendations of the H&S visit.***

The incidents were outlined for the two schools. Details of minor recommendations were outlined.

- ***A governor asked for details relating to staff well-being.***

The headteacher responded that staff are working very hard, but support one another well. She gave examples of time given to all staff to develop their curriculum areas, prepare lessons and write pupil reports.

- **Details of CPD were requested.**

These were outlined.

- ***A governor noted the positive behaviour report.***

The headteacher confirmed that this is due to the new Behaviour Policy.

- ***A governor enquired about the apparent discrepancy in exclusions reported.***

This is due to the fact that it was the previous term.

- ***A governor asked why the planned LA audit did not take place.***

The last one was 2017 – the LA are trying to catch up. It's their delay.

GB/07/23 Trent-Rylands leadership re-structure

The headteachers reported that, whilst some progress had been made, they are waiting for further responses from the LA, HR department.

These relate to job description and pay scales.

The chair offered his assistance, if needed.

chair

GB/08/23 MAT – potential transition to Academy Trust, updates and considerations

A governor asked if the removal of date by the government had any effect on the thinking of the Federation.

The headteachers responded that the schools will continue to monitor the situation and gather as much information as possible.

The actions of local schools will also be taken into consideration.

GB/09/23 Overseeing Financial Performance – Financial reporting*School budget*

Mrs Lievesley has visited both schools with draft budgets being set.

The predicted surplus on the 2023/24 budget for Trent Vale is approximately £20k

The predicted surplus on the 2023/24 budget for Beeston Rylands is approximately £42K.

The meeting realised that both of these figures may change before a final budget is set. However, the draft budgets were **formally approved** by this meeting.

The final budgets will be set at the resources Committee meeting on 22 May 2023.

This can be retrospectively approved at the next FGB meeting on 13 July 2023.

agenda

Scheme of Delegation for 2022/2023

These had been previously agreed and **formally approved**.

Schools Financial Value Standard (SFVS) for 2022- 2023

These have been completed for both schools and were **formally approved** by this meeting.

To be signed by the chair and sent in to the LA.

schools

Year-end re-forecast

Mrs Lievesley had stated that this would be approximately £21k for Trent Vale and £56k for Beeston Rylands.

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

Services for schools

These had been agreed at the Resources Committee meeting held on 27 February 2023 and were **formally approved** by this meeting.

Governors noted the increase in cleaning cost. Also, the possibility of sourcing school meals from outside caterers in future years.

GB/10/23 Update on appraisal process for headteacher and staff

Wendy Wheldon is to continue as external assessor. A date is yet to be set for the mid-term review.

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

GB/11/23 Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems (CP confidential file audit)

Mrs Shepherd had visited school to complete this.

GB/12/23 Information from the Corporate Director for consideration and action

- *Harm outside the Home Toolkit*

A governor asked if the school is aware of the toolkit.

The headteacher responded that the schools are aware of it – a resource to be accessed if/when pupils/families need support.

- *The Schools Bill and School Attendance*

Again, governors asked about schools' awareness and response to this report.

The meeting was informed that Mrs Turner had attended a recent LA course related to this.

Currently the schools issue Enforcement letters to families where there are attendance issues. This is working well.

However, the new bill, when it is finally introduced (was September 22, now planned September 23, more likely September 24) will insist upon Penalty Notices.

This was seen as more confrontational by the meeting. A family heads meeting is planned in the near future, when this will be discussed.

The meeting agreed that the schools need to review their Attendance Policies.

Also, warn parents of the imminent changes.

The schools are currently sharing attendance data with the DfE using Wonde.

Further discussion at the next Pupil Outcomes Committee meeting.

PO comm

GB/13/23 Communication received and updates

From Headteacher

Confidential item, see separate sheet.

From Clerk - Governor Newsletter

The clerk highlighted the following points:

- New team manager
- Admission arrangements
- Range of HR information
- Safeguarding News
- News from the DfE

GB/14/23 Report from training co-ordinator including a skills audit and review of governor training requirements for 2023

Mrs Truman, the new training co-ordinator, asked the chair to email her the address of her predecessor.

chair

The meeting agreed that a skills analysis be carried out.

ET

GB/15/23 General Data Protection Regulations

Report from the DPO and Information Governance Governor

There are no SARs nor breaches to report.

GB/16/23 Review of governor monitoring visit reports – key actions for governing body

A Governor Day is planned for 30 March 2023. Headteachers to co-ordinate timings.

All govshs

GB/17/23 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Governor challenges/questions at committee meetings.

Governor review and formal approval of a wide range of policies.

Numerous governor questions submitted prior to the meeting relating to the headteacher report.

Governor discussion and formal approval of financial matters.

Governor questions relating to the two Directors Reports.

Planned governor skills audit.

GB/18/23 Confirmation of dates for 2023/24

The governing body

agreed

Summer term 2023 – Thursday 13 July 2023 at 5.30pm
 Autumn term 2023 – Thursday 30 November 2023 at 5.30pm
 Spring term 2024 – Thursday 7 March 2024 at 5.30pm
 Summer term 2024 – Thursday 11 July 2024 at 5.30pm

GB/19/23 Determination of confidentiality of business

It was

resolved

that there is one confidential item

The meeting closed at 7.20pm.

Signed (chair) Date

