

MINUTES OF MEETING



School: Holgate Primary and Nursery
Meeting title: Autumn term meeting of the governing body
Date and time: Monday, 14 December 2020 at 5.00pm
Location: Virtual

Membership

'A' denotes absence

A Mrs D Bent
Mrs C Cavill
Mr P Derriscott
A Mr C Orr (vice-chair)
Mr A Poxon (co-chair)
1 x parent vacancy
4 x co-opted vacancies
Mrs R Jackson
Mr A Lineker
A Miss S Arnold (head of school)
Mrs N Davies (executive headteacher)

In attendance

Ms S Harvey (executive inclusion lead)
Ms K Wilson (SENCo)
Miss E Davies (assistant headteacher / English lead)
Mr A Rathe (maths lead)
Miss T Mullaney (executive personal assistant)
Mr A Hughes (operations and settings lead)
Andrew C Ludlow (clerk to the governors)

Governors were advised that due to the pandemic the meeting would take place using the virtual meeting policy.

Governors noted that a recording of the meeting would be made on the understanding that it would be deleted once the draft minutes had been approved by the chair.

Governors noted that consent had been given for members of the senior leadership team (SLT) to attend governing body meetings as observers.

Following the resignation of Mr Biddlestone the co-chair Mr Poxon took the chair.

| GB/35/20 | Apologies for absence | Action |
|-----------------|--|---------------|
| | Apologies for absence were received from Mr Orr (work commitment) and Miss Arnold (personal) | |
| | It was | |
| | resolved | |
| | that the governing body consented to the absences. | |
| GB/36/20 | Declaration of interest | |

The headteacher and staff declared an interest in the Director's report on teachers and support staff pay. There were no other 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 clerk reminded governors that they were required to annually review and update the register of business interests held at the school.

Miss Mullaney explained that the majority of governors had confirmed, on Governorhub, that they had registered their business interest/declaration of interest forms and she reminded those outstanding to complete the documentation.

Review and sign Governor Code of Conduct

The clerk informed the meeting that the Code of Conduct form had been revised and updated.

Miss Mullaney explained that the majority of governors had confirmed, on Governorhub, that they had signed the Code of Conduct form and she reminded those outstanding to complete the documentation.

GB/37/20 Headteacher's report

The executive headteacher presented the headteacher's report, copies of which had been previously circulated.

Pupil Numbers

The executive headteacher informed governors that there were 390 pupils on roll, slightly down from this time last year. She explained that the figure on Year 4 was an error, as it indicated a decrease arrow where there had been an increase of 3 pupils.

Pupil Mobility

The executive headteacher referred governors to the pupil mobility figures reminding governors that some parents had chosen to send their children to a school that was nearer to their home.

Pupil projections

The executive headteacher referred governors to the current waiting list explaining that the data was based on the best estimates available.

Pupil Projections Commentary on EYFS

The executive headteacher referred to Rebecca Vowles' report informing governors that admission numbers for F2 were low with 40 children where the school has the potential for 60. She explained some of the reasons for the low intake were due to a new local school attracting parents to choose a school closer to their home.

Governors discussed the situation and noted that the school had acted to raise the profile of the school EYFS and more work was due to be undertaken around this.

A governor challenged the executive headteacher referring to a recent article in the Nottingham Post that had highlighted parking issues at a local school.

The executive headteacher reminded the meeting that the school had invested in staffed drop off/collection points due to the uniqueness of our Turning Circle arrangement at the school and that this information would feature in promotional materials.

Ethnicity Breakdown

The executive headteacher referred to the table showing ethnic breakdown explaining that 27 children, mainly in EYFS, were not shown as parents had not provided the information at this stage.

Staffing

The executive headteacher reported on staffing and highlighted the year group class teachers.

The executive headteacher provided an update on several areas including:

- New appointments
- Maternity cover
- Executive roles

Attendance report

The executive headteacher referred to Tony Bettridge and Elle Fearn's report which indicated that attendance was slightly down.

Governors discussed attendance and noted that Mrs Jackson had had a Joint Attendance monitoring meeting. Mrs Jackson commented on the enthusiasm of staff and the work undertaken relating to attendance.

A governor asked the executive headteacher if the school was to take 'advantage' of the Government's offer to make Friday, 18 December 2020 an Inset day.

The executive headteacher explained that the proposed Inset day would rob the school of an important training day in 2021 and her main consideration was to support children and parents and the late notice offer was therefore unwelcome.

Governors discussed the situation and noted that parents relied upon the school to be open and to suddenly closing it for a single day would create problems and was unhelpful.

Covid-19

A governor challenged the executive headteacher suggesting that several parents would simply take matters into their own hands and absent their children, in the run up to Christmas and New Year.

The executive headteacher informed governors that the school had prepared, as far as possible, for this eventuality and she highlighted the remote learning opportunity that was available, where possible. She referred to recent issues over covid-19 cases in school and the closure of a bubble.

Persistent absence (PA)

The executive headteacher informed the meeting that PA had remained largely unchanged at 11.63%.

Minor Accident report

The executive headteacher referred to Jess Wall and Debbie Bent's report informing the meeting that four incidents had been reported on the Oshens wellworker system and 115 minor injuries reported, for pupils, on Scholarpack.

Governors discussed the minor injuries noting that 53.04% (61) of them occurred during lunchtimes when children were often engaged in unstructured play.

The executive headteacher outlined a series of actions that had been taken about playground activities.

A governor challenged the executive headteacher as whilst notifications of accidents were sent by text to parents the message did not identify the name of the pupil and could be confusing where siblings attended the same school.

The executive headteacher informed governors that she would review the messaging service to ensure more accurate information was provided.

EHT*Health and Safety and Site Management*

Mr Hughes informed the meeting that the ventilation system had been checked and he was pleased to confirm that air from one classroom was not transferred into another classroom.

Mr Hughes outlined some of the issues over cleaning materials associated with Covid-19 and the increased need for handwashing which was adversely impacting on the school budget.

Mr Hughes reported on work that had been undertaken on the drainage problems and that so far improvements had already been noted.

Governors noted that Mr Lineker had undertaken a Health and Safety inspection the previous week.

Covid -19

The executive headteacher referred to Sam Arnold's report and informed the meeting that risk assessments were continually reviewed and updated and that individual staff risk assessments have been undertaken for those whose fell into the Critically Clinically Vulnerable Category.

The executive headteacher informed governors that at the time of writing the report four pupils had tested positive for covid-19 and this had led to a bubble closing with pupils and staff moving to remote learning.

Governors discussed the absences and noted that two kitchen staff had also tested positive, but they worked in a separate part of the school.

The executive headteacher reported that 85 working days had been lost as a result of self-isolation and that across the school pupils had lost 490 school days.

Parents Consultation

The executive headteacher informed governors that parent consultations, by way of telephone calls, were offered and a report was also sent to parents. She explained that some form of 'face-to-face' consultation would hopefully take place next term.

GDPR Update

Miss Mullaney reported on GDPR matters informing governors that she had attended a GDPR update and several changes had been made including:

- Privacy notices update
- Publishing for transparency
- Marketing
- Updated signage for CCTV
- Risk management

Miss Mullaney informed governors that Mr Hughes would contact them over the requirement to undertake an Information audit.

Miss Mullaney informed the meeting that several policies/procedures had been changed and the information had been made available on Governorhub including:

- Security procedures
- Password policy
- Acceptable personal use - governors

It was

resolved

that the policies and procedures be approved.

Miss Mullaney reported that there had been four Subject Access requests which had been dealt with within the proscribed times and that there had been no Freedom of Information requests.

GDPR training

Miss Mullaney highlighted training including:

- Whole Staff Awareness (Schools) online Hays training completed as part of a September Inset day
- GDPR policies and procedures available for staff
- National Cyber Security Centre (NSCC) 'Stay on Line': Top tips for staff training

Safeguarding

Mrs Harvey reported on a range of issues including:

- Local Authority's Child Protection policy, executive summary of key principles
- Risk assessments reviewed and recorded on CPOMS
- Induction training for new and returning staff

- Completion of the safeguarding children in education self-audit tool for 2020/21
- Named designated persons

Mrs Harvey reported on training and how the school was managing in a covid-19 environment.

Mrs Harvey informed governors that there were now 20 Social Care cases, double the number from last term, including:

- Six – CP open
- Ten – Children in Need (CIN)
- One - Special Guardianship Order (SGO)
- Two – family service
- One – assessing IMARA (Imara is an independent specialist service that supports children, young people and their family following disclosure or discovery of child sexual abuse)

Mrs Harvey informed the meeting that there were also 69 additional files and she explained that she had uploaded several documents onto Governorhub.

Governors discussed the situation and whilst expressing regret over the number of cases they were pleased that the school was able to provide support and care for the children.

SEN

Mrs Harvey informed governors that there were currently 86 children on SEN, and she referred to the table that showed the distribution of SEN, across the school, by cohort and gender and indicating the level of support provided. She explained that in some case pupils were shown in more than one category.

Mrs Harvey outlined the work that was being undertaken and highlighted the work on mental health issues.

Looked After Children (LAC)

Ms Wilson informed governors that there were currently four LAC pupils on roll but that they were all post LAC (subject to a child arrangement order or a special guardianship order).

Pupils with an Education Health Care Plan (EHCP) report

Ms Wilson informed the meeting that the school had one pupil with an EHCP, and she outlined the support provided.

Teacher Appraisal

The executive headteacher confirmed that all staff had completed their final appraisal reviews for the 2019-20 academic year. She explained that the school had been mindful of the Local Authority advice relating to the disruptions caused by covid-19.

Governors noted that the Strategic Pay Committee, which met on 24 November 2020, had considered and approved the appraisal recommendations and governors would receive a copy of the minutes, after the final appeal date had passed.

The executive headteacher informed the meeting that appraisal targets for 2020-21 were based around three targets:

- Identified aspects within teaching provision
- Identified aspects within subject leadership
- Improvements in attainment outcomes for each year group

The executive headteacher outlined some of the processes that were being used this year including:

- Face to face meetings (some virtual)
- Pupil progress meetings
- Learning logs

CPD report

The executive headteacher referred governors to the extensive range of CPD, mainly virtual, that had been undertaken.

Blended Learning

The executive headteacher referred to Jim Wakeland's report highlighting blended learning and Curriculum Vehicles. She explained that Curriculum Vehicles helped encourage children to broaden their knowledge and skills set and planted the seed of evolving career choices.

Subject Leadership plan 2020-21

Improvement area SEND

Mrs Harvey highlighted a range of matters including:

- Mental health

Maths

Mr Rathe highlighted a range of matters including:

- Arithmetic gaps
- DfE guidance – mathematical vocabulary
- Learning walks
- Book scrutinies focus on bridging gaps

EYFS

The executive headteacher highlighted a range of matters from Rebecca Vowles' report highlighting the impacts.

Action plan: Evaluating impact as Language Lead

The executive headteacher referred governors to the report produced by Tanya Payne, highlighting:

- Language Link – programme used to assess children's understanding of language

- Let's Interact course

Subject Leadership plan 2020-21

Attendance

Governors discussed issue relating to parents taking holidays in term time and the impact that this had on attendance. It was noted that Mrs Jackson was helping to finesse a letter which would be sent to the local MP when appropriate.

PE and Sports funding

The executive headteacher referred governors to the report written by Wayne Smith, PE Lead.

Transition to transformation – School Improvement Plan milestone report

Priority 1: (Standards) – Improve the rates of progress in reading for all groups of pupils

Miss Davies highlighted a range of matters including:

- Storytelling/reading aloud
- Reciprocal reading
- Early reading and catch-up

Executive headteacher & head of school judgements

The executive headteacher informed the meeting that the school was making reasonable progress towards achieving priority 1.

Priority 2: Construct a curriculum that provides an appropriate and ambitious range of opportunities that richly enhance pupils' academic, social and moral development.

The executive headteacher highlighted a range of matters including:

- New curriculum working party
- Inclusion team – covid-19 gaps
- Monitor teaching and learning
- Overview of behaviour and adjusting
- Blended learning

Executive headteacher & head of school judgements

The executive headteacher informed the meeting that the school was making reasonable progress towards achieving priority 2.

Priority 3: Construct a clear strategy that promotes a cohesive, responsive and appropriate approach to well-being throughout the school for children, their families and staff.

Mrs Harvey highlighted a range of matters including:

- Audit on current Social, Emotional & Mental Health (SEMH)
- Policies and procedures – covid-19 linked

- School's Mental Health award

Executive headteacher & head of school judgements

The executive headteacher informed the meeting that the school was making reasonable progress towards achieving priority 3.

The chair thanked the executive headteacher for the report.

Members of the SLT withdrew from the meeting at 6.35pm.

GB/38/20 Review of membership

The clerk informed the meeting that Mr Biddlestone, co-opted governor, had resigned with effect from 30 November, 2020.

Governors asked the clerk to write and thank Mr Biddlestone for his work as Joint chair for both governing bodies. **clerk**

The clerk highlighted the following vacancies on the governing body:

- Four co-opted vacancies
- One parent vacancy

The clerk informed governors that since the last meeting Mrs Jackson, Local Authority governor, had been appointed to the governing body with effect from 9 July, 2020.

GB/39/20 Determination of term of office for chair and vice-chair

The clerk informed the meeting that Mr Orr had contacted him earlier in the day stating that he would object strongly to any process change in terms of fixing the term of office for a Chair of Governors.

The clerk reminded governors that under the regulations, there was no minimum or maximum term of office for chair or vice-chair although most governing bodies favoured either one or two years.

In responding to a question the clerk confirmed that in the past a year's term of office was chosen.

Governors discussed the proposals that had been circulated by Mrs Jackson, prior to the meeting, and felt that following the sudden resignation of Mr Biddlestone that the decision on a single chair, to cover both governing bodies; term of office and succession planning should be deferred until an early spring term when a more transparent joint meeting of both governing bodies could be arranged. **agenda**

GB/40/20 Election of chair

Mr Poxon confirmed that he was prepared to act as chair until the special meeting took place in early January, 2020. As there were no other nominations Mr Poxon left the virtual meeting and the clerk conducted a ballot.

It was

resolved

Clerk

agenda

that Mr Poxon be appointed as chair of the governing body until the first spring term meeting of the full governing body

Mr Poxon re-joined the meeting.

GB/41/20 Election of vice-chair

Governors agreed that as the appointment of chair had effectively be deferred until early in the New Year, the appointment of the vice-chair would also be deferred until that meeting with Mr Orr continuing in his position of vice-chair until the next meeting.

agenda

GB/42/20 Approval of minutes of summer term meeting and any additional special governing body meetings

The minutes of the summer term meeting held on Monday, 13 July, 2020, having been previously circulated were confirmed and would be electronically signed by the chair at a later date.

Matters arising

GB/18/20 Apologies for absence

Governors noted that the head of school was to contact Mrs Bent as it was understood that Mrs Bent wished to step down as a governor.

HOS

GB/23/20 Approval of minutes of spring term meeting

GB/08/20 Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems.

Governors noted that Mr Poxon had visited the school and reviewed the arrangements relating to the Child Protection and Safeguarding recording and reporting systems.

GB/15/20 Single Central Record (SCR) and Fire Log – Receive and sign off

Governors noted that Mr Poxon had visited the school and signed the Single Central Record (SCR) and Fire Log.

GB/27/20 Information from the Corporate Director for consideration and action

Strategy for Improving Educational Opportunities for All (IEOfA)

The executive headteacher reminded governors that the Finance and Personnel Committee had reviewed the five key questions and confirmed that the school met the requirements.

Special Educational Needs and Disability Policy (2020-2023)

The executive headteacher reminded governors that the Finance and Personnel Committee had reviewed this issue and had concluded that the school satisfactorily discharged its obligations under the Children and Families Act (2014).

GB/29/20 Approval of in-service training days

It was

resolved

that inset days for the period September, 2020 to August, 2021 would be as follows:

- Tuesday, 1 December, 2020
- Tuesday, 27 July, 2021
- Wednesday, 28 July, 2021

The executive headteacher informed the meeting that it was her intention to confirm the two final Inset dates, in the New Year, when hopefully some element of normality may have started to return.

GB/43/20 Receipt of minutes and approval of policies from committees and working parties*Finance and General Purposes Committee*

The minutes of the Finance and General Purposes Committee dated 5 October, 2020 were received.

Matters arising

It was noted that matters arising would be dealt with in the committee.

Achievement & Challenge Committee

The minutes of the Achievement & Challenge Committee dated 12 October, 2020 were received.

Matters arising

It was noted that matters arising would be dealt with in the committee.

Strategic Pay Committee

The minutes of the Strategic Pay Committee held on 24 November, 2020 were to be circulated and would be received at the next meeting of the full governing body.

Matters arising

There were no matters arising.

Policies

Miss Mullaney reminded governors that a number of policies had been uploaded onto Governorhub some months ago and that she was seeking approval for the following policies:

- Complaints policy- Annex A. Handling complaints during the coronavirus
- Collaboration Supporting pupils with medical conditions Medical policy September 2020
- Collaboration Code of Conduct for Governing Bodies autumn 2020
- Collaboration Adoption leave and provisions

agenda

- Annual Leave and Leave of Absence policy autumn 2020
- HPS – Managing Attendance procedure – September 2020
- Employee Code of Conduct September 2020
- Collaboration staff contact policy September 2020
- Collaboration Drugs and alcohol misuse guidance
- Collaboration Equality and Diversity in Employment
- Collaboration fixed term contracts guidance
- Collaboration Job Sharing policy
- Acceptable Personal Use – Governors June 2020
- Security Measures June 2020
- Collaboration – Password policy – May 2020
- Calculation policy Whole Collaboration September 2020
- Collaboration Education Visits policy autumn 2020 (covid appendix included)
- Collaboration schools menopause guidance autumn 2020
- Collaboration NCC NSCP Child Protection policy template September 2020
- Holgate Behaviour policy September 2020
- NCC and NSCP Child Protection policy Executive summary 2020-2021 final Collaboration
- NCC and NSCP Child Protection policy referral flow chart July 2020 final Collaboration
- SEN policy 2020
- Appraisal Policy
- Pay Policy

It was

resolved

that the policies be approved.

GB/44/20

Financial reporting

Update on Schools Financial Value Standard (SFVS) for 2020-21

Governors noted that the SFVS was discussed at the recent Finance and Personnel meeting and in her subsequent monitoring meeting with Mr Orr and would be considered at the spring term meeting of the full governing body.

agenda

Year-end re-forecast

The executive headteacher informed governors that she had met with representatives from the Local Authority financial management services. She was

pleased to report that, based on current expenditure, the overall budget prediction was a carry forward of £60,000, although the impact of covid-19 still needed to be assessed.

The executive headteacher highlighted the costs of supply staff, which had been inevitable in a number of self-isolating situation, explaining that the school's insurance did not cover this expenditure.

Governors discussed the financial position in the school and noted that more details discussions would take place in the Finance and General Purposes Committee.

GB/45/20 Update on appraisal process for headteacher and staff

Confirm external appraisal adviser for the Headteacher

The executive headteacher informed the meeting that Jenny Digges was to continue as the external specialist adviser and that the appraisal would take place early in the New Year.

Confirm/appoint appraisal governors

Governors noted that the current appraisal governor arrangements were two or three governors selected from chair and vice-chair of Holgate and Sutton Road governing bodies. It was accepted that the link governor appointments, including the quality assurance arrangements, were to be reviewed in early January, 2020 as a result of Mr Biddlestone's resignation.

The meeting noted that Mr Derriscott had undertaken Headteacher appraisal training and was available if required.

GB/46/20 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 any recommended changes from HR Provider

Governors noted that this had been discussed at the Finance and Personnel committee that had met on 5 October 2020 and that the policies had been formally approved earlier in this meeting.

Ensure effective appraisal arrangements for all staff are in place

Governors were reminded that appraisals were discussed as part of the headteacher's report.

GB/47/20 Review of delegation and organisation of committees (deferred from Summer Term)

Agree committee structure and membership of committees

Governors considered the membership of their committees and it was

resolved

agenda

that the existing committee membership and structure continue until the special meeting of the Joint governing bodies takes place in early January 2020.

Approval of scheme of delegation/decision planner 2020/21

The executive headteacher informed the meeting that the Scheme of Delegation and Terms of Reference had been reviewed by herself, Mrs Jackson and Miss Mullaney and the proposed documents had been uploaded onto Governorhub. It was

resolved

that Scheme of Delegation and Terms of Reference be approved.

Note annual planner 2020/21 to support agenda setting

The clerk referred governors to the governing body annual planner 2020/21 document that had been produced by governor services.

Governors discussed the planner and it was

agreed

Chair/EHT

that the chair and headteacher would review the planner.

Policy checklist 2020/21 – statutory policies for schools

The clerk referred governors to the updated 2020/21 policy checklist that had been produced by governor services. It was

agreed

Chair/HOS

that the chair and head of school would review the 2020/21 policy checklist

Appointment/re-appointment of link governors

It was

resolved

that link governor responsibilities would be reviewed at the Joint special meeting and that Mr Poxon would, as a temporary measure, be appointed as SEN/child protection/safeguarding link governor.

It was further

resolved

that initially other link governor appointments would be as follows:

- Reading and Phonics (including early reading) – Mr Poxon
- Writing and spelling – Mr Poxon
- Maths – Mr Orr
- Enrichment Team (Art; Design Technology (DT); Music; Forest schools) - Mr Derriscott and Mrs Jackson
- Self-improvement Team (Personal, Social Health and Economic Education [PSHE]; Relationships, Sex and Health Education and anti-bullying (RSHE); Collective Worship – Mrs Cavill and Mrs Jackson
- Early Years and Humanities team (History; Geography; Science; Early Years Foundation Stage (EYFS) – Mr Lineker and Mr Poxon
- Life Skills team (Physical Education [PE]; Computing and on-line safety; Modern Foreign Language [MFL])- Mr Poxon

- Site Compliance team – (Health and Safety; GDPR/Information governance; Educational visits) – Mr Lineker and Mr Orr
- Pastoral team – (Special Educational Needs [SEN]; Safeguarding and Looked After Children [LAC]; Behaviour and Attendance – Mrs Jackson
- SEN/ Child protection/Safeguarding – Mr Poxon
- Training co-ordinator – Mrs Cavill
- Executive Headteacher appraisal – two or three governors selected from chair and vice-chair of Holgate and Sutton Road governing bodies

GB/48/20 Information from the Corporate Director for consideration and action

Considering Everyone's Wellbeing in Schools

The clerk informed the meeting that The Education Improvement Service (EIS) had commissioned a wellbeing coach, Sally Rundell, and that a pilot project had been undertaken within a number of schools.

He explained that governors play a key role in supporting the wellbeing of children and staff in school and in particular, the wellbeing of the headteacher and governors were asked to familiarise themselves with the materials available from both;

- The Education Improvement Service - contact your school office for access to view the Covid 19 Wellbeing Resources within the www.em-edsupport.org.uk website
- The Education Psychology Service – www.em-dsupport.org.uk/coronavirus-eps

It was

resolved

that governors note the report and work with school leaders to ensure wellbeing is given a high priority, particularly in the school's recovery plans.

School Teachers Pay Award; School Pay Policy Appraisal Policy, and other HR updates September 2020

The clerk informed the meeting that The HR service had written to headteachers on 26 August, 2020 stating that the DfE had advised that a 2.75% increase, across all pay ranges and allowances, had been proposed along with an increase of 5.5% for the minimum point on the pay range, subject to parliamentary approval in October. He explained that the full proposals were set out in Appendix 1 and Appendix 2 and that schools were advised to plan for payment in either the November or December payroll, backdated to 1 September 2020.

The clerk informed governors that consultation with the unions had taken place and the award had now received parliamentary approval. He explained that the Local Authority was recommending that schools adopt the assimilation table for all staff paid on either table A or table B.

Governors noted that the Pay award had been discussed and dealt with in the Strategic Pay Committee that had met on 24 November, 2020.

The clerk reminded governors that they had formally approved the policies earlier in the meeting.

Support Staff pay award

The clerk informed governors that national agreement had been reached with the trade unions and support staff would receive a 2.75% increase, backdated to 1 April, 2020. It was

resolved

that governors noted the increase in support staff pay.

Updates to Safer Working Documents - Keeping Children Safe in Education 2020 (KCSIE 2020)

The clerk informed the meeting that whilst there had been no identified changes to the Part 3 Safer Recruitment all policies and supporting documents had been reviewed and where required updated. It was

resolved

that the policies and supporting documents would be referred to the Pupils and Personnel committee and that delegated authority be given to the committee to approve the documents.

P&P*Update to School Disciplinary Procedure – Part 2 Managing Allegations of Child Abuse against School Staff (Revised August 2020)*

The clerk informed governors that there was a key change in the way that disciplinary procedures were managed relating to safeguarding concerns or allegations made against supply teachers / other support staff who are not directly employed by the school. It was

resolved

that governors noted the changes and that the executive headteacher would ensure that the changes were implemented

EHT*HR updates*

The clerk informed governors that the report also outlined other guidance including:

- To ensure that all staff and governors have read at least Part One of Keeping Children Safe in Education, 2020 and understand the context of any changes from 1 September 2020;
- To ensure that the systems for undertaking the required safer recruitment checks for staff, governors and volunteers are robust;
- To ensure that a Section 128 check has been carried out for all governors
- To ensure that all appropriate HR policies and procedures have been adopted (Governor Policy Checklist, 2020), including the specific updates as described in this report.

Governors discussed the issues raised and noted that all actions had been completed and the school was fully compliant.

School Travel Toolkit

The clerk informed the meeting that the Local Authority had developed a 'School Travel Toolkit' He explained that the online resource provides both primary and

secondary schools and their local community with information and advice to help address parking issues around their school.

The clerk informed governors that the Toolkit had been trialled in schools, although the trials were interrupted due to the Covid-19 outbreak. He explained that the toolkit would be made available online to all schools from September 2020 and governors would be provided with a link to access the School Travel Toolkit. It was

resolved

that governors noted the development and availability of the toolkit.

GB/49/20 Safeguarding information for consideration and action:

Assurance of statutory safeguarding arrangements in Nottinghamshire Schools, colleges and independent providers

The clerk informed the meeting that copies of a letter had been sent to the chair and headteacher. He explained the importance of the statutory guidance and that all relevant documents were available both on Governorhub and the school's portal.

Safeguarding Children in Education: Annual self-audit tool 2020-21 plus supporting guidance.

The clerk reminded governors that safeguarding was a collective responsibility and the completion of the annual checklist needed to be undertaken and evidence produced. He suggested that a copy of the completed form should be made available to all governors and could be uploaded onto Governorhub.

The clerk informed the meeting that the checklist had to be completed and returned to Cheryl Stollery no later than 20 December, 2020 and it was important that the full governing body approved the final document.

Governors discussed the checklist noting that it had been completed by the safeguarding link governor and executive inclusion lead and after some minor amendments it would be signed and returned to the Local Authority. It was

resolved

that the Safeguarding Children in Education: Annual self-audit tool 2020-21 be approved.

GB/50/20 Receive report from Data Protection Officer and Information Governance governor

Governors were reminded that Data Protection issues were covered earlier in the meeting.

Mrs Cavill withdrew from the meeting at 7.27pm as she had to attend another meeting.

GB/51/20 Communication

From chair

There was no report from the chair other than on behalf of the governing body he wished all staff a Merry Christmas; a Happy new Year and thanked them for providing quality education during these unprecedented times.

From headteacher

Ventilation Systems service contract

The executive headteacher reminded governors that she had contacted them, by e-mail, on 3 December seeking authority to award a three year cleaning contract for the ventilation system at Holgate school.

A confidential discussion followed and the contract was awarded to East Midlands Refrigeration, the best value contractor.

Governors noted that Mr Lineker had lost connectivity to the meeting at 7.35pm.

From clerk

Governor newsletter

The clerk reminded governors that the Governor newsletter was now available electronically on Governorhub and that there were updates at half term. He highlighted the following items:

First autumn term

- Complaints procedure (page 3)
- Safeguarding (page 6)
- Universal catch-up premium for 2020-21 and national tutoring programme (page 8)
- School admissions dates (page 12)

Second autumn term

- New Governance handbook 2020 and Department for Education guidance (page 2)
- Legal duty of schools to provide remote education (page 2)
- Minutes of meetings – display copy (page 3)
- Message from Chair of NAGS – Jane Mansell (page3)
- Safeguarding children is everyone’s responsibility (page 4)
- Wellbeing for Education Return project (page 5)
- Elective Home Education (page 6)
- Teacher’s Pay award 2020 – Final advice (page 7)
- Arrangements for Quality Assurance of the headteacher’s appraisal (page 8)
- Heads’ and Chairs’ briefing sessions (page 9)
- Governor learning and development (page 10)

GB/52/20

Report from training co-ordinator including review of governor training requirements (including safeguarding) for 2020/21

Miss Mullaney informed the meeting that Mrs Cavill, training co-ordinator, had briefed her prior to leaving the meeting. She highlighted on-line training options, including Hays, and referred to the courses run by the Local Authority.

Miss Mullaney informed governors that she would send links to on-line training options.

The meeting noted that Mrs Jackson had undertaken wellbeing training and that she would forward details of the webinar to the executive headteacher.

GB/53/20 Governor monitoring visits

Governors noted that a number of reports had been uploaded onto Governorhub including:

- Mr Poxon -Action plan EYFS – 2019- 20
- Mr Poxon – Asset audit notes
- Mr Poxon – Attendance link visit
- Mr Poxon – Benchmarking and continuity across the collaboration
- Mr Poxon – EYFS monitoring form January 2020
- Mr Poxon – HP Inventory audit January 2020
- Mr Poxon – Rock Steady music assembly
- Mr Poxon – Maths and Subject Leader action plan
- Mr Poxon - PE
- Report on home learning

It was also noted that Mr Poxon had visited the school to review the arrangements relating to the Child Protection and Safeguarding recording and to sign the SCR.

Included in other monitoring activities were:

- Mrs Jackson – attendance
- Mr Linekar – Health and Safety
- Mr Poxon – phonics
- Mrs Jackson - SEND

GB/54/20 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Governors noted that included in the evidence of their impact was the following:

- Challenging questions in committee and full governing body meetings
- Financial management
- Safeguarding
- Review of policies
- Monitoring visits
- Covid-19 update

GB/55/20 Confirmation of dates for 2021

The governing body

agreed

Spring term - Monday, 22 March 2021 at 5.00pm
Summer term – Monday, 12 July 2021 at 5.00pm

GB/56/20 Determination of confidentiality of business

It was

resolved

that the governing body membership list; confidential sections of the headteacher's report; financial and contact details and confidential sections of committee minutes be deemed confidential but that all other papers and reports be made available as required.

The meeting closed at 7.44pm.

Signed (chair) Date

ACL/

MINUTES OF MEETING



Nottinghamshire County Council

School: Holgate Primary and Nursery
Meeting title: Autumn term meeting of the governing body
Date and time: Monday, 14 December 2020 at 5.00pm
Location: Virtual

Confidential item

GB/51/20 Communication

Action

Ventilation Systems service contract

The executive headteacher reminded governors that the three quotes were as follows:

| | Andrews Air Conditioning | Formost Air-Conditioning | East Midlands Refrigeration |
|----------------------------------|---------------------------------|---------------------------------|------------------------------------|
| Total cost across 3 years | £9,482.25 | £9,294 estimated | £7,990 |

The executive headteacher explained that the three-year contract exceeded the level of her delegated authority and that she sought approval from the governing body to proceed with the contract, based on best value. It was

resolved

that the three-year contract be awarded to East Midlands Refrigeration.

Signed (chair) Date

ACL