

MINUTES OF MEETING



**Nottinghamshire
County Council**

School: Lawrence View Primary and Nursery School
Meeting title: Spring term meeting of the governing body
(delayed to the Summer term)
Date and time: Tuesday 14 April 2026 at 4:00pm (start 3:50pm)
Location: At the school (and/or virtual/hybrid platform)

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)
Mr Scott Ufton
Ms Claire Wagstaff
Mrs Anna Shipstone
Mrs Laura Lord
Mrs Emma Stevenson (associate member)

In attendance

Mr Liam Russell (clerk to the governors)

GB/01/26	Apologies for absence	Action
	There were no apologies for absence.	
GB/02/26	Declaration of interest	
	There were no declarations of interest, either direct or indirect, for items of business on the agenda.	
GB/03/26	Review of membership and terms of office ending in the next 12 months	
	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:	
	Mr Hubbard, 16 January 2027, co-opted governor	
GB/04/26	Approval of minutes of autumn term meeting and any additional special governing body meetings	
	The minutes of the autumn term meeting held on Tuesday, 9 December 2025 having been previously circulated were confirmed and signed by the chair.	
	<i>Review of actions</i>	
	GB/41/25 – The clerk wrote to Mr Blackburn to thank him for his time as a governor.	

		Action
	GB/46/25 – The new complaints policy is still to be reviewed. <i>Action ongoing.</i> The clerk is to send the template policy to school.	clerk
	GB/55/25 – Mrs Battison was to distribute links to online cyber protection training. <i>Completed.</i>	
	Governor challenge: The kitchen staffing review, how has that been?	
	The numbers staying for dinners increased meaning that this did not have to take place, and a staff member has left. A staff member is being appointed to support the serving of dinners.	
GB/05/26	FGB accountability - receipt of minutes and approval of policies from committees and working parties	
	Minutes of the Strategic Committee held on Tuesday 10 th March 2026 were approved as a true record of the meeting.	
	The chair summarised the matters discussed, including about being prepared for Ofsted. Mrs Battison gave an update and suggested that governors met to prepare for a potential Ofsted inspection. There is a training course for governors on 14 th May online, which was suggested governors make an effort to attend. This is available to book on the EM-ED website.	All
	The chair said that he had spoken to an Ofsted inspector at the governor conference about the increasing workload of governors. The inspector expected that governors should split responsibilities in accordance with their area of expertise, and that every governor does not need to know everything.	
	Governors discussed how this would work best in terms of a visit to school. The formation of a folder with key information to assist governors was suggested, to help with preparation. It was suggested that all link governor documents could be stored on GovernorHub. Headteacher and chair to make arrangements for this meeting.	Chair HT
	<i>Mrs Stevenson joined the meeting at 4:04pm.</i>	
GB/06/26	Holding executive leaders to account:	
	The headteacher's report had been distributed in advance for governors to read and prepare questions. Governors were invited to question and challenge over the contents of the report.	
	The chair said that he wanted to thank the headteacher and deputy for their hard work in managing support being provided to another school, alongside effectively running this school. It seems there has been very little impact upon Lawrence View as a result.	
	The headteacher updated governors on attendance and punctuality and highlighted an error in the report. Attendance is above national and is reasonably good. SEND and PP attendance is broadly in line with national levels.	
	Governor challenge: There are persistent barriers affecting a cohort, what are the barriers?	

		Action
	We have mental health, and school anxiety barriers which is affecting the overall figures. There are also some children with significant health issues who are having an impact, but whose attendance will not be improving significantly due to those health issues. Removing these children from the figures improves the overall picture at attendance at school. Governor challenge: Are we working with the parents on this? Yes, we are working closely with them, there is an ongoing dialogue. Governor challenge: Is the child on alternative provision included in these numbers? Yes, they are as they are on our roll.	
	Punctuality is reasonable, but there are still concerns with 23 families. Persistent absence is high, but not as high as national, and could be improved.	
	Governor challenge: Are term-time holidays having an impact? Yes, this is still an issue. Any child with a holiday and an illness, will fall under the persistent absence level of 90%.	
	Governor challenge: How have parents received the updates on attendance figures? In some cases, it has made a difference - some parents are competitive, so that has had some impact!	
	Governor challenge: What do we do as rewards for attendance? Children do receive positive rewards, including as a class	
	There has been one prejudice incident, use of inappropriate language, and one bullying incident. These have been dealt with through the appropriate procedures.	
	There are seventy-eight children on the SEND register, which is 40% of all children. The Hut review report has been received and was positive. There are some items to tweak but overall, very pleasing.	
	Safeguarding – there are 85 low level concerns, and 15 families who the school has had to look at in more details. There are regular updates and briefings around safeguarding. Two staff, the chair and deputy have all completed safer recruitment training.	
	A staffing update was provided, including resignations. Staffing for next year is still to be decided.	
	Governor challenge: Why is staff absence high? There has been some mental health absence, none of which was school related. There is a difference since the pandemic in patterns of staff absence.	
	A governor challenged over procedures around staff attendance, and it was confirmed that there is a system for warnings over continued absence.	
	Governors noted that there is clearly an impact on children's learning from this level of staff absence. Governor challenge: How are schools managing this impact? We are following procedures and doing what we can with the restrictions of the policy. For example, absence due to dependent children being ill has been addressed with staff.	

		Action
	A governor challenged about what happens if staff are ill whilst booked onto a training course? It was noted that this has not yet been the case.	
	SEF (Self-evaluation form) - The school is judging itself as secure in all areas, with strong elements, particularly in personal development. Governors discussed the format of the new Ofsted framework judgements.	
	The chair highlighted that governors do maintain robust oversight through monitoring.	
	A DEIB review and a personal development review are to take place later this term. The English review has taken place and some changes to how English is taught were suggested, to improve outcomes further.	
	There have been a number of complaints that have been dealt with in accordance with the policies in place.	
	The SIP had been shared in advance for governors to review. It was clarified that some areas are showing as amber still, as full information on progress was not available when the report was written.	
	Governor challenge: We have the funding, when will the play equipment project take place? This is planned for later this term. We have received £18k for inclusive play equipment. Another bid for the rotunda is currently being prepared. The lottery bid comes with supporting promotional materials to be used.	
	Governor challenge: What do we think Y6 SATs will be like? We are hopeful that the results will be strong this year.	
	The chair asked that the clerk send a letter of thanks to two members of staff - Maureen Ufton and Angela Bowles - for their length of service on behalf of governors. Both are leaving this term.	clerk
	The headteacher was thanked for her comprehensive report.	
GB/07/26	Overseeing Financial Performance - Financial reporting	
	Approval of	
	<i>School budget</i>	
	This was completed at the finance committee meeting and was now ratified .	
	<i>Schools Financial Value Standard (SFVS) for 2025/2026</i>	
	This was completed at the finance committee meeting and was now ratified .	
	<i>Year-end re-forecast</i>	
	This was completed at the finance committee meeting and was now ratified .	
	<i>Services for Schools - Buy Back of NCC Services</i>	
	This was completed at the finance committee meeting and was now ratified .	

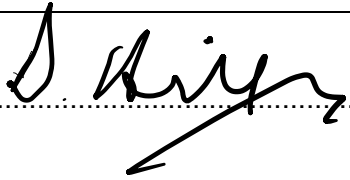
		Action
GB/08/26	Update on appraisal process for Headteacher and staff including an update on the wellbeing of the Headteacher and staff	
	The appraisal reviews for staff will take place later this term.	
	The headteacher's review will also take place later this term.	HT chair
	Governor challenge: Do we undertake a staff engagement survey? This was discussed and it was agreed that Mr Towers and Mr Hill are to do a wellbeing survey with staff, on behalf of governors	Chair ZT
GB/09/26	Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems (CP confidential file audit)	
	The Safeguarding audit had been completed and returned to the local authority. The SCR check was also completed last term, and the confidential records check has also been completed.	
GB/10/26	Corporate Director's reports	
	The clerk spoke to the Corporate Director's report, which was available on GovernorHub.	
	<i>School Attendance Update – Nottinghamshire</i> Post-pandemic, both overall and persistent absence rates rose sharply nationally and locally. Nottinghamshire's rates are slowly improving but remain above pre-pandemic levels. In 2024/25, overall absence was 6.4% (≈2.51M sessions), authorised absence 4.2%, with 18,253 persistent absentees and 2,514 severe cases (≈2.3%). Live data for Dec 2025 shows severe absence at 1.6%. The government is introducing Attendance Baseline Improvement Expectations (ABIE)—minimum improvement targets tailored to each school—piloting in 2025/26 and rolling out in 2026/27. Schools can track ABIE via DfE's View Your Education Data (VYED) platform, which also provides benchmarking and similar-school comparisons. Local authorities must hold Targeting Support Meetings to agree plans for severely/persistently absent pupils. Nottinghamshire began these in 2024/25 but uptake needs improvement. Additional support includes the RISE Attendance and Behaviour Hubs, and a new DfE attendance campaign promoting school's social and emotional benefits through local stories and health advice. <i>Actions for governors</i> - Governors to familiarise themselves with the Attendance Baseline Improvement Expectations (ABIE) for their school and what actions are being taken to achieve the target - Governors to check that their schools have access the Targeting Support meeting with a member of the Education and Attendance Team within the local authority	

		Action
	Consider with Senior leaders whether your school would benefit from the support available through the RISE Attendance and Behaviour Hubs programme	
	The ABIE is to be sent to all governors by the headteacher.	HT
GB/11/26	Communication received and updates	
	<i>From chair</i>	
	It was reported that a complaint has been received and dealt with in line with procedures.	
	<i>From headteacher</i>	
	The headteacher reported that there was a discussion to be held on continuing to support the other school in the Autumn. This this will be reviewed later this term	HT
	<i>From clerk - Governor Newsletter first spring term edition</i>	
	The clerk spoke to the Governor Newsletter, which is available on GovernorHub, and highlighted some key articles including:	
	Admissions – applications and dates of information-sharing, ranking and offers. Safeguarding – Child Protection/Confidential Files Audit is going to be rolled out in early 2026 for feedback. Final version will be shared in Spring Term. HR Updates – governor responsibilities around headteacher absence and headteacher wellbeing, including information on NCC's headteacher wellbeing support package. - HR offers recruitment solutions to strengthen compliance and Whole School Safeguarding Training. Curriculum and Assessment Review 2025 – information about recommendations for the national curriculum. Update from EIS – governor responsibilities around headteacher wellbeing and action checklist. New governors – reminder that all new governors must have DBS and section 128 checks. Governor Services can provide advice on governor induction. School complaints – new complaints toolkit from Governor Services, including guidance and model letters for each stage. Em-Ed governor training update – sessions on the new Ofsted framework. Governor Conference – Shaping Inclusive Education Together, Friday 6th March, Eastwood Hall. Schools that subscribe to Em-Ed governor learning and development package have two free places. Understanding equality duties – governors are accountable for compliance with the Equality Act. Information on protected characteristics. Publishing governance data – information about what schools must and should publish.	

		Action
	• Role of the Chair – how to build a strong team. • Governor monitoring visits – how to record monitoring visits on GovernorHub • DfE updated guidance and regulations – links to governance guides • National updates – information on: DfE individualised attendance targets for schools, Ofsted: Explore an Area to see what education looks like in their local authority, the School Uniform Policy, pay committees and pay recommendations, the standards required in planning, commissioning and reviewing IT support services • Changes to NCC Early Help services – information on Family Hub networks Schools' Portal – how to access information for all local authority services purchased by the school.	
GB/12/26	Report from training co-ordinator including review of governor training audit and training requirements for 2026/2027	
	It was noted that some governors had added their training records onto GovernorHub, and others were encouraged to also update their profiles.	
	Governors discussed change happening with the NGA - governors will receive an e-mail to provide easier access to the online training. Governors were encouraged to access this when received. This will help as it will mean all training is in one place.	
	The training co-ordinator gave a demonstration on how to register for and access training on EM-ED website and also explained how to access training on GovernorHub.	
	The chair has completed the cyber security course and found it to be excellent. He suggested that a cyber security policy be developed – this is believed to be under development with the LA currently. Governors decided that at the Strategic Committee in May they will focus on the Ofsted framework and preparation that governors can undertake.	
GB/13/26	General Data Protection Regulations	
	<i>Review and confirm the appointment of the Data Protection Officer (DPO) and Senior Information and Risk Owner (SIRO)</i>	
	There are no changes – Emma Stevenson is the DPO.	
	<i>Report from the DPO and Information Governance Governor</i>	
	There was nothing to report, there have been no data breaches or subject access requests.	
GB/14/26	Review of all recent governor monitoring visit reports in line with the 2025 Ofsted inspection framework (Safeguarding, SEND, PP and LAC plus link governors to School Improvement Priorities)	
	<i>Feedback of key points/areas of learning</i>	
	Mrs Battison has inspected on EYFS in November, and attendance and behaviour on 15 th December.	

		Action
	A health and safety inspection was completed by Mr Ufton in October.	
	<i>Link governor visits schedule</i>	
	A schedule of responsibilities was distributed in advance, which realigns roles with the Ofsted headings. The schedule was updated to include the corresponding responsible person in school. The list of link governor appointments was agreed as follows: • Safeguarding – Mr Towers and Mr Hubbard • SEND – Mrs Battison and Ms Wagstaff • Curriculum and teaching – Mr Hill and Ms Wagstaff • Achievement – Mrs Battison and Mrs Shipstone • Attendance and behaviour – Mr Hubbard and Mrs Battison • Personal development and wellbeing – Mr Hill and Mr Towers • EYFS – Mr Ufton • Leadership and governance – Mr Hill and Mr Towers • Health and safety – Mr Ufton and Mr Hubbard The chair said that he has found on his visits that school life has been wonderful and children have been well engaged and is a credit to all members of staff.	
GB/15/26	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 in this meeting, committee meetings, and during visits to the school. Governors have impacted upon school improvement through decisions on staffing, budgets and finance, policy approvals and safeguarding audits, amongst other matters.	
GB/16/26	Confirmation of dates for 2026/2027 to be agreed at the meeting in conjunction with the clerk	
	The governing body	
	agreed	
	Tuesday 12 th May 2026 at 3:30pm – Strategic Development Committee.	
	Summer term – 14th July 2026 – 4:00pm Dates for 2026/27 will be agreed at the Summer term FGB meeting. It is likely to be committees at the end of the first half term, and FGB at the end of the second half term.	
GB/17/26	Determination of confidentiality of business	
	Staffing matters and school finances were considered confidential.	

		Action
	It was	
	resolved	
	that all papers and reports be made available as necessary.	
	The meeting closed at 5:08pm	

Signed  (chair) Date 14/7/26