

MINUTES OF MEETING

School: Lawrence View Primary and Nursery School
Meeting title: Autumn term meeting of the governing body
Date and time: Tuesday, 9 December 2025 at 4pm
Location: At the school and virtual via MS Teams

Membership

'A' denotes absence

Mrs Zoe Battison
Mr David Hill (chair of governors) – attended online
Mr Kevin Hubbard – attended online
Mr Zach Towers (vice-chair of governors)
Mrs Emma McGrenaghan (headteacher)
A Mr Scott Ufton
A Mrs Anna Shipstone
Ms Claire Wagstaff
Mrs Laura Lord
Mrs Emma Stevenson (associate member)

Mr Liam Russell (clerk to the governors)

In attendance

GB/39/25 **Apologies for absence** **Action**

Apologies for absence were received from Mr Ufton, due to other commitments, and Mrs Shipstone.

It was

resolved

that the governing body consent to these absences.

GB/40/25 **Declaration of interest**

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

Actions for governors

Review and sign 2025/2026 Register of Business Interest

Review and sign 2025/2026 Declaration of Eligibility

Review and sign 2025/2026 Governor Code of Conduct

The register of business interest and declaration of eligibility have been signed by several governors. Other governors were asked to ensure these documents were signed on GovernorHub by the end of this week.

All

chair

Mr Hill sought clarification on if he should list his membership of NAGs and his trusteeship of another local school, and the clerk confirmed that those appointments should be listed. Mr Hill will update his register of business interests accordingly.

**GB/41/25 Review of membership and terms of office ending in the next 12 months
(confirm completion of DBS and section 128 for new governors)**

The clerk highlighted the following vacancies on the governing body:

- One local authority governor vacancy

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

- Mrs Battison, co-opted governor, term ends 17 January 2026

Following discussion, Mrs Battison was

elected

for a further four-year term of office as a co-opted governor.

Governors discussed the local authority governor vacancy, highlighting that there is a desire for someone for the role from the local community, who is genuinely interested in the school and its ethos. The clerk clarified the appointment process and made suggestions about approaching local voluntary organisation and places of worship.

Governors discussed and some said they had some people in mind, whom they will approach to gauge their interest.

Election of associate member

Mrs Emma Stevenson was **elected** as an associate member of the governing body, for a four-year term, with full voting rights in committees.

It was confirmed that Mr Blackburn is stepping down as an associate member after clerk many years. The clerk was asked to write to him to thank him for his time, dedication and commitment.

GB/42/25 Determination of term of office for chair and vice-chair

Governors agreed that the term of office for both posts to remain at one year, to the date of the Autumn term meeting in 2026.

GB/43/25 Election of chair of governors

The clerk took over the role of chair for this item only.

Nominations for the position of chair were invited. There was one nomination, from Mr Hill. Governors discussed whilst Mr Hill left the meeting, and duly

elected

Mr Hill as chair of governors for a one-year term. Mr Hill was congratulated.

Mr Hill said he would look to stand down in twelve months' time and had discussed succession planning with the vice-chair.

GB/44/25 Election of vice-chair of governors

Nominations for the position of vice-chair were invited. There was one nomination, from Mr Towers. Governors discussed whilst Mr Towers was out of the room, and duly

elected

Mr Towers as vice-chair of governors for a one-year term. Mr Towers was congratulated.

GB/45/25 Approval of minutes of summer term FGB meeting(s) and any special governing body meetings

The minutes of the summer term meeting held on Tuesday, 15 July 2025 having been previously circulated were confirmed.

These minutes will have the chair's e-signature placed on them.

Review of actions

GB/24/25. SIP to be distributed to governors – completed.

There were no other outstanding actions not covered by the meeting agenda today.

Confirmation of completion of annual planning documents - policy check list and annual planner

This matter was attended to in the previous meeting and did not require further discussion.

Approval of 2025/2026 scheme of delegation

This had been completed at the Summer term FGB meeting.

GB/46/25 Receipt of minutes and approval of policies from committees and working parties

Review of actions from committee minutes

Minutes from the Summer term meetings of the strategic development and business and finance committee meetings, both held on 8 July 2025, were approved as a true record of the meeting.

Minutes from the Autumn term meetings of the strategic development and business and finance committee meetings, both held on 18 November 2025, were approved as a true record of the meeting.

There were no matters arising not covered by the agenda today.

Approval of policies

The following policies were **ratified**, having been previously discussed at committee:

- Child Protection Policy

- HR Pay Policy

The revised Complaints Policy is to be distributed by the headteacher, and it was agreed that this would be approved by governors via e-mail and then ratified at the Spring term meeting. Clerk

GB/47/25 Overseeing Financial Performance - Financial reporting

Schools Financial Value Standard (SFVS) 2025/2026

This is due to be returned to the LA by the end of March 2026 and will be undertaken in the Spring term. HT

Year-end re-forecast

This was approved at the previous committee meeting.

Governors' Year End Financial Statement for 2024/2025 (including the Committed Balances Return 2024/2025) for information

This has previously been completed.

GB/48/25 Holding executive leaders to account:

Governors had received the headteacher's report in advance via GovernorHub, in a revised shorter format. Governors confirmed they liked the new format.

Governors were invited to question and challenge over the contents.

Governor challenge: What have we done to try to improve maths results and what has worked? What are we doing differently in writing?

The maths results are only very slightly behind national in maths now – it was two children's worth, so not far behind. There was a review of the maths last year, which found no particular failings, it was just the characteristics of the cohort. Writing is being reviewed on 6th January, it is always behind other subjects, and expectations of the standard are high. The consultant wonders if we are trying too hard and would benefit from slimming down what is taught. The Y6 teacher is working hard on improving outcomes although next year's SATs are not expected to be high.

Governor challenge: What are the key challenges for the school?

Pupil mobility and EAL are a challenge. PP outcomes for the school are above non-PP nationally in most areas.

Governor challenge: How many pupils are on the waiting list and what is the anticipated rise in numbers for September?

We are expecting to have a full class in foundation, and a six pupil increase overall. Some classes currently have waiting lists. Three children are waiting for a place in Y2, and numbers generally are increasing as more children join part way through the year. There has been lots of positive feedback from parent visits to the school. We will have more of an indication at Easter as to the September intake.

Governor challenge: There are high levels of PP and FSM – how does it impact in future planning?

These have always been high in this school, so planning continues as is, there is no real changes to our cohort make up – it doesn't cause us an issue. We think

there are 12 other children who would be eligible for FSM but who don't claim it, if they did it would make us 50% PP.

Governor challenge: Attendance – are the measures in place still considered to be effective?

We follow DfE guidelines on attendance. The measures used are still considered relevant and impactful. Personal relationships with parents and children are especially having an impact. The current data dashboard says we are currently significantly above national.

Governor challenge: Is parental engagement as strong as we would like? It is strengthening week on week, there are things in place to encourage this further, and we are trying out new initiatives as well.

Governor challenge: Did many attend the parent parliament? No, just four, but it was positive. Parents are talking about it on the playground, so we are hopeful for better attendance next time. One of the issues raised was the different communication systems we have. There is a new app that we are exploring that would be useful, and we are looking at how to implement this in school.

Governor challenge: School is low in attainment compared to national, are we confident this will improve? The quality of teaching and learning in school is the best it can be. Children come to us as low and middle attaining pupils, and they make significant, positive progress, but it is not always possible to achieve high achievement. We do not put more importance on a subject than preparing them for the next level of their development.

Governor challenge: Are you getting enough support from the governing body?

Yes, thank you.

Governor challenge: Is there an update on submitted funding bids?

No, they were only submitted last week! A bigger marquee is being considered for the swimming pool. A lottery bid for playground equipment has been submitted and will take sixteen weeks.

We cannot bid for the Hut works until next year due to local authority logistical reasons.

In response to a governor challenge, it was confirmed that breakfast and after school club are not making money and are running at a loss, which likely to increase over time.

A confidential matter was discussed and has been minuted separately.

The headteacher was thanked for her report.

GB/49/25 Update on appraisal process for headteacher

Confirm external adviser for first meeting in Autumn term

The external advisor was confirmed as Sarah Quinn.

Confirm/appoint appraisal governors – confirm governors have completed training

The appraisal governors, who have completed training, are:

- Mr Hill
- Mr Hubbard

Confirm arrangements to receive the appraisal governors' pay recommendations effective from 1.9.25 for the headteacher in line with the scheme of delegation and the pay policy

Recommendations were made previously in line with scheme of delegation. There is no uplift as the headteacher is at the top of her pay grade.

GB/50/25 Receive and scrutinise headteacher's annual report on whole school appraisal process

This had been discussed at previous committee meetings and in the headteacher's report and did not require further discussion.

Confirm arrangements to consider headteacher pay recommendations for all staff in line with the scheme of delegation and the pay policy

This had been discussed previously and did not require further discussion.

All boards should have a pay committee of 3 non-staff governors and arrangements in place to be able to call an appeal committee of a further 3 non-teaching governors.

It was confirmed that the pay committee is in place.

GB/51/25 Update on headteacher and staff wellbeing

A confidential matter was discussed and has been minuted separately.

GB/52/25 Ensure clarity of vision, ethos and strategic direction, set by governors

Governors noted that the vision, ethos and strategic direction of the school is adequately reflected in the SIP, and that the school website is very strong on the vision.

The visions and ethos statements are being reviewed with staff again, with a view to updating them and to ensure they remain relevant.

Approve the School Improvement Plan (SIP), as detailed in the scheme of delegation

The SIP was approved at the recent committee meeting.

GB/53/25 Corporate Directors' reports

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

Summary of Corporate Director's Report - HR - Safer Working (recruitment and selection), Teachers Pay and HR updates - September 2025

Recruitment and Selection Safer Working Documents 2025

All Safer Recruitment HR Policies and procedures 2025 are updated and include updates regarding DBS identity checks - available on the School's Portal.

Teacher's Pay Award September 2025 and related policy updates

Details available on the Schools Portal under the heading Pay Policy 2025. ·
Teachers: Flat 4% increase to all pay points and allowances from 1 Sept 2025. ·
Support Staff: Flat 3.2% increase backdated to 1 April 2025, paid in August payroll.

School Teacher's Review Body 2026 (STRB) and School Teachers' Pay and Conditions Document (STPCD)

Gathering of evidence and make recommendations on future teacher pay and conditions. No additional funding will be provided for any pay awards.

Employment Tribunal statistics

National ET claims up 32% (Jan–Mar 2025). • 22% unfair dismissal, 14% breach of contract, 13% discrimination. • Nottinghamshire schools not yet affected, but vigilance is key.

School Support Staff Negotiating Body (SSSNB)

Proposal to reintroduce SSSNB from 2027–28 and create a national pay and conditions framework for support staff.

Governor Actions

- Review & Adopt Updated Policies by the FGB or committee as per the boards scheme of delegation.
- Safeguarding Compliance - Confirm anyone working with children has read part 1 of KCSIE 2025 and governors have read all of KCSIE.
- Ensure robust systems are in place for recruitment checks (staff, governors, volunteers, contractors).
- Plan a review of the Single Central Record (SCR) and conduct a Pre-Ofsted Safer Working Check if needed.
- DBS - Ensure ID checkers follow the revised DBS procedures (effective from 1 April 2025). Maintain ID check records for two years.
- Staff Conduct & Induction - Include the School Employee Code of Conduct 2025 in start-of-term meetings. Ensure all staff (including new starters) sign to confirm understanding. Conduct staff inductions in line with school policy.
- Staff Wellbeing - Access wellbeing resources from the School Portal to support HT wellbeing. Ensure the school have plans to carry out a whole-school stress survey

Summary of corporate director's report - Reduced timetable

All children of statutory school age are entitled to full-time education. Reduced timetables should only be used in exceptional circumstances, such as reintegration after absence, medical recovery, or to support SEND needs—not as a behaviour management tool.

They must be agreed with parents/carers and include a clear reintegration plan with review dates.

Schools must ensure safeguarding and legal responsibilities are met, avoiding any form of illegal exclusion. Accurate records, including signed parental agreement, must be kept. Vulnerable pupils (e.g. those with EHCPs, LAC, CIN, or CP plans) require close monitoring.

Attendance must be recorded correctly: · Code C: agreed absence under a reduced timetable. · Code B: supervised off-site education only—never for unsupervised or home-based learning.

Schools must notify the Local Authority via the Schools Portal when implementing a reduced timetable. A senior leader should oversee the provision and ensure it remains effective. If not, alternative strategies must be explored, and referrals made where necessary

Governors should ensure registers are accurate and that reduced timetables are used appropriately and safely.

Questions Governors will want to ask:

In cases where a reduced timetable is implemented, is this appropriate for the needs of the child and with clear objectives?

Are Governors satisfied that the school has sought parental/carers consent and that there is regular review of provision?

Is a named senior leader responsible for overseeing the provision of students on a reduced timetable and decisions relating to it?

Is the reduced timetable effectively and regularly reviewed?

Are students on a reduced timetable being marked correctly on the attendance register?

Is Nottinghamshire County Council being notified of all children and young people who have a reduced provision offer via the School's Portal, and are further requests for information being met?

Has the school followed a full graduated response for the child?

Governors will specifically want to ask the Headteacher about children and young people with an EHCP, who are LAC, CIN or CP and who have a reduced timetable, and be satisfied that these students do not have increased vulnerability due to being placed on a reduced timetable.

In response to a governor challenge, it was confirmed that the school does have one child on a reduced timetable, for medical reasons and not behavioural. This is managed in line with the new guidance and is regularly reviewed.

The family SENCO also has oversight of the arrangements.

GB/54/25

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 2025/2026

This is to be completed and returned to the local authority in January. Mr Towers is coming into school to complete this on the 9th of January.

GB/55/25 General Data Protection Regulations - Receive report from Data Protection Officer and Information Governance governor including:

FOI requests and data protection breaches – actions and recommendations

The headteacher has recently attended cyber security training, there are filters on internet access in school.

Photography in school to be reviewed including on the website, in light of recent concerns around AI images.

Training undertaken (staff and governors)

Governor challenge: Do we need cyber training for governors?

There is some training on GovernorHub which may be useful, and Mrs Battison is to distribute links to this. ZB

There have been no subject access requests or data breaches.

GB/56/25 Communication received and updates

From Chair

The chair has received a letter from a member of staff who has now left, about an operational matter. This was communicated back to the person who was asked to discuss with the headteacher.

Staff have been made fully aware of the processes to follow in the event of a complaint.

From Headteacher

There were no items to discuss.

From Clerk – Governor Newsletter

The clerk reminded governors about the newsletter, which can be found on GovernorHub, and highlighted key areas of interest.

GB/57/25 Pupil Attendance (if this has not been reported in the HT's report and scrutinised by governors, this should be a separate agenda item - Governors should be aware of the attendance rates for each group as per View Your Education Data)

This was covered earlier in the meeting.

GB/58/25 Report from training co-ordinator

Mrs Battison is to send out details with the list of training courses available. Governors were reminded to log their training on GovernorHub so that records can be kept, and this log is useful for future visits.

clerk

The clerk is to provide Mrs Battison with the location of the training report on GovernorHub.

Governor challenge: Can training from being a governor at other schools be logged?

The clerk confirmed that this was acceptable.

Review of governor training requirements (including safeguarding) for 2025/2026

Safeguarding training for governors took place in September in school.

GB/59/25 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 challenge in this meeting, committee meetings, governor visits and in ad-hoc communications with the school.

They have impacted upon school improvement through actions and decisions on finance, staffing, during monitoring visits, safeguarding, policy approvals, amongst other areas.

GB/60/25 Confirmation of dates for 2026 to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

Spring term - Tuesday 24th March 2026 at 4:00pm

Summer term – Tuesday 14th July 2026 at 4:00pm

Both committee meetings will take place on Tuesday 10th March at 4pm and 5pm.

GB/61/25 Determination of confidentiality of business

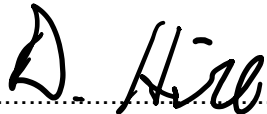
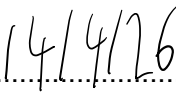
Matters involving staff were considered confidential.

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 5pm.

Signed  (chair) Date 

MINUTES OF MEETING



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Confidential item(s)

GB/48/25 Holding leaders to account

Action

Governor challenge: How are we doing with the kitchen?

We have reviewed the finances, and income is not matching expenditure as numbers having dinners are falling. Discussions with the LA are underway about reducing the kitchen staffing.

Governor challenge: Can we cope with fewer staff?

Yes, we will be able to manage.

GB/51/25 Update on headteacher and staff wellbeing

There has been some resistance from staff on the leave of absence in term time issue. Senior leaders are managing the situation.

Signed  (chair) Date 14/4/26