

MINUTES OF MEETING

School: Trent-Rylands Federation
Meeting title: First Autumn term meeting of the governing body
Date and time: Thursday 26 September 2024 at 5.30pm
Location: At BRJS

Membership

'A' denotes absence

	Ms L Griffiths (co-chair)
A	Mrs D Bagley
A	Councillor Mrs K Foale
A	Mrs E Truman
	Mrs S Osborne
	Vacancy – parent
A	Mr C Jones
	Mr A McPherson
A	Miss M Gough
A	Mrs T Walker
	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)

GB/74/24	Apologies for absence	Action
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Apologies for absence were received from Mr C Jones, Mrs T Walker (both work commitment), Mrs D Bagley (family birthday), Councillor Mrs K Foale (county council meeting) and Miss M Gough (illness).

It was

resolved

that the governing body consent to these absences.

Mrs E Truman did not attend, but had not sent apologies.

GB/75/24	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. and is now a member of the governing board.

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.

Confirmation of completion of governor annual declarations (updates to school website and GIAS)

Review and sign 2024/2025 Register of Business Interest

Review and sign 2024/2025 Declaration of Eligibility

Review and sign 2024 Governor Code of Conduct

Governors present were reminded to complete all three of the above on governorhub.

Paper copies were also circulated for signature.

Mrs Turner agreed to check that all governors had completed all declarations.

CT

GB/76/24 Review of membership and terms of office ending in the next 12 months

The clerk highlighted the following vacancies on the governing body:

One parent vacancy.

This currently being advertised.

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

Ms L Griffiths, co-opted, end date 9 March 2025.

GB/77/24 Determination of term of office for chair and vice-chair

The meeting agreed that this should be one year.

GB/78/24 Election of chair of governors

Ms L Griffiths and Mr S Williams were proposed and seconded for the position of chair. There were no other nominations. Following a vote, it was

resolved

that Ms L Griffiths and Mr S Williams be appointed as co-chairs of the governing body.

GB/79/24 Election of vice-chair of governors

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/80/24 Approval of minutes of second summer term meeting and any special governing body meetings

The minutes of the second summer term meeting held on 11 July 2024 having been previously circulated were confirmed and signed by the chair.

Review of actions

GB/64/24 MAT – a decision had been taken to postpone any action on this.

GB/71/24 Confidentiality Policy – Mrs Turner had contacted the LA – HR Department to try and clarify the origin of this document, with no success.

The meeting noted that this policy is NOT on the LA statutory policy list.

Following discussion, the meeting agreed that this policy is no longer needed as its scope is covered under the existing HR and GDPR policies.

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

GB/81/24 Receipt of minutes and approval of policies from committees and working parties

Approval of NCC HR model policies (yellow highlighted)

Whistleblowing Policy

School Pay Policy – in consultation – see letter

Visitors in School

School's Employee code of conduct

School disciplinary Procedure Part 1

School disciplinary procedure – part 2

Appraisal Policy – in consultation

Attendance management in school – Employee guide

Charges and Remission Policy

Online Safety Policy

Child on child abuse

ICT and internet acceptable use Policy

Walking home from school/Mobile Phone use Policy

Anti-bullying Policy (+ children version)

Capability and Disciplinary Policy

Managing of human resources

Complaints procedure

Reporting Staff absence - Employee guide

Rarely Cover Policy

Staff handbook – Policies available on the Shared Drive

School dress code

Governors had sent in queries and challenges relating to the above:

Child Protection Policy Exec Summary

This looks fine. I'm curious to know who this document is for though... who would read this and not the full fat version?

All staff are directed to read the full version but the summary is useful to bring out in staff meetings as quick reminders.

On page 3 it references our RSHE policy, but I'm having trouble finding this on the website. Is / should it be published?

<https://www.trentrylandsfederation.com/curriculum-area/pshe/> It is called PSHE / RSE policy. I have changed this in the child protection policy where it relates to the RHSE policy.

What is the difference between PSHE and RSHE?

It is now a statutory requirement for schools in England to teach Relationships/ Relationships and Sex Education (RSE) and Health Education — sometimes abbreviated as 'RSHE'. PSHE education is the school curriculum subject through which RSHE content is delivered in the vast majority of schools.

Child-on-child abuse policy

I'm not usually one to get hot under the collar about politically (in)correct language, but there's something about the use of the phrase "boys being boys" (pages 1 and 4) that bugs me. It seems to reduce a very complex, multi-faceted issue to an unhelpful gender stereotype. (Which is not to deny that the stereotype has some substance to it.) However, I note that the phrase originates from KCSIE 2024.

Yes, this is where it originated from.

Whistleblowing Policy

There are references to the resources committee within this document, which we no longer have. I note that the document warns "Please also note that any changes to the original policy documentation will require your governing body or trust to re-consult with the secretaries of the recognised trade unions and staff in your school." (and emphasised in S1.12). In order to update the relevant parts of Section 1 to reflect the evolution of the governing structure, would we need to consult?

I don't think we would need to reconsult as we not changing the constitution of the policy just the name of the governing body. I will change it, if you agree.

Formally agreed by the meeting.

Walking home from school / mobile phone usage - these both look fine. Agree with suggested age limit of 14 for siblings to collect from school. Useful guidance regarding judging when children are ready to walk home from school and how to prepare them for this. However, just to confirm, is the mobile phone agreement only for those students whose parents have given permission for them to walk home by themselves? If so, I think this could be stated more clearly in the walking home policy. I assume children are only allowed to bring phones in for this purpose with express permissions and parents and children having signed an agreement? How is this communicated to parents / children (presume they're not going to be reading our school policies in detail?)

I have tweaked the wording to make it clearer that the 2 are linked. This has worked so far with parents and we do send the whole policy. This is given to new starters in Years 5 and 6 and where possible given to Year 4 pupils at the end of the Year ready for going into Year 5. Teachers and supply teachers have lists to ensure that children are able to be sent off at the end of the day and those that will be handing phones in.

Anti-bullying policy. This looks fine. Although just to be pedantic, if the policy has been adopted from the LA, is it accurate to say that it has been developed in consultation with parents, children, governors etc.? Perhaps more accurate to say it has been shared with and approved by... No 'children's version' of this available on Governorhub. Assume this is being worked on this term with school council?

Not pedantic – it has been changed to say “This is the L.A model anti bullying policy and has been adopted by The Trent-Rylands Federation.

Employee code of conduct and governor code of conduct - these both look fine. Can you confirm that staff have seen / signed the code of conduct for this year?

Yes, staff have been asked to sign a grid to say they have read a number of policies and the code of conduct is one of them. We are currently chasing a few.

The meeting **formally approved** all policies.

GB/82/24 Overseeing Financial Performance - Financial reporting

Budget re-forecast

Full details of this are contained in the headteachers report.

At Trent Vale, the previous predicted surplus of £21,111 had fallen to £5,750.

The headteacher gave full detail of the reason for this needing to employ an agency supply teacher due to additional pupils joining the school.

This was **formally approved** by the meeting.

At Beeston Rylands, the original predicted surplus of £28,174 had increased to £38,806.

This was **formally approved** by the meeting.

GB/83/24 Holding executive leaders to account

Summary of Headteacher's report

Governors had sent in queries and challenges relating to the above:

The TV SEF highlights the increase in pupils with English not as their first language. What have been the implications of this in terms of staff support etc.?

40 % of nursery are EAL. This coupled with 2 children high SEN needs- makes this a tricky. The focus in F1 is the prime areas including nursery. Whilst numbers are low especially in the afternoon, the ratio of staff has to be high. We are using, HC level support within the nursery every morning to enable the Teacher and the TA to focus on language development. EAL trackers are being implemented to clearly assess children's proficiency on English and be used as a base line. This is supported by our benchmarking work. Staff in EYFS have all had training on how to model and develop language. Vocabulary is clearly identified- and all staff are aware. Focus on early rhymes and songs.

Within school, F2 20 % of children are EAL. The children with a wide range of proficiency. 5 are very early English – again the level of staff knowledge of how to develop language is really important. The above strategies are used – there is less support here – which is part of the reason why we have employed a teacher in year 1 .

In year 1 – there are more children within the year group that are speaking English with fluency. They just need QFT .

In year 2 – again children are speaking with fluency. One other child making expected progress with question of English. 2 children who are receiving extra support. This is in class support and extra phonics. One of these children is making accelerated progress.

The priorities outlined in the SIPs seem sensible. However, there are 6/7 for each school, with quite a lot of detail / action attached to each. Does the SLT feel confident these are all achievable during this academic year?

Yes, but we appreciate we had to streamline last years. We feel that there should be all the detail on the TV SIP as Ofsted is looming. 2 priorities on the BRJS SIP are in response to the Ofsted priorities but are quickly achievable – British Values / Behaviour.

How has the transition gone for your high profile pupils?

There was a lot of communication between year 2 and 3 . Having Sue at the infants enabled her to have a good knowledge of the characters before they moved and this also helped the pupils by having a familiar place. All seems positive with the year 3s – but this is a honeymoon period so will be able to tell you more at the next meeting. Children coming in to reception have mostly settled- one child is requiring very bespoke management which seems to be working well.

What is the initial impact or removing the large grids?

We felt that this made children uncomfortable as everyone can see the status of their behaviour – this is unnecessary. At times the child did not have the green card placed back at the front quick enough.

SENCO gov meeting:

It says BRJS want to create a sensory room but lack space and money. I thought you've already done this?

This has been achieved at TV but there just isn't space at BRJS.

There are details of updated employee wellbeing resources in the LA newsletter. Are the school aware of these and have these been promoted to staff?

Yes, we have seen this recently- it is on our list.

Tell us about the anonymous referrals received by social care? Is this unusual?

This does happen on occasion – this can be a neighbour or family member that has concerns. It is not unusual.

School Expansion: "25/7 Elected Members have approved the potential project at Beeston Rylands and it can move to the feasibility stage." What is expected to happen through this phase? What timelines are being worked towards?

I've emailed the L.A to ask.

Headteachers report: Attendance figures - overall hitting or near to the 95% target - well done on this for the summer months! What does LAC stand for in '2 – LAC new to school (+ part time initially)'

Looked after children – child in the care of the local authority. The children attended part time initially to help them settle.

Numbers on role SEND/ vulnerable - are you above, average or below the national stats?

SEN support Nationally is 13.6 %.

EHCP nationally is 4.8 %. However local authorities have different rules about allocating EHCPs.

TV are below 9 %– but this does reflect the level of need for individual children. 1/3 of SEN have EHCP.

BRJS are 13.1 %.

What happened to staffing that means you have to have a supply teacher now for Y1? What are your longer-term plans? Could this be reflected in the 'staff distribution table'?

There are many reasons for this. It is the beginning of the year – the teacher in F2 / yr 1 class has to make good relationships with the new F2 children. In this class we have also have had 2 new year 1 children who are very able and are expecting another child making a total of 7 in total. We are restricted by Infant class size legislation, which stipulates that we cannot go over 30 in a class without there being 2 teachers in there doing team teaching. It was felt that to ensure that all children received the appropriate broad and balanced curriculum, balanced with the needs of the F2 children including children with SEN that the appointment of a part time teacher was necessary. This will enable both the F2 children and the year 1 children to get the focus they need.

What's the time period covered by the HT report? - some tables say 'this term' but the dates of the incidents are not this term e.g. incidences of bullying. Maybe remove some duplicated older material? Same with site - premises update, it would be clearer if only new updates were included.

There is cross over in time periods – from one half term to another or one term to another. Janine and I will look at this to see if we can make it more streamlined.

The headteachers thanked governors for their detailed questions.

GB/84/24 Update on appraisal process for headteacher and staff including an update on the wellbeing of the headteacher and staff

Confirm external adviser for meeting in Autumn term

Mrs W Wheldon is to complete the current round of headteacher appraisals. Mr R Hattersley is to then take over this role.

Confirm/appoint appraisal governors – confirm appraisers have completed training

Ms Griffiths and Mr Jones to continue as headteacher appraisal governors

Confirmation of the Quality Assurance Governor arrangements

Mrs Bagley and Mrs Truman to continue as QA governors.

The headteachers reported that wellbeing in school is currently very good.

GB/85/24 Ensure clarity of vision, ethos and strategic direction, set by governors

Action - autumn term

		Action
	<i>Review and embed the vision, ethos and strategy of the school reflected in the school improvement plan</i>	
	<i>Approve (or confirm arrangements to approve) the School Improvement Plan, as detailed in the scheme of delegation</i>	
	The meeting formally approved the SIP contained within the headteachers report.	
GB/86/24	Corporate Directors' reports	
	<i>Working Together to Improve School Attendance</i>	
	When presented to the meeting, this document generated lengthy discussion.	
	The current practice of not fining parents for term time holidays was carefully considered.	
	It was discussed whether the new statutory guidance in fact gave enough guidance, or left too many decisions to governing boards and headteachers.	
	Additional workload for headteachers was recognised.	
	The headteachers had attended training which seemed to imply that fines are now compulsory – but is this the case?	
	The headteachers agreed to discuss this at a forthcoming Family headteachers meeting.	
	Mrs Turner agreed to email relevant papers to all governors, prior to a review of the policy to undertaken at the next FGB meeting.	CT agenda
	The meeting formally approved the SIP contained within the headteachers report.	
	<i>HR Autumn Term Report</i>	
	The clerk highlighted items within the report.	
GB/87/24	Safeguarding information for consideration and action:	
	<i>Assurance of statutory safeguarding arrangements in Nottinghamshire Schools, colleges, and independent providers</i>	
	<i>Safeguarding Children in Education: self-audit tool 2024/2025</i>	
	Mrs Shepherd and Mr McPherson are to meet to complete the audit.	LS+AM
	<i>Confirmation that all governors have read <u>all</u> of KCSiE 2024 (new governors must undertake safeguarding training as part of their induction and all governors must have refreshed their safeguarding knowledge each year)</i>	
	Governors to complete declaration on governorhub	All gobs
	Mrs Turner agreed to check that all governors had read this.	CT
GB/88/24	Communication received and updates	
	<i>From Headteacher</i>	

The headteachers tabled the responses from the two sets of parent's questionnaires.

Governors discussed these, noting the general level of positive responses. Also, the significant response level.

Mrs Turner requested governor approval for the financing of classroom decorating.

The meeting agreed that the two co-chairs could approve this, once three quotes had been obtained and the suitable one selected.

From Clerk - Governor Newsletter

The clerk highlighted the following items from the newsletter:

- Admission arrangements
- Safeguarding issues
- SEND Strategy 2024-27
- Governor monitoring visits

GB/89/24 Report from training co-ordinator

Mrs Truman was not present at the meeting – to be dealt with at the next meeting. **agenda**

GB/90/24 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Large range of detailed questions submitted to the two headteachers in response to their report.

Range of questions/challenges submitted prior to the meeting related to the policy reviews.

Formal approval of the policies.

Formal approval of the budget re-forecasts.

Discussion and approval of the SIP.

Lengthy discussion of the "Working Together to Improve School Attendance" and how changes may affect the two schools.

GB/91/24 Confirmation of dates for 2024-2025 to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

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/92/24 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 7.10pm.

Signed (chair) Date