

MINUTES OF MEETING

School: Lawrence View Primary and Nursery School
Meeting title: Autumn term meeting of the governing body
Date and time: Tuesday, 21 September 2021 at 4:00pm
Location: Virtual via Microsoft Teams

Membership
'A' denotes absence

Mr D Hill (chair)
Mrs J Smith (vice-chair)
Mr S Ufton
Mrs E McGrenaghan (headteacher)
Mrs T Christian
Mr L Johnson
A Mrs C Needham
Mrs L Lord
Mr C Blackburn (associate member)

In attendance Mr L Russell (clerk to the governors)

GB/39/21 Apologies for absence Action

Apologies for absence were received from Mrs Needham due to childcare issues.

It was

resolved

that the governing body consent to these absences.

GB/40/21 Declaration of interest

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

Review and sign Register of Business Interest/Declaration of Eligibility

The chair reminded governors that this needs to be signed. They will be circulated via GovernorHub.

Review and sign Governor Code of Conduct

GB/41/21 Review of membership

The clerk highlighted the following vacancies on the governing body:

- Four co-opted governor vacancies

Governors expressed their sadness that Mr Evans has passed away recently and remarked upon his contribution to the school.

It was noted that Mrs Greasby has resigned from her post as business manager and is to be removed from her role as an associate member as well.

clerk

GB/42/21 Determination of term of office for chair and vice-chair

Governors agreed to continue with a one year term of office for both the chair and vice-chair.

GB/43/21 Election of chair

The clerk took over the role of chair for this item and invited nominations for the position of chair. There was one nomination from Mr Hill.

It was

resolved

that Mr Hill be reappointed as chair of the governing body until the date of the Autumn term meeting 2022.

GB/44/21 Election of vice-chair

Mr Hill continued to chair the meeting. He invited nominations for the position of vice-chair. There was one nomination from Mrs Smith.

It was

resolved

that Mrs Smith be reappointed as vice-chair of the governing body until the date of the Autumn term meeting 2022.

GB/45/21 Approval of minutes of summer term meeting and any additional special governing body meetings

The minutes of the summer term meeting held on Tuesday, 18th May 2021 were confirmed and will be signed by the chair electronically.

There were no matters arising. It was agreed that the business committee will cover all matters of business for this term, including any items usually considered at the Strategic Development Committee.

GB/46/21 Receipt of minutes and approval of policies from committees and working parties

No committee meetings were held last term.

GB/47/21 Financial reporting

Schools Financial Value Standard (SFVS) 2021-2022

This was considered in the previous meeting. The new business manager will take this up for the current academic year when appointed.

Governor challenge: When will recruitment for the business manager take place? This vacancy is out to advert, and the closing date is in the next few days. It is important that a good appointment is made.

Governor challenge: How are the admin staff coping without the business manager? Very well in the circumstances.

Year-end re-forecast

This will take place in November 2021 and will be reported at the committee meeting at the end of term.

Governors' Year End Financial Statement for 2020/2021 (including the Committed Balances Return 2020/21) for information

This was completed remotely last term and was now **ratified** by governors.

GB/48/21 Summary of Headteacher's report and governors' questions and challenge

The headteachers report was circulated in advance to governors.

Pupil numbers are being maintained, there may be a slight increase prior to the census in October. Governors commented on the high level of additional needs in school.

Governor challenge: Is financial and other support for these children forthcoming from the LA?

There are fewer places in special schools for children with additional needs. There is funding secured for 11 children. The Hut Club is a great resource for many children with additional needs.

Governor challenge: How do staff cope with the high level of special needs? Many of them, and especially the less experienced staff, cope very well and embrace the challenge of meeting these children's needs.

Governor challenge: Has behaviour changed since lockdown?

Not especially, although some children have taken longer to settle down. Some children with special needs have only just come to light because of not being in school and being observed.

Governor challenge: PP numbers are high – has this increased since lockdown? Yes, it has gone up slightly, and is more than the number currently funded. It is higher than at most schools.

Governor challenge: Are we in receipt of the catch-up premium? Yes, we have this for this year. Last year's was spent on supporting children and more was spent from the school budget to meet children's needs as far as possible.

Governors commented on the fact that the Y2's have not yet experienced a full school year.

A new staff member has been appointed as an unqualified TA to cover some long term staff illness. Another staff member is on long term absence and is being covered internally by a colleague.

School Development Plan 2020-21

This has been developed for the current year. It has been challenging to identify the specific gaps in children's learning and attainment.

Strengthening leadership has been a challenge as well, with classes not being in school and so leaders unable to observe lessons.

Attendance levels have been lower than expected although the school has been taking action to address this. Some of the bad habits have been re-learnt by some families, and so work on absence rates will need to re-start again.

Governor challenge: Will school be able to adequately deliver the curriculum given these attainment gaps?

Yes, school is on top of identifying the gaps in curriculum areas and are addressing these alongside the existing curriculum.

The chair said that he is in regular contact with the headteacher and is impressed with the ability of the staff to keep moving the school forward in the current circumstances.

The SDP for 2021/22 is being finalised and will be provided to governors in due course. The likely priorities within the SDP were outlined for governors, including the reasons why they have been made priorities.

Governor challenge: What is the Flying High Academy reference in the report about? The Phonics Project is delivered by the FHT and has been useful in improving progress in phonics. This has been part funded by the project and part by school. Teachers have noted the difference in the learning as a result.

The headteacher was thanked for her comprehensive report.

GB/49/21 Update on appraisal process for headteacher and staff

Confirm external adviser

Appraisal targets have been set for all teaching staff.

The headteacher has booked an external advisor with NCC on behalf of the governing body and is awaiting confirmation of appointment of the external advisor.

Governor challenge: Were all staff at the expected level? Yes, they were, and targets had been carried over from the previous year. There were no capability issues.

Governor challenge: Does this apply to non-teaching staff? Yes, all staff are involved in an appraisal process.

Confirm/appoint appraisal governors

Mr Hill and Mrs Chapman were confirmed as the appraisal governors.

Confirmation of the Quality Assurance arrangements

Mrs Smith was confirmed as the quality assurance governor.

GB/50/21 Receive headteacher's annual report on whole school appraisal process and consider/ratify headteacher pay recommendations for all staff

Review Appraisal policy in line with recommended changes from HR Provider

An anonymised document showing the progression of teaching staff through pay grades had been distributed in advance. Three staff qualify for an incremental point.

Governors **approved** the pay recommendations of incremental points in the document.

Ensure effective appraisal arrangements for all staff are in place

It was confirmed that appraisal arrangements are in place for all staff.

Ensure timetable in place for termly review

It was confirmed that termly reviews have been timetabled in.

GB/51/21 Information from the Corporate Director for consideration and action

Spotlight on Disadvantage

The clerk spoke to the report. The government announced a universal catch-up premium for the 2020-2021 academic year, to ensure that schools had the support they needed to help all pupils make up for lost teaching time. They acknowledged that "the most vulnerable pupils and pupils from disadvantaged backgrounds have been most affected.

From Autumn Term 2021:

- there will be an expansion of the tutoring options available to schools. .
- school led tutoring where teaching assistants or existing teaching staff can provide the tuition, rather than utilising external tutors. .
- The Nuffield Early Language Intervention is being offered again in 2021-2022 to those schools who did not take part last year.

There have also been 2 changes to the Pupil Premium conditions for 2021-2022:

- Maintained schools must publish an updated Pupil Premium strategy annually, and all schools must use the template available on the DfE website by the end of December 2021 (previously schools could use any format).
- Schools must demonstrate how their spending decisions are informed by research evidence, referring to a range of sources.

The clerk highlighted the six actions for governors, which involved asking challenging questions of school leaders on their actions around disadvantaged pupils.

The headteacher noted that as working people can also be in poverty, the school does not just focus on those children in receipt of the PP grant when considering disadvantage, but supports all children in school.

Personal & Intimate Care and the Administration of medicines policies for Nottinghamshire maintained schools

The clerk spoke to the report and highlighted the actions for governors.

Nottinghamshire County Council's guidance on personal and intimate care and the administration of medicines has been updated for maintained schools. Policy templates have been developed for both policy areas for schools to use and adopt. In addition, risk assessments have been developed to support the implementation of both policies ensuring processes are robust and staff are fully supported.

Action for governors

1. Governing bodies have an important role to play in ensuring that schools have policies in place, which meet the revised guidance for these areas. Existing policies should be reviewed (and approved) using this guidance and a programme of future reviews established
2. It is important that staff feel well supported in implementing the policies and receive the appropriate training to undertake their duties. The risk assessments are there to help support this and Governors should seek confirmation that they are being used within the school.

HR updates September 2021

The clerk drew governors' attention to the report, including the section on pay awards, and highlighted the actions for governors:

Action for governors – Summary

- To read the letter issued to all schools on 31 August 2021 providing interim guidance on the (a) Teachers Pay Award 2021 and (b) continuing consultation on the pay award for school support staff.
- Once appraisal outcomes for 2020-21 are determined, head teachers may prepare and present a report to the governing body setting out the recommended incremental pay progression for teachers, where applicable, using Pay Policy 2020 Toolkit Appendices 8 and 9. Schools do not need to delay these decisions until the Pay Policy 2021 is published.
- To make arrangements for the appropriate committee of the governing body to meet to approve all new policies, guidance documents and toolkits as they are published. Remember, head teachers and governors must make policies school specific where required / highlighted.
- To ensure that all staff and governors have read at least Part One of Keeping Children Safe in Education, 2021 and/or Annex A as required so the context of any changes from 1 September 2021 is understood.
- To ensure that the school policies and systems for undertaking the required safer recruitment checks for staff, governors, volunteers and contractors are robust.
- To ensure that a Section 128 check has been carried out for all governors
- To read and apply the additional guidance document relating to job evaluation for support staff.
- To ensure that all appropriate HR policies and procedures have been adopted (Governor Policy Checklist, 2021), including the specific updates as described in this report.

		Action
GB/52/21	<p>Safeguarding information for consideration and action:</p> <p><i>Safeguarding Children in Education: self-audit tool 2021-22 plus supporting guidance</i></p> <p>The safeguarding annual self-audit 2021/22 will be completed by the end of the summer term and returned to the LA by 20th December 2021.</p> <p>Mrs Smith is to make arrangements to visit school to complete the audit.</p>	JS
GB/53/21	<p>Receive report from Data Protection Officer and Information Governance governor</p> <p>There have been no data breaches, subject access requests or freedom of information requests to report.</p>	
GB/54/21	<p>Communication</p> <p><i>From chair</i></p> <p>The chair reported that he is in regular contact with the headteacher and the school and is looking forward to visiting school later this term when it is considered safer from a covid perspective.</p> <p><i>From clerk - Governor Newsletter first autumn term edition</i></p> <p>The clerk spoke to the Governor Newsletter, highlighting key articles of interest.</p> <p>Governors noted that Mr Ufton had completed more than 15 years' service as a governor and asked the clerk to put him forward for a long-service award.</p> <p>The chair noted that he had been a governor in Eastwood for almost 50 years (at different schools.)</p> <p>The chair encouraged governors to read the newsletter for themselves. It is available on GovernorHub. He noted the recent good work of NAGs who are becoming more active in the County.</p>	clerk
GB/55/21	<p>Report from training co-ordinator including review of governor training requirements for 2021/22</p> <p>The training co-ordinator is Mrs Needham who was unable to attend the meeting.</p> <p>The clerk is to distribute details of the training courses available to governors this term.</p>	clerk
GB/56/21	<p>Governor monitoring visits</p> <p>The chair and headteacher said that monitoring visits hadn't been able to take place due to covid restrictions, but that these should now recommence this term.</p> <p>A form is available for governors to record the details of their visit and will be distributed by the headteacher. Governors were offered the chance to visit school individually for monitoring purposes, or for monitoring to be undertaken remotely.</p> <p>Link governor appointments were confirmed as follows:</p>	HT

Mrs Smith – Safeguarding, Personal Development, EYFS, RE
 Mr Hill – English, and Complaints
 Mrs Christian - Maths and ICT
 Mr Ufton - Science and Design and Technology, and Health and Safety
 Mr Johnson - PE, and History
 Mrs Needham - Geography
 Vacancies - Art and Music

The headteacher will put the governors and staff members in contact to arrange monitoring visits. HT

The headteacher said that staff are working towards several school awards including the personal development award.

GB/57/21 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Governors have held school leaders to account through question and challenge at this meeting and in ad-hoc communications with the school leaders.

Governors have impacted on school improvement through their involvement in decisions taken, approval of financial documents, staff appraisal decisions and monitoring, and recruitment.

The chair has maintained regular dialogue with the headteacher in all matters of school life and supported the school leaders in the strategic management of the school.

GB/58/21 Confirmation of dates for 2022 – to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

Spring term 2022 – Tuesday, 18th January 2022 at 4:00pm

Summer term 2022 – Tuesday 17th May 2022 at 4:00pm

Autumn term committee meeting – Tuesday, 7th December at 4:00pm

Committee meetings for Spring and Summer terms will be agreed in due course.

Governors were made aware that the headteacher's daughter is currently covering the office at times, whilst there is no business manager. She is not involved with anything to do with finance. This was discussed with the chair prior to the appointment. It was confirmed that DBS checks will need to be re-done as an employee rather than a volunteer. The headteacher will ensure this is completed. HT

GB/59/21 Determination of confidentiality of business

Matters relating to staff pay was considered confidential.

It was

resolved

that all other papers and reports be made available as necessary.

The meeting closed at 5:12pm.

Signed (chair) Date