

MINUTES OF MEETING

School: Trent-Rylands Federation
Meeting title: Summer term meeting of the governing body
Date and time: Monday 17 July 2023 at 5.30pm
Location: At Beeston Rylands JS

Membership
'A' denotes absence

A Ms L Griffiths
Mrs D Bagley
Councillor Mrs K Foale
Mrs E Truman
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
Vacancy - parent
Vacancy - staff
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/20/23 Apologies for absence Action

Apologies for absence were received from Ms L Griffiths (maternity leave)

It was

resolved

that the governing body consent to this absence.

Mrs L Sharples was again not present and had not sent apologies.

The meeting agreed that the chair email her and ask if she still wished to be a **chair** governor.

GB/21/23 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.

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

The clerk highlighted the following vacancies on the governing body:

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

Mrs Turner informed the meeting that, following an election, Charlotte Watts had been elected as parent governor. She agreed to notify Governing Body Services.

CT

Following discussion, the meeting agreed that Mrs Barratt contact Tracey Walker, who had narrowly missed being elected as parent governor, to see if she would be interested in becoming a co-opted governor.

JB

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.

These matters to be dealt with in the autumn term.

Mr Jones reminded the meeting of his intention to step down as chair in September 2023.

He asked that any governors considering becoming chair contact him prior to this date.

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

The minutes of the spring term meeting held on 9 March, 2023 having been previously circulated were confirmed and signed by the chair.

Matters arising/review of actions

GB/04/23 GB/46/22 Governor confirmations on governorhub – all governors were asked to check that these are up to date.

All gobs

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

GB/24/23 Receipt of minutes and approval of policies from committees and working parties

Resources Committee held on 11 May 2023

Pupil Outcomes Committee held on 22 May 2023

The following policies, reviewed at committee, were formally approved by this meeting:

Pupil off-site visits Lettings Recruitment and Selection GDPR
Job-share Practice Annual Leave and leave of absence

Transition Intimate Care Confidentiality Class Organisation
Bereavement.

Two possible models of Attendance Policy were presented to this meeting.

One used the term "can fine", the other "will fine" for holidays taken during term time.

The meeting was informed that the LA were putting pressure on headteachers/governors to opt for “will fine”.

The meeting was informed that, currently, term time holidays are never authorised, but fines had not been issued.

A governor asked what other local schools do – they do not fine.

A governor expressed concern over current absence figures.

The meeting was informed of the purchase of “Studybugs” – a programme designed to make monitoring of pupil absence more efficient.

A governor asked if fines could be used specifically for holiday absences – it could.

The headteachers informed the meeting of the difficulty in making decisions re fines – a need to be seen to be consistent.

Following further lengthy discussion, a vote was taken as to whether to use the term “can fine” or “will fine”.

The meeting voted to use the term “can fine”.

It was agreed that absence figures will be closely monitored and reported back to governors on a regular basis.

HTs

Confidential item, see separate sheet

GB/25/23**Financial reporting**

- *Approval of school budget*

The 2023/24 budget plan for Trent Vale, agreed at Resources Committee on 11 May 2023, showed a predicted surplus of £26,419.

The 2023/24 budget plan for Beeston Rylands, agreed at Resources Committee on 11 May 2023, showed a predicted surplus of £22,549.

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

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

The 2022/23 carry forward of £41,773 for Trent Vale had been agreed at Resources Committee on 11 May 2023.

The 2022/23 carry forward of £60567 for Beeston Rylands had been agreed at Resources Committee on 11 May 2023.

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

Details of planned expenditure relating to the above were discussed at the Committee meeting.

GB/26/23**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 further details in relation to absences, especially disadvantaged pupils**

DP children in school – 3 in F2 7 in Yr 1 10 in yr 2 = 20 of their absence 2 children are new to school this year. 2 children are continually late – AB – 67 % am DLF 67%. 1x is quite new to school but has very poor attendance 75 %. 2 x enforcement . 1 x Mash referral. They are all in year 2 and this presents a problem for CT next year.

How does this compare to national DP data ? (On governhub)

Absence at BRJS

2 xY3

2 xY4

2 XY5

3 XY6

In the above there are children who school refuse, who are educated off site, 1 who is missing in education but a referral has been made.

1 a MASH referral has been made. All complex but staff working with.

- **Governors sought clarification in relation to the Trent Vale budget forecast.**

The budget is always tight. This time last year we were forecasted -£2000 for the end of this year. We ended up next year it + £26, 000.

Numbers are low, so we went back to Vicky Livesley, Financial Advisor, when we had the pupil numbers. We double checked that we could afford the structure we had in place. She said we could.

The budget was done on low numbers this year but normal numbers next year – this was based on us having higher numbers already in nursery for SEPT and moving forward through-out the year.

We have gone for smaller classes but no mixed year groups for this year with the view that next year it is a strong possibility that we will need to have mixed year groups. As we have replaced a member of staff on a temporary basis – it will mean that we do not have to keep that person on – if the budget is unable to sustain it. We will then look at different options of staffing – including possibly making a EYFS unit. We are keen to not go back to a year 1/F2 mix and will look at how we can make an EYFS unit.

- **Governor question relating to Attendance Policy.**

See GB/24/23 above.

- **Statutory Data**

Mrs Osborne presented Pupil Attainment data to the meeting. These had been previously uploaded onto governorhub. The figures for both schools were excellent, with most sets of results being above the national average.

GB/27/23 Update on appraisal process and wellbeing for headteacher and staff

The mid-point appraisal meetings have been completed for teachers and headteachers.

Wendy Wheldon, external assessor, has met with the chair to discuss next year's headteacher appraisal targets.

A governor enquired about the well-being of headteachers and staff.

The meeting was informed that all are tired at the end of the school year.

Councillor Foale offered any assistance.

GB/28/23 Information from the Corporate Director for consideration and action

The report was noted by the meeting.

Governors noted the extreme lack of SEND funding.

GB/29/23 General Data Protection Regulations – report from the DPO/Information Governance Link Governor

There have been no breaches to report.

Mrs Shepherd left the meeting at 7.00pm

GB/30/23 Receive report from the Designated CLA (Children who are Looked After) teacher (presented at least once per year)

Details of this were given in the headteacher's report.

GB/31/23 Communication

From headteacher

The headteacher informed the meeting of a payment of £178.32 received from the Councillors' Divisional Fund. Councillor Foale was thanked for this.

From Clerk - Governor Newsletter

The clerk highlighted the following points from the two newsletters:

- Wellbeing support
- HR Updates
- Change to EMES
- Safeguarding matters
- Suspensions and exclusions – updated guidance
- Free Early Years child development training

GB/32/23 Approval of in-service training days (5) 2023-2024

The following dates were **formally approved** by the meeting:

Monday 4 September 2023

Friday 20 October 2023

Thursday 4 January 2024

Friday 5 January 2024

Monday 3 June 2024

GB/33/23 Review of planning document: delegation and organisation of committees:

Agree committee structure and membership of committees

See GN/35/23 below.

Approval of scheme of delegation 2023-2024

This had been uploaded onto governorhub and was **formally approved** by this meeting.

Note annual planner 2023-2024 to support agenda setting

This was noted by the meeting.

Policy checklist 2023-2024 – statutory policies for schools

This was noted by the meeting.

Review of and appointment to link governor roles

To be completed at next FGB meeting, due to new appointments.

agenda

GB/34/23 Report from training co-ordinator of impact of training undertaken and review of governor training requirements (including safeguarding)

Governors were reminded of the new EMESS training package.

All governors were reminded that they needed to have up to date Prevent training.

All govs

All governors were asked to ensure that their training records are up to date on the governorhub individual profiles.

All govs

Following a governor question, the clerk agreed to check governor access to training on The Key.

clerk

GB/35/23 Proposal for changing the committee structure

Three governors had been working on a proposal to change from the current 1 FGB and 2 Committee meetings each term to 2 FGB meeting each term.

This was discussed at some length.

It was agreed that the new format would require a great deal of individual and paired working of governors between meetings, with work being uploaded onto governorhub prior to meetings.

Governors agreed that the new format would decrease duplication of work and give governors more insight into all matters.

Great care would have to be taken in deciding agendas.

The meeting agreed to the new format with the first FGB meeting each term being related to Resources, with a Planning theme. The second FGB meeting to be an opportunity for Review and Pupil Outcomes.

GB/36/23 Review of governor monitoring visit reports – key actions for governing body

Mrs Bagley had made a SEND visit.

Mrs Truman had carried out a Health and Safety Inspection at Trent Vale, with actions being identified.

Mr McPherson had carried out Safeguarding inspections at both schools.

GB/37/23 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

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

Governor discussion and eventual decision made on the Attendance Policy.

Governor approval of the two 2023/24 budgets and 2022/23 BO2 returns.

Governor questions relating to the headteacher's report.

Governor concern expressed in relation to low SEND funding.

Governor decision for new format of governor meetings.

Governor visits made.

GB/38/23 Confirmation of dates for 2023-2024 to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

- Autumn term 2023 (1) – Monday 2 October 2023 at 5.30pm
- Autumn term 2023 (2) – 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/39/23 Determination of confidentiality of business

It was

resolved

that there was one confidential item.

The meeting closed at 7.50pm.

Signed (chair) Date

