

**School:** Lawrence View Primary and Nursery School

**Meeting title:** Spring term meeting of the governing body

**Date and time:** Tuesday, 18 January 2022 at 4:00pm

**Location:** Virtual via Microsoft Teams

## Membership

'A' denotes absence

Mrs E McGrenaghan (headteacher)

Mrs L Lord

Mr D Hill (chair)

Mr S Ufton

Mrs C Needham

Mr L Johnson

Mr C Blackburn (associate member)

Mrs T Christian

## In attendance

Mrs Z Battison (co-opted in the meeting)

Mr L Russell (clerk to the governors)

### **GB/01/22 Apologies for absence**

### **Action**

There were no apologies for absence.

### **GB/02/22 Declaration of interest**

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

### **GB/03/22 Review of membership**

Mrs Battison was at the meeting with a view to being co-opted as a governor. Governors discussed the appointment and unanimously elected Mrs Battison as a co-opted governor for a period of four years. Mrs Battison was congratulated by all.

The clerk will e-mail Mrs Battison to obtain further details including the eligibility form.

The clerk highlighted the following vacancies on the governing body:

- Three co-opted governor vacancies

There were no terms of office due to end this year.

### **GB/04/22 Approval of minutes of autumn term meeting and any additional special governing body meetings**

The minutes of the autumn term meeting held on Tuesday, 21 September, 2021 having been previously circulated were confirmed, and will be signed by the chair electronically.

		<b>Action</b>
	<p><b>Governor challenge: have all link governors been able to make contact with the relevant people in school?</b> Governors provided an update on their successes so far with undertaking visits. It was clarified that governors should report back on their visit using the template report. The chair said that he has prepared a document outlining what a link governor role involves. The headteacher will distribute this and upload to GovernorHub.</p> <p>Mrs Smith has visited on safeguarding and child protection, and has also been to school to talk about community with children, in support of the RSHE curriculum.</p> <p>Several other governors had not been able to visit, in some cases due to the member of staff being off ill. Governors are to make arrangements to undertake monitoring as appropriate to their role.</p>	<p><b>HT</b></p> <p><b>All</b></p>
<b>GB/05/22</b>	<p><b>Receipt of minutes and approval of policies from committees and working parties</b></p> <p><i>Review of actions</i></p> <p>Governors noted the receipt of minutes from the Combined Committees on 13 January 2022 and 7 December 2021.</p> <p>The chair commented on the excellent reports provided by staff at those meetings.</p> <p>It was agreed that the Finance and Pay Policies will be delegated to the next Business Committee meeting.</p>	<b>Business Cmttee</b>
<b>GB/06/22</b>	<p><b>Summary of Headteacher's report and governors' questions and challenge</b></p> <p>The headteacher's report had been distributed in advance of the meeting. The headteacher gave an overview of the contents of the report to highlight the key points, including a staffing update.</p> <p>A new office manager, Ms Hunt, has started at the school this week.</p> <p><b>Governor challenge: Is there a staff member off on long term illness?</b> Yes, this is still the case and contact has been made with the staff member to discuss next steps.</p> <p>The headteacher is to discuss further with the individual concerned.</p> <p>Planned staff absences have largely been covered by existing part time staff being flexible and taking on additional days in school.</p> <p>There are absences from both staff and pupils due to Covid.</p> <p>A matter was discussed which was considered confidential and has been minuted separately.</p> <p><b>Governor challenge: Is the Prevent training still proceeding tomorrow?</b> It is, governors are encouraged to attend.</p> <p><b>Governor challenge: There is online support for pupil's mental health, is there something similar for parents?</b></p>	<b>HT</b>

This is an app that supports children through games and a way to contact school, and concerns raised have mainly been low-key and managed by school. In one instance there was a referral to external support raised through this method.

Pupil Premium Strategy is now available on the website and demonstrates how and why money is spent on Pupil Premium, including evidence. The covid recovery funding is also included to help children close gaps in their learning.

**Governor challenge: If Ofsted visit, will they accept the impact that Covid has had on our school in terms of the Pupil Premium Strategy?**

We do not know, but we are doing all we can to support children and have taken actions to address gaps in learning and are monitoring outcomes closely. The document gives a good insight into the issues faced, the intent to address the issues, and evidence for what action the school is taking.

**Governor challenge: Do the issues raised link into the SIP?**

Yes, it's very cross-cutting. All children who need additional support will receive it; not just those who are Pupil Premium. In some classes, all children have accessed extra provision as that is what was needed.

The School Development Plan was included in the report, with a colour-coded key to show where the school is at with the milestones.

**Governor challenge: Is SEND implicit within the SDP?**

Yes, as it encompasses all the progress all children will make and that includes children with SEND, rather than addressing SEND provision separately. SEND is a priority for the school due to the level of SEND amongst pupils, and is embedded in the ethos of the school, including elements of the SEND provision, policies and practices.

The headteacher was thanked for her thorough and positive report.

**GB/07/22**

**Approval of (if applicable)**

*School budget*

The school budget was delegated to the Finance (and / or Combined) Committee for approval later in the term.

**Cmttee**

*Scheme of Delegation for 2021/2022*

This was approved previously and is available on GovernorHub.

*Schools Financial Value Standard (SFVS) for 2021-2022*

The new office manager will ensure this is completed by 31 March 2022.

**HT**

*Year-end re-forecast*

This was not required to be discussed.

*Services for schools*

The contracts have not been released yet and this matter was delegated to the Business Committee for approval later in the term.

**Cmttee**

<b>GB/08/22</b>	<b>Update on appraisal process for Headteacher and staff including an update on the wellbeing of the headteacher and staff.</b>	
	The headteacher's appraisal has been completed and was reported to governors at the last meeting.	
	Teaching assistant appraisals will take place later this term.	
	A wellbeing report was included in the headteacher's report.	
<b>GB/09/22</b>	<b>Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems</b>	
	This has just been released to schools. Mrs Smith will visit the school shortly to review and will report back to governors in due course.	JS
<b>GB/10/22</b>	<b>Information from the Corporate Director for consideration and action</b>	
	<i>The Nottinghamshire Plan</i>	
	The clerk spoke to the report, highlighting the actions for governors:	
	1. Consider the feedback from the 'Big Notts Survey' in relation to what residents have fed back in relation to education, skills, training and preparation for adulthood	
	2. Consider the Council's vision and priorities in relation to their school's vision and priorities	
	3. Consider the effectiveness of the school's priorities to address inequality to improve outcomes for vulnerable children and young people	
	4. Note the Council's commitment to the environment and reducing its carbon footprint	
	5. Note the Council's commitment to using its influence to ensure that places where people live and work increasingly promote good mental wellbeing	
	6. Note the Council's commitment to high quality education and skills training which prepares children and young people to access high value training and employment.	
	7. Ask headteachers to ensure that the plan is appropriately shared in an age-appropriate way with children and young people to support their understanding of citizenship and local democracy.	
	Governors discussed the report, and noted the schools commitment to the environment and promotion of good mental wellbeing. The school is working towards the Eco-School Green Flag currently. The school's Pupil Premium plan, discussed earlier, is demonstration of the school's commitment to addressing inequality and disadvantage.	
	The headteacher said that the plan would be shared with children as part of the school's personal development curriculum.	

*Understanding behaviour in schools*

The clerk spoke to the report, highlighting the actions for governors:

- Governors are responsible for strategic leadership in school. This toolkit provides practical support for auditing what is working in an individual school and planning next steps which are bespoke for that school.
- Governors have a responsibility for staff and student wellbeing.
- Governors review policies and monitor 'policy in practice', particularly pertinent to: a. Behaviour policy b. Exclusion policy c. Equality policy. Governors must ensure that school systems do not disproportionately disadvantage particular groups of children. d. Complaints policy
- Governors are supporting schools and helping to monitor the return and recovery both during and after disruption due to the Covid-19 pandemic. The Preventing the disadvantage gap from increasing during and after the Covid-19 pandemic - Education Policy Institute (epi.org.uk) report highlights the importance of schools preventing a further increase in exclusions or "off-rolling" following lockdown. It should be noted that students continue to have repeated changes to routine and working practices as a result of unavoidable covid related staff absence. This will have affected students' reconnection with school staff.
- Governors are responsible for holding the headteacher to account for the educational performance of the school and its pupils, including vulnerable groups. Children who attend a school where their emotional regulation is supported appropriately will access learning more effectively and are less likely to disrupt the learning of others.
- Governors are responsible for overseeing the financial performance of the school and making sure its money is well spent. Effective whole school approaches to behaviour are often more 'cost effective' as they support more children at a universal level, reducing the amount of targeted and individual level support required.

The clerk highlighted the questions governors will want to ask:

1. How well is the current behaviour policy working for every learner in school?
2. What is the impact on staff wellbeing of managing challenging behaviour?
3. What is the school's sanction and exclusion data? Are some groups over-represented (e.g. based on SEN or race)?
4. How are relationships repaired with children and families after disagreements or complaints?

Governors discussed the report, noting the actions. Behaviour is very much at the centre of the school's ethos and staff and governors are aware of their responsibilities. The headteacher and school was part of the development of the toolkit, and the toolkit is fully utilised in school already. The headteacher is the behaviour lead for SBAP in the area.

**GB/11/22**      **Communication**

*From chair*

The chair did not have items to report.

*From headteacher*

There were no further items of communication from the headteacher.

*From clerk - Governor Newsletter*

The clerk spoke to the Governor Newsletter, highlighting key articles of interest including:

- Governor Conference
- Governor Services updates
- News from the Education Endowment Foundation (EEF)
- Updates from the National Governance Association
- Message from the Chair of NAGs
- Safeguarding in Education News
- A summary of 'Teaching a Broad and Balanced Curriculum for Education - Recovery'
- Natasha's Law
- HR Updates
- Governor Recruitment

**GB/12/22 Report from training co-ordinator including review of governor training requirements for 2022**

Mrs Needham has taken on responsibility as Training Co-ordinator. An outline of the role was provided, including the need to encourage governors to attend training.

The chair encouraged governors to make use of GovernorHub.

The training provided last week by the clerk on the use of GovernorHub was felt to be useful for governors who attended.

**GB/13/22 General Data Protection Regulations**

*Review and confirm the appointment of the Data Protection Officer (DPO) and Senior Information and Risk Owner (SIRO)*

The DPO is Emma Stenson, and the SIRO is Sarah Hunt.

*Report from the DPO and Information Governance Governor*

The IGG, Mr Hill, confirmed that no breaches or data requests have been received.

**GB/14/22 Governor monitoring visits**

This was discussed earlier in the meeting.

Mrs Battison is to take on link governor roles for Art and Music. The headteacher is to ask the relevant staff to make contact.

**GB/15/22 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account**

The evidence in what governors do and say, including governor challenges and the response to the headteacher's report demonstrate the impact upon school improvement.

Governors do challenge and can demonstrate evidence of school improvement. Governors have requested for leaders from different curriculum areas to present at meetings, as one example of driving improvement, and has proven to be very useful.

**GB/16/22 Confirmation of dates for 2022 – to be agreed at the meeting in conjunction with the clerk**

The governing body

**agreed**

Spring term Strategic Development Committee – Tuesday 8 March 2022 at 4:00pm

Spring term Business Committee – Tuesday 22 March 2022 at 5:00pm

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

**GB/17/22 Determination of confidentiality of business**

Matters on exclusions were considered confidential. It was

**resolved**

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

**The meeting closed at 5:01pm.**

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

# MINUTES OF MEETING



**Nottinghamshire  
County Council**

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## Confidential item(s)

**GB/06/22**    **Headteacher's report**

**Action**

There has been an exclusion as a result of physical violence and two instances of having to use control of risky behaviour procedures.

Signed ..... (chair)    Date .....