

MINUTES OF MEETING

School: Trent-Rylands Federation
Meeting title: Second Summer term meeting of the governing body
Date and time: Thursday 11 July 2024 at 5.30pm
Location: At BRJS

Membership
'A' denotes absence

A	Ms L Griffiths (co-chair)
	Mrs D Bagley
	Councillor Mrs K Foale
	Mrs E Truman
	Mrs S Osborne
	Vacancy – parent
	Mr C Jones
	Mr A McPherson
	Vacancy – co-opted
	Mrs T Walker
A	Mrs L Shepherd (vice-chair)
	Mr S Williams (co-chair)
	Mrs C Watts
	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 S Williams chaired this meeting

GB/57/24	Apologies for absence	Action
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Apologies for absence were received from Ms L Griffiths (fractured leg) and Mrs L Shepherd (family commitment)

It was

resolved

that the governing body consent to these absences.

GB/58/24	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/59/24	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.

Mrs J Barratt informed the meeting that Miss Michelle Gough had agreed to fill the vacant co-opted vacancy. This meant that both schools would have staff representation on the governing board.

Following discussion, the meeting agreed to her appointment as a co-opted governor.

The meeting agreed that the parent vacancy be dealt with at the beginning of the autumn term.

agenda

GB/60/24 Approval of minutes of summer term meeting 1 and any additional special governing body meetings

The minutes of the summer term meeting 1 held on 13 May 2024 having been previously circulated were confirmed and signed by the chair.

Review of actions

GB/42/24 Audit of confidential files – Mr McPherson to contact the heads to organise a date for this.

AM+hts

GB/50/24 Mrs Turner gave detail of the progress made working with the Trent Vale Sports Management Committee. This is ongoing and reported as a positive move for the Federation.

GB/52/24 Scheme of Delegation – this had been completed and uploaded onto governorhub. Following discussion this was **formally approved** by the meeting.

All other actions had been completed.

GB/61/24 Nottinghamshire Education Improvement – EYFS Review Document

The meeting noted the excellent report, which had been uploaded onto governorhub.

The report was **formally approved** by the meeting.

GB/62/24 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.

Behaviour

- Behaviour looks to have worsened, is all ok here? Some classes seem to feature a lot eg Lilac, possibly due to repeat offenders? any extra support needed?

- Pupil behaviour - TV behaviour champion - glad this is working. Poor behaviour = feels like incidents at TV have increased, is this OK?

TV - We have adopted a more comprehensive behaviour tracking – week by week which also records low level behaviour. We wanted behaviour champions to be able to talk about this low level behaviour and catch it early before waiting for

escalating behaviour. We continue to look at behaviour. Low level behaviour is an area that I work upon next year with a stronger focus on developing a behaviour curriculum in the first half term. We are reviewing and developing our play opportunities at playtimes.

Children with SEN and behaviour continue to need very careful management.

What are the next steps for the excluded children?

Reintegration meeting with child and family, extra communication with family, a report card where appropriate stating specific behaviour, regular check ins with child, staff and family. Referrals to outside agencies where appropriate.

Confidential item, see separate sheet.

Absence

- Persistently absent pupils - it feels like a lot of time and effort from head teachers with parents is what is making progress in both schools - can you keep this up? Are you at the limit of your capacity i.e. if more pupils come into the category of persistently absent could you keep up this intervention?

The answer is hopefully none will. Safeguarding and absence tend to go hand in hand and these families will always require our time and support.

Staff absence - are the numbers of days sickness usual? I wouldn't know what is usual but sickness can be an indicator of stress levels in staff, which is why I ask.

Staff sickness - is this "usual" levels or anything to look into?

TV – there have been 8 incidents of sickness. None of these have been related to work related stress but have been for a range of reasons.

BRJS – there have been 4 incidents of sickness. None of these have been related to work related stress but have been for a range of reasons.

The meeting went on to discuss how staff absence is categorised, stating that there is a need to further detail "compassionate leave".

Inventory

- Budget - inventory - missing items at BRJS - is this usual, what happens if they don't turn up?

This is unusual but there hasn't been a full inventory check since covid. This is referring to x4 old white I Pads. These were sent home for pupil use during Covid. X3 Lenovo pupil laptops. They would be beyond economical repair now. It may have been that they were disposed of without going through the correct process. x1 new I Pad is being looked for.

Communication

- How do you know/ will you know the parent hub is working?

Generally we feel it is going well. There is potential for staff to use it more in September, but we are also not going to overburden staff with making demands on this. Parents can still contact us through the normal email route.

Moving forward – we will use our questionnaires to establish viewpoint on this.

From an office staff point of view this is saving time when forms can be filled in via the app and sent back to school quickly.

Following discussion, the meeting agreed that the system needed more time in order to become fully efficient.

Policies

Managing stress and promoting well-being

- Is there an intent to use the toolkit within the schools?

This is from the local authority and so should be adopted.

Miscellaneous

- The 2 x day for each teaches to review curriculum - how do you know this was successful?

This was successful as the project was completed. The task was to review the Science/ history and geography documentation from F1 – yr 6- confirming vocab/ disciplinary skills and sticky knowledge . This was completed.

- For the new academic year do you have an equivalent FTE teacher with QTS for each class? How many TAs do you have and how are they deployed?

Yes there is a teacher in each class.

TA's at BRJS: Most TA's work full time. 1x3 days per week 6 TA's.

TA's at TV: Tas work part and full time. 10 TAs in total = equivalent of 8 TAs .

TA's are deployed where the need is greatest amongst the children. SEND children first. Age of children taken into account. Correct ratios in Nursery 1:13 Then class support/ PPA cover.

- What do people FOI/EIR you about?

Can be anything – 2 recent ones were allergic reactions in school and use of agency staff,

Previously it was about RAC in school.

MSR - great doc - does this feed into other docs like the SIP? Or does it get reviewed in another way?

MSR is fed back to staff. Findings are built in to staff meetings etc and then revisited during the next monitoring activity. Any on going findings will then feed in to our SEF and SIP in September.

EYFS visit - this reads so well, so well done to all involved! just for my understanding is this visit a standard requirement or has it taken place as a result of previous findings/issues?

We had an LA review because we are in the Ofsted window.

Next years mixed classes, any view or feedback yet on how this has been received by parents? Any concerns?

TV- we have had no negative feedback . One family wanted to know the rationale behind this but were fine with my explanation.

GDPR Performance report - I recall there was an incident with pupil information being found out in the wild - related to a sports provider? Is that reportable for the purposes of this document?

Yes we have added this to the performance report. Sue reported this to the ICO – Information Commissioners Office.

Land / PAN

Thanks as always for the comprehensive update. Would it be possible to get some further information on the transfer of the land behind BRJS and the plans for this? Seems like the GB should have some oversight of this as a potentially significant change to the school estate - also the proposed increase of PAN to 60. Perhaps someone from the LA could present on some of these changes.

Very early stages and nothing yet has been approved. I took the potential project to the school place planning board on 28th June where it was agreed that:

- Arc would carry out a net capacity assessment to see what you have now capacity-wise. This will be helpful if the project goes ahead.
- Legal advised that we were waiting to carry out the land transfer of the 0.3 hectare plot that is being added to the school estate and Planning are looking into what it can be used for.
- Place advised that before a project can begin, and during the feasibility stage when we get there, Section 77 approval will be sought by NCC to ensure there is enough outdoor space for a PAN of 60.

Senior leadership agreed we will look at the project again at the next board meeting which is on 19th July so I'm hoping to be able to get approval to take to Elected Members for their approval. It isn't a short process unfortunately! Once we have this approval the next steps will be for Arc to carry out feasibility of the site and look at what we in Place Planning are asking for and they will come to the school to discuss with you.

LA rep will speak to the Chair of Gov's.

This generated further discussion, but it was agreed that it is still very early days.

Recently it is likely that school will have it's PAN increased to 60"

a) Is there a corresponding uplift in PAN at TV?

Not currently. Projected pupil numbers do not suggest this is necessary.

b) Would we need the building in place before the PAN can be uplifted? Is there a point in time where it would need to be in place as the school slowly expands by 40 (e.g. we could handle PAN at 60 for 1 year in the existing premises...)

This is in its infancy and we would look into the practical side of things nearer the time. Some good suggestions to consider in the future.

c) The Barratts field is big enough for another building the same size as the existing building. Should we be challenging ourselves to think bigger?

Maybe!!! This is constrained by money though.

The meeting was informed that the money available is in the region of £800k, not at all sufficient for a re-build of the school.

Multiplication Tables Check: This is Yr4? Is there something specific about this cohort? Is there a plan to be put in place to build on this for this cohort as they move into Y5 & Y6? Is there any change to approach that needs to be taken for the current Y3 as they approach this next year?

MTC is just for Year 4

This cohort have some significant needs within it.

In 20222 at KS1 national Maths average was 68%

This cohort, although 73% on entry for maths, with children leaving and new additions the adjusted entry to Yr3 figures, due to this transience, is 69%
4 children have joined- 2 from India with previous home schooling and 2 children who have not been in school for 2 years. These 4 children are significantly below.
At present 40% of the present cohort are working below end of Yr 4 expectations for maths

Yr5 teachers are shared the MTC scores and plan intervention for those whose scores were significantly low.

Year 3, following the WRM scheme, consolidate Yr2 multiplication facts before moving on to the Year 3 expectations.

Times Table Rock Stars is used as way of engaging the children to retain and have speedy recall of the multiplication facts.

Mrs Osborne commented on the excellent progress made by this cohort. Also, the importance of times tables in other aspects of Mathematics.

The headteachers thanked the governors for their questions/challenges.

GB/63/24 Outcomes for pupils

Pupil data – brief headlines – Y6 SATs, Y1 Phonics, Y4 multiplication
EYFS Early Learning Goals

All information had been previously uploaded onto governorhub.

Mrs Osborne highlighted the prominent figures, with nearly all predictions and results above national average.

A governor asked about the recent influx of EAL children. The meeting was informed of the excellent work ethic of the Hong Kong children.

A governor asked when national figures would be published.

Review of Behaviour – see GB/62/24 above.

A governor asked what are “behaviour champions” – this was explained.

GB/64/24 MAT - Review of actions

The chair stated that he has not as yet contacted the chair of Round Hill.

SW

Following lengthy discussion, the meeting agreed to take no further action until January 2025 at the earliest.

GB/65/24 General Data Protection Regulations – report from the DPO/Information Governance Link Governor

The meeting was informed that revised GDPR Performance Reports and Reviews for both schools had been uploaded onto governorhub.

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

GB/66/24 Receive report from the Designated CLA teacher (Children who are Looked After) (presented at least once per year)

Details of this are in the headteacher's report.

GB/67/24 Communication

The clerk highlighted the following items:

- *Updates to Leave of Absence. Flexible Working and Paternity Policies.*
- *Cyber security.*
- *Core functions of Governing Boards.*
- *Safeguarding issues.*
- *Improving school attendance.*
- *PE and Sports Premium.*
- *British Values.*
- *Ofsted updates.*
- *Prevention of vaping.*

GB/68/24 Approval of in-service training days (5) 2024-2025

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

Monday 2 September 2024
 Friday 18 October 2024
 Friday 23 May 2025
 Monday 28 July 2025
 Tuesday 29 July 2025

GB/69/24 Review of planning document: delegation and organisation of committees:

Approval of scheme of delegation 2024-2025

See GB/60/24 above.

GB/70/24 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

The wide range of governor questions submitted to the headteachers prior to the meeting.

Review and formal approval of the range of policies (see below).

Governor questions relating to pupil outcomes.

Decision taken by the governing body to delay action in relation to MATs.

GB/71/24 Policies to be ratified

Intimate Care
 Transition
 Recruitment and selection Policy
 Managing Stress and Wellbeing Policy
 Annual leave and leave of absence policy
 GDPR Performance report
 Job Share Policy
 NCC Job Sharing Procedure
 Lettings Policy
 Off sites school Visit Policy

The above policies had been reviewed and were **formally approved** by this meeting.

Confidentiality Policy

A governor noted several anomalies in this policy.

The meeting agreed that the headteachers contact HR at the LA to try and discover the origin of the document and try and sort anomalies with them.

hts

This then to be discussed at the next FGB meeting.

agenda

GB/72/24 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/73/24 Determination of confidentiality of business

It was

resolved

that several of the governor questions and responses were deemed to be confidential.

The meeting closed at 7.10pm.

Signed (chair) Date

This will be signed at the First Autumn meeting by Chair of Governors.

