MINUTES OF MEETING

Nottinghamshire County Council

School:	**Trent-Rylands Federation**
Meeting title:	**Second Autumn term meeting of the governing body**
Date and time:	**Thursday 28 November 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
		Mrs R Hall Mr C Jones Mr A McPherson Miss M Gough 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)

GB/93/24 Apologies for absence **Action**

Apologies for absence were received from Mrs S Osborne (illness) and Mrs K Harby (work)

It was

resolved

that the governing body consent to these absences.

All present introduced themselves to Mrs Hall, the new parent governor.

GB/94/24 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. and is now a member of the governing board. Councillor Mrs 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)

Actions for governors

Action

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

Mrs Turner informed the meeting that she had checked the confirmations above and had emailed those governors who had not yet completed.

All governors had also signed paper copies. **All govs**

GB/95/24 Approval of minutes of summer term meeting and any special governing body meetings

The minutes of the first autumn term meeting held on 26 September having been previously circulated were confirmed and signed by the chair.

Review of actions

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

- *Approval of policies including:*

  School Pay Policy and Appraisal Policy.

Following discussion these two policies were **formally approved** by the meeting.

Attendance

The headteacher had previously emailed relevant papers to all governors.

The discussion followed the recent Directors Report "Working Together to Improve School Attendance", which is based on DfE statutory guidance.

The meeting discussed at great length the proposal to introduce fines for parents of those children who had five or more days of absence in a 10 week period.

This mainly related to term time holidays, but could include persistent absentees.

Governors asked the two headteachers what effect this would have had if it was currently in operation -figures were provided.

Governors noted the extenuating circumstances which could be taken into consideration if the decision to fine is taken.

The meeting agreed that there is a need for a fair and transparent system, with perhaps a governor involved in the decision making.

Following a vote, the meeting **formally agreed** to implement the suggested format of fines to be implemented if children are absent for 5 days or more in a 10 week period. This subject to extenuating circumstances not being provided.

The meeting **further agreed** to implement this from January 2025, unless the parents could prove that the holiday had been previously booked.

Relevant letters to parents would need to be amended.

Action hts

The headteachers agreed to amend the current Attendance Policy and email out to all governors.

Governors had emailed questions/ queries related to the policy reviews:

Policy – Physical Intervention

- **Can I suggest that in section 2, the references to timetable and curriculum are a red herring, and could be removed. ?**
- **Under 'deciding whether to use reasonable force', I think it would be helpful for the Governing Body to note that the provision for force to be used to prevent "prejudicing the maintenance of good order and discipline..." is actually extremely broad and goes beyond the basic idea of preventing harm. (Obviously I'm not suggesting a change in wording, because that's straight from the legislation.)**

Under 'Staff training', what does this mean? "...anonymised consultations about the needs of individual children..."

We are able to speak with the ESHAWH Team – (Education Safeguarding, Health & Wellbeing Hub) or SBAP – (Schools Behaviour and Attendance Partnership) about a child without giving personal details. This will often be through an online Teams consultation. It allows us to access support in a timely manner without having to go through the referral process. It is so we can ensure immediate feedback over an ongoing situation. It also adds towards a chronology of interventions, when we are looking for extra funding or a higher level of support.

Policy: Prevent

- **Typo in the first bullet point - "rasicalisation". I'd like to think it should be 'rascalisation', but perhaps that's fanciful. Will amend**
- **Can I suggest that we might find a better definition of 'radicalisation'? It says: "Radicalisation is defined as... favouring of extreme or fundamental changes in political, economic or social conditions, institutions, or habits of the mind." I can think of a few fundamental changes I'd like to make to political, economic and social conditions in the UK, but I don't consider myself a dangerous radical. Maybe something like the NSPCC definitions of radicalisation and extremism would be more helpful? Radicalisation and child protection | NSPCC Learning**.

Yes, we will insert the NSPCC definition in.

Prevent Action Plan and risk assessment" - makes reference to "Keeping Children Safe in Education 2023". Should be 2024?

Will amend.

Policy: DBS

- **Just to note that at the recent NCC safeguarding focus group, we were advised that it is 'best practice' for governors to be DBS re-checked at each new term of office.**

TRF Appraisal Policy 2024

Governing Body Decision Planner: Assume the intent is that the Governors confirm the options highlighted in Green?

"TRF Pay Policy 2024" Governing Body Decision Planner: Assume the intent is that the Governors confirm the options highlighted in Green?

Are all the 'actions for your school' summarised in section 6 in hand?

Will FGB or pay committee need to approve the changes? We have had a pay committee- Do we anticipate any changes to projected budgets in light

of the confirmed award or the grant funding available, or was this factored in to the last budget updates? Has the uplift been accounted for in budgets already or will this result in an adjustment?

We have received an increase in grant funding to cover the teachers & support staff pay rises and this was included in the budget reforecast.

On a related note, is our budget likely to be impacted by the increase in employer National Insurance recently announced?

The increase in employers NI does not apply to the public sector.

• HMT have said that public sector employers will be compensated for the increase in their NICs contributions, and work is underway to agree how much the Department will receive as a result. That compensation will be additional to the £2.3bn increase announced at Budget. Due to timing constraints, it will need to be provided as a separate grant, alongside the Dedicated Schools Grant, in 2025-26.
• Whilst distribution arrangements of any compensation are still to be decided, schools should plan on the basis that, as with previous funding grants, the funding they receive will not precisely match their individual NICs cost, as our funding system is not designed to fund each school's precise cost pressures. We know that this makes knowing the funding allocation schools will receive even more important and are working to provide more information as soon as we are able to.

Use (esafety) agreement", "ICT and Internet acceptable use policy", "Behaviour Policy", "Monitoring and evaluation", "Quality assurance" - For these items when can governors expect to see a revised policy documents? Online safety - I need to review for Autumn 2 but can't see it in the folder ICT and acceptable use - I didn't review in Autumn 1 - so still need to review.

We have puta date in the diary for the ICT and Monitoring and Evaluation to be completed. These will be ready for the next Governors meeting Spring 1.
The Behaviour policy is an effective working document as it stands. We are both completing training this year on recent research completed around behaviour. JB training is in March. We would like to then work with staff to remodel the policy ready for the Summer Term.

TV info mentions "introduction of PIP at lunchtime have helped" - what is PIP?

Play in the Playground. It is an initiative that our TA Caron Walker is leading on. We have introduced loose parts and other equipment outside , for the children to play with. The purpose of this is to engage children in deeper play, with the aim pf problem solving and communication development. Children choose what they want to play with and the adults are there to ensure that they are making good choices with regard to safety.

Attendance policy
The Notts improving attendance toolkit mentions the policy should include how school promotes and incentivises good attendance, as well as explain the role of governors - I can't see these two things have been covered?

In school we don't currently use whole school / class incentives for good attendance, other than when we work with children individually- e.g. a certificate for improved attendance or a sticker chart. This is because we are rewarding the parents not the children. The children at this age are not in charge of whether they come to school or not. It can isolate children. Children know who the poor

attenders are at school. When we have done class rewards / for best attenders, children have blamed these children for their class not winning.
We can put a statement in the policy about the role of governors. It will be on the lines of – we report attendance to the governors on a half termly basis and patterns/ concerns are addressed. The safeguarding Governors also review behaviour on their termly visits.

The policies listed below were **all formally approved** by this meeting, subject to the questions and responses listed above:

School Disciplinary (Capability) policy
Use of Reasonable Force Physical Intervention policy
Prevent Action Plan and risk assessment
Pupil Images
DBS Procedure
SCR Procedure
Marking and Feedback TV
Marking and Feedback BRJS
Looked after children
Equality Policy And Equality Objectives
Behaviour Policy
Prejudice based Incidents
Sen Policy TV
SEN Policy BRJS

The following two policies to be dealt with at the next FGB meeting:

Online Safety Policy and ICT and internet acceptable use Policy. **agenda**

Work on the Behaviour Policy is ongoing. **agenda**

The following policies are to be dealt with in the next academic year:

Monitoring and Evaluation / Quality assurance
Assessment for learning
Remote Learning Policy.

GB/96/24 Holding executive leaders to account

Summary of Headteacher's report

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

Can we hear more about Staffing update - unpaid holiday?

This is mainly used for MDSAs - it can be difficult to retain staff for this role if there are no holidays outside of school term time. BRJS have had a problem recently with too many MDSAs taking time off over the same period. The process has been tightened to ensure the time off is requested and agreed before their holiday is booked.

The headteacher went on to explain that this is partly an historical issue.

F1 teacher resignation - normal churn? Everything ok?

This was for personal reasons – not school related.

Action

Washroom deep clean at BRJS – Would be good to understand more around the washrooms - refurb vs deep clean Washroom upgrade - will the deep clean be as good as the refurb? Have other customers been pleased (the smell of urine in grout is hard to get rid of).

BRJS – Capital Swap for Washroom refurbishment. What's the financial impact here? Do we lose the £3.3k of savings identified? Does this move into capital for future building / maintenance needs?

We have rec'd quotes for deep cleaning the washroom & quotes for replacing all facilities in the washroom along with a refurb / replace only where necessary quote. All 8 washrooms can be upgraded by deep clean / refurb for less than the cost to refit 2 washrooms. We are currently trying to co-ordinate a deep clean and refurb during Feb 25 half term. We've requested a capital swap of £8,300 which means we would be able to spend this without restriction for the refurb and any not spent would go into the revenue pot. We would still code the new flooring to DFC as the cost exceeds 2k. As DFC was originally allocated to new toilets we will look at recoding any existing expenditure meeting the requirements of DFC at the final budget review.

A governor informed the meeting of the importance of the toilets being cleaned EACH EVENING, rather than leaving it to the following morning.

BRJS – Budget – what / where are the playground screens to be used? What's the purpose?

This is for safeguarding purposes, the playground is currently very exposed to passer-by's. The headteacher described further detail of this.

Assessment Targets:
Can you confirm my understanding that effectively the target is number (%) of pupils in each year group / cohort that should achieve?

Yes, that is correct.

What's the mechanism(s) to set the target(s)?

The mechanisms for setting targets are based on teacher assessment :Teacher knowledge of children, and projected progress based on what has happened previously and progress rates so far. Teacher discussion, assessments, work scrutiny, child's personal situation feed in to this.

GB/97/24 **Update on appraisal process for headteacher and staff including an update on the wellbeing of the headteacher and staff**

The meeting was informed that all 2023/24 appraisals had been completed.

Councillor Foale is to meet with Mrs Harby to discuss staff wellbeing. **KF+KH**

The headteachers reported that all staff are working very hard, the main issue being TIME.

A governor asked if the schools had ever undertaken a workload survey for staff.

She offered to email an example of this to the schools. **LG**

A governor pointed out that increased staff absence and staff turnover are good indicators of wellbeing being an issue. This is not the case at either school.

A governor asked if the impending Ofsted inspection at Trent Vale is causing added anxiety.

The headteacher responded that work in preparation for this had been taking place over several terms.

GB/98/24 Ensure clarity of vision, ethos and strategic direction, set by governors

Progress on the SIP had been detailed in the headteacher's report.

GB/99/24 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 2024/2025

The safeguarding audit had been completed and is shortly to be emailed to the LA. **ht**

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)

The headteacher agreed to check that all governors had completed this. **ht**

GB/100/24 Communication received and updates

From Headteacher

A governor raised the matter of an issue arising from the recent Health and Safety inspection.

The large extractor fan in the Trent Vale kitchen had been condemned, but the school has been instructed to continue using it.

A range of tests have been carried out – with no conclusive solution.

This is an ongoing issue, with more actions to follow. **ht**

From Clerk – Two Governor Newsletters

The clerk highlighted the following items from the newsletter:

- Details of the Annual Governor Conference
- DfE updates
- HR updates
- School Attendance
- Ofsted changes

Mrs Shepherd left the meeting at 7.00pm

GB/101/24 Report from training co-ordinator

The training co-ordinator has emailed all governors with lists of training opportunities. Also, a request to update training records on governorhub.

It is suggested that all governors attend at least one training event each year.

		Action
	The meeting was reminded of the school Safeguarding training planned for July 2025 – governors are invited to attend.	
	Mrs Hall has nearly completed Induction training.	
	It was agreed that the school office would email the Governor Skills audit to all governors.	**All govs**
	Mr Jones agreed to assist Mrs Trueman in collating and analysing the responses.	**ET+CJ**
GB/102/24	**Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account**	
	Vast range of governor questions/challenges relating to the headteacher's report and policy reviews.	
	Governor review and formal approval of the wide range of policies.	
	Lengthy discussion and eventual agreement on the changes to the Attendance Policy.	
	Governor checking of staff wellbeing.	
	Governor concern expressed re the kitchen safety aspects at Trent Vale.	
GB/103/24	**Confirmation of dates for 2024-2025 to be agreed at the meeting in conjunction with the clerk**	
	The governing body	
	agreed	
	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/104/24	**Determination of confidentiality of business**	
	It was	
	resolved	
	that there is one confidential item.	
	The meeting closed at 7.10pm.	

Signed ..... (chair) Date .....