

MINUTES OF MEETING

School: Trent-Rylands Federation
Meeting title: 1st Autumn term meeting of the governing body
Date and time: Monday 2 October 2023 at 5.30pm
Location: At Beeston Rylands J S

Membership
'A' denotes absence

Ms L Griffiths
Mrs D Bagley
Councillor Mrs K Foale
Mrs E Truman
Vacancy – co-opted
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Mr C Jones (chair)
Mr A McPherson
A Mrs K Naylor
A Mrs L Sharples
Mrs L Shepherd (vice-chair)
Mr S Williams
Mrs C Watts
Vacancy - staff
A 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 (Federation Deputy Head)

GB/40/23 Apologies for absence Action

Apologies for absence were received from Mrs K Naylor (illness) and Mrs C Turner (family bereavement)

It was

resolved

that the governing body consent to these absences.

The chair informed the meeting of the resignation as a co-opted governor of Mrs Sharples.

GB/41/23 Declaration of interest – Governor annual declarations and agreements

Review and sign 2023/2024 Register of Business Interest

Review and sign 2023/2024 Declaration of Eligibility

Forms were circulated at the meeting for governors to sign.

Review and sign Governor Code of Conduct

Review and sign KCSIE September 2023

Action

The clerk reminded governors that these two forms are on governorhub.

Mrs Truman agreed to check that governors had ticked both confirmations.

ET

Mrs Truman informed the meeting that she had created a spreadsheet listing governor training undertaken. This had been done using information on individual profiles on governorhub.

However, she believed that the spreadsheet is incomplete as not all governors had updated their information.

All gobs

She therefore requested that all governors check and update their profiles.

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.

GB/42/23 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 and staff governor vacancy.

The clerk brought to the attention of governors the following end of term of office:

Mrs Bagley, Mr Jones and Mr McPherson all co-opted, all 15 January 2024. Mr Williams, parent, 13 January 2024.

Following discussion, the meeting agreed to the re-appointment of Mrs Bagley, Mr Jones and Mr McPherson as co-opted governors.

Also, the appointment of Mr Williams as a co-opted governor.

Mrs T Walker was introduced to the meeting. She gave brief details of her professional expertise.

Following discussion, the meeting agreed to the appointment of Mrs Walker as a co-opted governor.

This meant that there is now one co-opted vacancy, one parent vacancy and one staff vacancy.

Staff to be reminded of the staff governor vacancy.

Fed DH

GB/43/23 Determination of term of office for chair and vice-chair

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

GB/44/23 Election of chair

Mr Jones had previously indicated that he no longer wished to continue as chair, but would remain as a governor and support the new chair.

The meeting thanked Mr Jones for his hard work over the previous five years.

Mrs Griffiths stated that she was prepared to take on the role, if supported by a colleague.

The meeting agreed that there could be two co-chairs.

Mr Williams agreed to join Mrs Griffiths as co-chair.

The meeting **formally approved** this arrangement.

GB/45/23 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/46/23 Approval of minutes of summer term meeting and any special governing body meetings

The minutes of the summer term meeting held on 17 July 2023 having been previously circulated were confirmed and signed by the chair.

Review of actions

GB/24/23 Possible fining of parents for pupil absence. – a governor asked what the current situation was, if there had been any increase in term time holidays. The schools are continuing to monitor the situation.

GB/33/23 Link governors – the meeting discussed the role of link governors. The following link governor roles were identified:

Safeguarding and Attendance – Mrs Sharples and Mr McPherson
Health and Safety – Mrs Truman
SEND – Mrs Bagley
Early Years and Phonics – Mr Jones
Curriculum – Mr Jones
Pupil Premium – Councillor Foale and Mrs Watts
Writing – Mrs Griffiths

Schools to inform relevant teachers of changes and sort means of communication. **Hts**

It was suggested that there be termly contact between the governors and relevant teachers.

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

GB/47/23 Receipt of minutes and approval of policies from committees and working parties

Approval of Child Protection Policy

Approval of governor code of conduct policy

Approval of HR policy

Approval of complaints policy

All of the above were **formally approved** by this meeting.

Mrs Barratt had uplisted onto governorhub further policies which needed an annual review:

Charges and Remissions School Disciplinary (Capability) Whistleblowing
Employee Code of Conduct Management of Human Resources
School Disciplinary Procedure – parts 1 & 2 Pay Appraisal
Reporting Staff Absence Attendance Management in Schools – Employee Guide

Governors noted the minor changes in these. Also, the need to be re-signed.

They were then **formally approved**.

A governor sought clarification in relation to the Lettings Policy and safeguarding issues.

The schools have addressed this matter.

Mrs Truman left the meeting at 6.50pm

GB/48/23 Overseeing Financial Performance – Financial reporting

- Year-end re-forecast

The following predicted carry forwards for 2023/24 were reported in the Headteacher Report:

Trent Vale - £18,778
Beeston Rylands - £9,722.

Whilst **formally approving** the above, the meeting noted the indicated likely deficits in the following years.

Governors sought information on the number of recent joiners with either EAL or SEND. Also, on when decisions are made re SEND funding.

The ongoing financial effect of one small year group at Trent Vale was noted.

The meeting was informed that major decisions re staffing and class organisation would need to be made when the 2024/25 budget is announced to the schools.

- Inventory

Information on these had been uploaded onto governorhub and were **formally approved** by the meeting.

- Details of the two school fund accounts had been uploaded onto governorhub – these were **formally approved** by this meeting.

GB/49/23 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:

Governors sought clarification on the following:

- KS2 Summary Dashboard – writing progress. Full details given.
- KS1 Summary Dashboard – phonics. Full details given.
- Pay Policy – retention bonuses. Following discussion, the meeting agreed to remove these.
- KS1 Reading and writing - Full details given.
- Maths scores - Full details given.
- WB FSM boys - Full details given.
- Joint SIP priorities, how arrived at? Full details given.
- School/federation vision – need for update?

The meeting agreed that heads will review and update the Federation website to ensure that this reflects the current vision statement and links to new curriculum drivers etc.

Hts

GB/50/23 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 in this role. A meeting is planned in the near future.

Confirm/appoint appraisal governors – confirm appraisers have completed training

Mr Jones, Mrs Shepherd and Mrs Griffiths are headteacher appraisal governors.

Confirmation of the Quality Assurance arrangements

Councillor Foale agreed to become QA governor.

GB/51/23 Receive and scrutinise headteacher's annual report on whole school appraisal process including:

Review appraisal policy in line with recommended changes from HR Provider

The Appraisal Policy had been recently reviewed.

Ensure effective appraisal arrangements for all staff are in place

All teacher appraisal cycles will be completed by half term, with new targets base on the SIP then being set.

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

Mrs Bagley, Mrs Griffiths and Mrs Trueman form the Pay Committee.

GB/52/23 Information from the Corporate Director for consideration and action

Nottinghamshire SEND Improvement Programme

The content of this was noted by the meeting.

All agreed that the major issue is lack of SEND funding – locally and nationally.

Safer Working (recruitment and selection), Teachers Pay and other HR updates

The contents were noted by the meeting.

GB/53/23 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 2023/2024 plus supporting guidance

Mrs Shepherd and Mr McPherson are to meet with the headteachers to complete this. To be returned electronically prior to 20 December 2023.

LS,AM,hts

GB/54/23 Health and Safety

Mrs Trueman is to visit Beeston Rylands JS.

GB/55/23 General Data Protection Regulations - Receive report from Data Protection Officer and Information Governance governor

Mrs Osborne informed the meeting of a breach made by an external provider. This has been dealt with.

GB/56/23 Communication received and updates

From Clerk – 1st Governor Newsletter

The following items were highlighted:

- School admission arrangements
- Safeguarding in Education news
- Ofsted – National updates and Information
- Support for Governors
- Dealing with exclusions
- School Governors right to time off work

GB/57/23 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Decision to move to two FGB meetings each term.

Appointment of two co-chairs, one with a vast experience of OFSTED.

Re-defining of governor link roles, along with plans to meet individual staff members.

Review and formal approval of a wide range of policies.

Review and formal approval of financial matters, leading to discussion on possible class structure 2024/25.

Wide range of governor questions, related to the Headteacher's Report, submitted prior to the meeting.

GB/58/23 Confirmation of dates for 2023/24

The governing body

agreed

Second autumn term – Thursday 30 November 2023 at 5.30pm

First Spring term – Monday 5 February 2024 at 5.30pm

Second Spring term – Thursday 7 March 2024 at 5.30pm

First Summer term – Monday 13 May 2024 at 5.30pm

Second Summer term 2024 – Thursday 11 July 2024 at 5.30pm

GB/59/23 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 committee minutes be deemed confidential but that all other papers and reports be made available as required.

The meeting closed at 7.50pm.

Signed (chair) Date

