

MINUTES OF MEETING

School: Trent-Rylands Federation
Meeting title: First Summer term meeting of the governing body
Date and time: Monday 13 May 2024 at 5.30pm
Location: At Beeston Rylands J S

Membership
'A' denotes absence

	Ms L Griffiths (co-chair)
	Mrs D Bagley
	Councillor Mrs K Foale
	Mrs E Truman
A	Mrs S Osborne
	Vacancy – parent
	Mr C Jones
	Mr A McPherson
	Mrs K Naylor
	Mrs T Walker
	Mrs L Shepherd (vice-chair)
	Mr S Williams (co-chair)
	Mrs C Watts
A	Mrs K Harby
	Mrs C Turner– Head of school
	Mrs J Barratt – Head of school

In attendance Mr D R Allen (clerk to the governors)

Mr Williams commenced chairing this meeting, Ms Griffiths took over when he had to leave

GB/39/24	Apologies for absence	Action
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Apologies for absence were received from Mrs S Osborne and Mrs K Harby (both work commitment).

It was

resolved

that the governing body consent to these absences.

GB/40/24	Declaration of interest
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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.

Councillor Mrs K Foale reminded the meeting that her husband is chair of the Equals Trust.

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

GB/41/24	Review of membership and terms of office ending in the next 12 months
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The clerk highlighted the following vacancies on the governing body:

One parent and one co-opted vacancy.

The meeting agreed that these vacancies be dealt with at the beginning of the autumn term.

agenda

GB/42/24 Approval of minutes of second spring term meeting and any additional special governing body meetings

The minutes of the spring term meeting held on 14 March 2024 having been previously circulated were confirmed and signed by the chair.

Review of actions

GB/25/24 Possible raising of £5k spending limit – the clerk informed the meeting that this is the Finance Section's recommended amount.

GB/29/24 Audit of confidential files – Mrs Shepherd and Mr McPherson to contact headteachers to arrange suitable dates later in the term.

LS+AM

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

GB/43/24 Financial reporting

Approval of school budget including 3-year forecast

Full details of these for both schools had been uploaded onto governorhub.

Trent Vale had a surplus of £43,469 on their 2023/24 budget. Beeston Rylands a surplus of £74,577.

Predicted surplus for 2024/25 for Trent Vale is £21,111 and Beeston Rylands £28,174.

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

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

Statements for both schools were tabled at the meeting.

The meeting discussed possible increases in reception numbers, out of catchment numbers, high level of send and consequent costs to the schools, local house building projects.

Following these discussions, the statements including figures as stated above were formally approved by the meeting.

GB/44/24 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. Responses were tabled at the meeting.

Quite a few of the items on the 3 year forecast show no change over this period - e.g. supply teacher insurance, water and sewerage, energy. Seems optimistic?

To answer this question, we don't check and amend every line on the 3 year forecast going forward, this would take far too long. We try and get certain things as accurate as possible, eg staffing and estimating pupil numbers which would make the most difference budget-wise. We also assume the same funding formula but this invariably increases slightly further down the line and will offset the other spending increases.

Confidential items, see separate sheet

Despite this, the number of red/yellow cards issued seems to have declined generally in both schools over the year, which is encouraging. The report mentions that TV is rebooting its behaviour curriculum after Easter. What did this involve and how is it going?

TV: We have allocated behaviour champions to children. Each week they will try and keep in touch with their named pupil up to 3 times. This is going well. The staff are reporting that the interactions with the children are positive. Tracking at half term will indicate whether this has reduced the number of red behaviours. On a Monday our ELSA meets with children and discusses situations that present as challenging to children and also possible resolutions. She tells me that in theory children know what they should do – it's the doing it in the heat of the moment that is tricky. The rules have been broken down in to further steps. This has been very helpful in enabling teachers to be specific on what behaviour are to be expected and developed children's understanding. I have been collecting behaviour logs in weekly and these have been discussed at our Wednesday meeting – this has resulted in further observations by myself of behaviour in classrooms and a referral to the Healthy Family Team. The lunchtime behaviour board is being taken to all classes after lunch. This has resulted in better feedback and teachers being fully aware of any incidents at lunch.

I am hoping to change the children's perceptions of behaviour – as the majority of school are always well behaved.

The impact of these strategies will be evaluated as we move forward but it seems positive.

Moving forward for September – we are hoping to use this approach to develop a more sequenced / timed behaviour curriculum.

What is the plan to replace the Writing and reading lead at BRJS?

C Turner is overlooking at present. The newly appointed teacher for Sept has been allocated English.

I notice that governor names have now been added to the policy reviews. Just to check, will relevant governors be notified in advance when 'their' policies are coming up for review so they have time to review and comment prior to the relevant meeting? Or will we need to keep an eye on this ourselves?

Please can governors check this when it comes through on Gov Hub. We will then keep it the same every year so by the end of this one, you will know which ones you have to check and we can print a copy out for the next FGM.

These documents are very similar. Could they be collapsed into a single policy covering the federation?

This was agreed by the meeting. Headteachers to complete.

Hts

I know that some work is done around careers education, but is there any formalised approach to this?

There is no formalised approach to this – Our Driver – Possibilities – aims to share with children potential careers that they could strive to – this is being added to dual documents as we go along.

We organise a careers fair for Year 6 children on a carousel basis at the end of the academic year.

Did the broken arm at Trent Vale have to be reported to the HSE (under RIDDOR)? Was the incident investigated?

This incident was not RIDDOR reportable as there was no question of any fault being apportioned to school. The incident was thoroughly investigated by the school.

Governors praised the decision to commence the use of Parent Hub.

The meeting questioned this method of working - sending in questions prior to the meeting.

Both headteachers agreed that this is a most thorough and accurate method.

GB/45/24

Outcomes for pupils

A governor asked - Yr 4 - What are the next steps with addressing the fallback in Maths progression?

This is for 8 children. Staff are aware of who the children are and these have discussed at pupil progress meetings with Catherine. Next steps have been planned for them such as class teacher support; class teacher support and checking in at the point of independent learning; consolidation activities and QFT

A governor asked - Yr 5 – Given the transient nature of the year group, is there anything that is being masked in the data here? Given the number of children that have fallen back, would the YTD progression be lower if it were not for the transient group?

The YTD progression has been measured for those children who took the end of yr4 assessments last year so their progress can be measured. There will not be a progress measure when these children are Year6 as they did not take Yr2 SATs. Their data will be purely attainment (like this year) If we measure progress for those children who were in Yr2 (21 children compared to a cohort of 36 at present) and were teacher assessed from Trent Vale teachers data for progress is:
Reading 77% and 29% accelerated
Writing = 85% and 14% accelerated
Maths = 100% and 14% accelerated.

A governor asked - Similar question - given the proportion of EAL children in the year group, is there anything that is being masked in the data here? Given the number of children that have fallen back, would the YTD progression be lower if it were not for the EAL group?

The YTD progress data for 4 EAL children in Yr 5 is good. It is for 4 children Reading = 100% ; writing= 100% and 17% accelerated; Maths= 100% and 25% accelerated progress .

Also, see confidential items under GB/45/24.

**GB/46/24 Ensure clarity of vision, ethos and strategic direction set by governors
Review and approve School Improvement Plan**

Both SIPs had been uploaded onto governorhub.

The headteachers stated that they believed that there is too much detail in the plans – too many actions.

The meeting agreed with this, but stated that it is good to be over-ambitious.

Governors enquired if the SIPs are useful documents – the headteachers stated that they feed well into the SEF.

The recent Ofsted inspection at Beeston Rylands had approved their SIP, stating that it reflected the working of the school.

Mr Jones, as lead governor, agreed to arrange visits to both schools to discuss the SIPs with each headteacher. **CJ+hts**

The headteachers informed the meeting of the amount of time spent on a range of Safeguarding issues – up to one and a half days each week.

The meeting expressed concern at this, asking if some of the work could be shared with other staff members.

The revised Bereavement and Class Organisation policies were formally approved by the meeting.

Following discussion, the meeting agreed that the Confidentiality Policy needed further review. **Hts agenda**

Also, the Transition Policy needed review to include transition to secondary schools. **SO agenda**

The two headteachers agreed to work to join the two separate Intimate Care policies into one. **Hts agenda**

GB/47/24 MAT update

The headteachers informed the meeting of their attendance at a recent Broxtowe Area Headteachers meeting for maintained schools.

The meeting discussed possible methods of supporting one another.

The group are to meet again in the near future.

The meeting discussed issues relating to possible joining of a MAT, including autonomy, contracts, HR, Legal, etc.

The meeting recognised the need for a list of values to be maintained to be drawn up if joining a MAT.

	Mr Williams agreed to contact the chair of Round Hill to discuss this.	Action SW
	The clerk agreed to further investigate.	clerk
	Mr Williams left the meeting at 6.30pm	
GB/48/24	Information from the Corporate Director for consideration and action <i>Pupil Place Planning</i> This was noted and discussed by the meeting.	
GB/49/24	Receive report from the Designated CLA teacher (Children who are Looked After) (presented at least once per year) – see headteacher’s report Details of this were contained in the headteacher’s report.	
GB/50/24	Communication <i>From Headteacher</i> Mrs Turner informed the meeting of a request from a teacher to decrease from 5 to 4 days per week. The meeting formally approved this. <i>From Governor</i> Councillor Mrs K Foale tabled a letter from the chair of the Trent Vale Sports Management Committee, suggesting that both schools could benefit from using their resources. The headteachers agreed to consider a meeting with this group.	Hts
	<i>From Clerk – First Governor Newsletter</i> The clerk highlighted the following items: <ul style="list-style-type: none"> • Updates to Leave of Absence. Flexible Working and Paternity Policies. • Cyber security. • Ofsted – The Big Listen. • Governor allowance and expenses policy 	
GB/51/24	Approval of in-service training days (5) 2024-2025 Dates had been uploaded onto governorhub, with four being identified. The meeting formally approved these and agreed that the fifth date could be decided by the staff.	
GB/52/24	Review of planning document: delegation and organisation of committees: <i>Approval of scheme of delegation 2024-2025</i> This to dealt with at the next FGB meeting. <i>Note annual planner 2024-2025 to support agenda setting</i> This was noted by the meeting.	agenda

Policy checklist 2024-2025 – statutory policies for schools

This was noted by the meeting.

Review of and appointment to link governor roles

These had been recently reviewed.

GB/53/24 Report from training co-ordinator of impact of training undertaken and review of governor training requirements (including safeguarding)

Ms Griffiths informed the meeting of training she still has to complete.

Mrs Watts left the meeting at 6.45pm

GB/54/24 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Governor discussion and approval of finance matters.

Governor review and approval of two policies – along with identification of need to further review three policies.

Wide range of governor questions/challenges submitted prior to the meeting in response to the headteacher's report.

Governor discussion and approval of the two SIPs, along with suggestions made to reduce content.

Discussion of MATs – criteria required to be maintained.

Discussion of behaviour issues – brought into school from out of school activities.

GB/55/24 Confirmation of dates for 2024-2025 to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

First Autumn term 2024 – Thursday 26 September 2024 at 5.30pm

Second Autumn term – Thursday 28 November 2024 at 5.30pm

First Spring term 2025 – Thursday 23 January 2025 at 5.30pm

Second Spring term – Thursday 13 March 2025 at 5.30pm

First Summer term 2025 – Thursday 15 May 2025 at 5.30pm

Second Summer term – Thursday 10 July 2025 at 5.30pm

GB/56/24 Determination of confidentiality of business

It was

resolved

that items in the headteachers report, along with questions from governors should be confidential.

The meeting closed at 7.00pm.

Signed (chair) Date

This was signed in person by the Chair of Governors in the second Summer Meeting .