

MINUTES OF MEETING



**Nottinghamshire
County Council**

School: Holgate Primary and Nursery
Meeting title: Summer term meeting of the governing body
Date and time: Tuesday 13 July 2021 at 5:00 pm
Location: Virtual via TEAMS

Membership
'A' denotes absence

| | |
|---|--------------------------------------|
| | Mrs C Cavill |
| | Mr C Orr |
| | Mr A Poxon (vice-chair) |
| A | Mrs S Hill |
| | 6 x co-opted vacancies |
| | Mrs R Jackson (chair) |
| A | Mr A Lineker |
| | Miss S Arnold (head of school) |
| | Mrs N Davies (executive headteacher) |

In attendance
Miss T Mullaney (executive personal assistant)
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.

GB/20/21 Apologies for absence Action

Apologies for absence were received from Mrs Hill (governor induction training).

It was

resolved

that the governing body consented to the absence.

GB/21/21 Declaration of interest

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

GB/22/21 Headteacher's report

It was suggested that to improve on the process governors would be encouraged to submit questions in advance, allowing the executive headteacher and head of school to prepare fuller responses, which could still be challenged in the meeting.

The executive headteacher and head of school reminded governors that the headteacher's report had been published on Governorhub and highlighted a range of items including:

Pupil numbers

The head of school referred governors to the number of pupils on roll and highlighted the in-year admissions and leavers. She explained that an analysis of the reasons for leaving indicated that none was as a result of an issue in the school but was due to pupils moving out of area.

Pupil Projections

The head of school referred governors to the data explaining that Nursery numbers were an estimate based on current numbers and applications on the waiting list. Reference was made to the section written by the EYFS demonstrating what the school had been doing to promote the school and raise pupil numbers as this was an action from the Spring Term meeting.

Ethnicity breakdown

The head of school referred governors to the pupil's ethnic origin data explaining that Hucknall consisted of mainly white families with 76.6% registering as white – British.

Staffing

The head of school reported on staff leaving and joining the school.

Prejudices based incidents.

The head of school informed governors that there had been three reported prejudiced incidents since the start of the summer term with five in total for the academic year.

A governor challenged the head of school asking what actions had been taken relating to the homophobic discrimination.

The head of school informed the meeting that the incidents had been discussed with the children and parents concerned, including the victim and that all appropriate actions had been taken.

Exclusions

The head of school informed the meeting that there had been five fixed term exclusions; four were in Year 5 and one in F2. She explained that additional resources have been put into meeting the issues including contact with the local police and pastoral care was to be provided to Year 5 pupils in September.

The executive headteacher reported on an incident of theft from the school involving a pupil and pupils from two other local schools and the headteachers of these had been informed. She explained that the perpetrators had been quickly identified and she was confident that they had accepted the wrongfulness of their actions.

A governor challenged the headteacher expressing concern that the school had felt it necessary to exclude an F2 child.

The head of school confirmed that the child in question was only five and had been 'red flagged' for support. She felt that the exclusion has had an effect as it highlighted that there were consequences to actions.

The executive headteacher informed the meeting that the action to exclude had not been taken lightly and it was the first time in her career she had been obliged to exclude a child so young.

In responding to a question the executive headteacher reported on the progress of the 'victim' explaining that the child had language difficulties (EAL) but the school was working with the family.

Minor Accidents

The head of school informed governors that there had been a slight reduction in minor accidents possibly as a result to the school having to have bubbles, but that

this was a positive downward trend since the school had been monitoring and reviewing accidents in this way.

Attendance

The head of school was pleased to report on the positive attendance, currently showing as 97.22%. She explained that she anticipated that there may be some reduction towards the end of term with parents again starting to take children away on holiday during term time or potentially keeping them off to avoid the risk of Covid infection before the holiday period.

Covid-19 update

The head of school informed governors that there had been one positive case of Covid-19 in school which, following consultation with Public Health England, had resulted in a bubble closure and the children and staff self-isolating. She explained that so far only two bubbles had been obliged to close.

Governors discussed the situation and noted that the incidence of Covid-19 in schools, particularly in Hucknall, was on the increase.

GDPR Update

Miss Mullaney reported on security incidents across the collaboration explaining that there had been one minor security incident at Holgate. She also informed governors that there had been two 'near misses'.

Miss Mullaney informed the meeting that there was evidence of attempting hacking of schools, from abroad which had been addressed.

Curriculum – Phonics

The head of school outlined new requirements that the DfE had required from the autumn term.

Summer term – Curriculum

The head of school referred governors to the reports written by year groups for the following:

- EYFS
- Year 1
- Year 2
- Year 3
- Year 4
- Year 5
- Year 6

British Values

The head of school informed governors of the assembly themes and the requirements for the school to operate in bubbles.

Transition to Transformation

The head of school referred governors to the subject leader reports.

PE and Sports funding

A governor asked the head of school when swimming would restart.

The head of school was pleased to report that swimming lessons had been able to take place since the wider opening of schools and that this had been managed by Leisure Centre Risk Assessments and management in keeping bubbles apart.

The chair thanked the executive headteacher, head of school and all the staff for their contributions to the report.

GB/23/21 Review of membership

Governors noted that since the last meeting Mr Derriscott, co-opted governor, and Mr Lineker, parent governor had resigned, with effect from 7 May, 2021 and 13 July, 2021 respectively.

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

- Mr Poxon, co-opted governor – 16 July 2021

Mr Poxon informed the meeting that whilst he was prepared to continue as a co-opted governor, due to work commitments he would be effectively taking a sabbatical until the New Year and was standing down from his vice-chair role.

Governor discussed the situation, thanking Mr Poxon for his candid comments, and indicated that they were prepared to work on the basis he had outlined.

Mr Poxon withdrew from the meeting to allow governors to consider his reappointment. It was

clerk

resolved

that Mr Poxon be reappointed as a co-opted governor with effect from 17 July 2021

Mr Poxon re-joined the meeting.

The clerk suggested that whilst the election of chair and vice-chair took place in the autumn term the governing body should appoint a vice-chair, if possible.

Mr Orr indicated that he was prepared to stand for vice-chair and as there were no other nominations he left the meeting and the clerk conducted a ballot. It was

resolved

that Mr Orr be appointed as vice-chair until the autumn term elections.

clerk

Mr Orr re-joined the meeting.

The executive headteacher informed the meeting that Mr Ben Brocklehurst, a parent at the school, had indicated that he wished to join the governing body.

The clerk suggested that Mr Brocklehurst could be appointed as a co-opted governor and then stand as a parent governor when the election process was started in the autumn term.

Governors discussed the suggestion and it was

resolved

that Mr Brocklehurst be appointed as a co-opted governor with effect from 13 July, 2021.

clerk

The clerk highlighted the following vacancies on the governing body:

- Five co-opted vacancies
- One parent vacancy

GB/24/21 Instrument of Government

Governors agreed to defer this item to the autumn term meeting.

agenda

GB/25/21 Approval of minutes of spring term meeting and any additional special governing body meetings

The minutes of the spring term meeting held on Monday, 22 March, 2021 having been previously circulated were confirmed and signed by the chair at a later date.

Matters arising

GB/11/21 Information from the Corporate Director for consideration and action

Children Missing Education (CME) Strategy

Governors were reminded that this had been discussed at the last Achievement and Challenge Working Party.

GB/26/21 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 meeting dated 15 March, 2021 and 15 June, 2021 were received.

Matters arising

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

Joint Achievement and Challenge Committee

Governors were reminded that the committee was not due to meet until later in the term.

Policies

Miss Mullaney reminded governors that a number of policies had been uploaded onto Governorhub, on Thursday 1, July, 2021. She explained that subject to governor comments the policies would be shown as approved once ten days had elapsed:

- Collaboration RSE Policy
- Finance Policy
- Collaboration Confidential Reporting Whistleblowing Policy
- Acceptable Personal Use
- Acceptable Personal Use – Governors
- Data Handling Security
- Data Protection
- Records Management policy
- Security Incidents
- Statutory Requests for information
- Password policy

It was

resolved

that the policies be approved once ten days had elapsed from the publication on Governorhub.

GB/27/21 Financial reporting

Schools Financial Value Standard (SFVS) 2020-2021

Governors were reminded that the SFVS had been discussed and agreed in committee. It was

resolved

that the SFVS be approved.

Governors consistent financial reporting out-turn statement including the intended use of balances (BO2) return

Governors were reminded that the Governors consistent financial reporting out-turn statement including the intended use of balances (BO2) return had been discussed and approved in committee, which had been given delegated powers in the scheme of delegation.

Mr Orr informed the meeting that he had been able to discuss school finances with the representative from the Local Authority finance support team.

GB/28/21 Update on appraisal process for headteacher and staff

Governors noted that this had been included in the headteacher's report which had highlighted the appraisal targets for 2020-21:

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

The report also referred to senior leaders who had introduced 'Dip-in's', where senior leaders dip into classes to see how the children were getting on.

GB/29/21 Information from the Corporate Director for consideration and action

Nottinghamshire SEND Strategic Action Plan 2021-2023

The clerk informed the meeting that The Nottinghamshire SEND Strategic Action Plan 2021-2023 was approved by the County Council and key partners including the Nottinghamshire Parent Carer Forum, Nottingham and Nottinghamshire Clinical Commissioning Group (CCG) and Bassetlaw CCG earlier this year.

The SEND Strategic Action Plan sets out the priorities for Nottinghamshire under key areas for development as identified in the Nottinghamshire SEND Policy:

- SEND Partnership
- SEND Provision
- SEND Systems
- SEND Achievement
- SEND Workforce
- SEND Communication.

The clerk explained that the Action Plan outlined how the SEND partnership in Nottinghamshire would deliver the Nottinghamshire SEND Policy's vision for Nottinghamshire to be a place where '*children and young people with Special Educational Needs and Disabilities (SEND) will be safe, healthy and happy, have a good quality of life and opportunities to fulfil their aspirations, develop their independence and make a positive contribution to society*'.

The clerk outlined the four key actions for governors and suggested that it would be appropriate for the issue to be discussed further in the Achievement and Challenge Committee. It was

resolved

A&C

that the report would be referred to the Achievement and Challenge Committee.

GB/30/21 General Data Protection Regulations – report from the DPO/Information Governance Link Governor

Governors noted that this had been discussed earlier in the meeting.

Mr Orr, as part of the Site Management Team link governors, confirmed that he had undertaken a monitoring review of GDPR in March and was planning a visit to school in the autumn term.

GB/31/21 Receive report from the Designated LAC teacher (presented at least once per year)

Governors noted that this had been included in the headteacher's report which had highlighted that there were currently four LAC pupils on roll (one considered LAC, with three post LAC) and confirmed that the LAC pupil's PEPs (Personal Education plan) was up to date.

GB/32/21 Communication

From chair

Joint Collaboration agreement

The chair informed the meeting that as part of the agreement a Joint Collaborative Committee should be formed with representatives from both schools. She suggested that the first meeting should be scheduled for the autumn term with a membership of:

- Executive headteacher
- Both heads of school
- Chair from both schools
- Vice-chair from both schools, or an alternative governor

Governors discussed the committee and Mr Orr confirmed that he was willing to represent Holgate.

From headteacher

Ofsted Inspection

The executive headteacher informed governors that the inspection had gone well and the inspector had been complimentary over the level of progress that had been made. The Inspector had indicated that the school was on the right track and the executive headteacher was pleased to report that the areas highlighted for further action had already been identified by the school.

The executive headteacher referred to the curriculum and that the Inspector had been complimentary on the school approach.

The chair felt that the report showed the good work undertaken by the school and she thanked the executive headteacher; head of school and her SLT and all staff at Holgate.

The chair thanked Mr Orr and Mr Poxon who made themselves available for the monitoring visit.

From clerk - Governor Newsletter

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

First summer term

- Ofsted inspection – update (page 2)
- Early Years an School Forum – governor vacancies (page 4)
- Education Trust Board – governor vacancy
- Celebrating governance (page 5)
- Safeguarding (page 6)
- Pathway to Provision updates (page 7)
- Hands Up live, Good Practice in Remote Learning (page 8)
- Equality is Everyone's Business (page 8)
- A revised Early Years Foundation Stage (EYFS) (page 8)
- Improving your school's computing offer (page 9)
- HR Updates (Page 10)
- Update on Apprenticeships within Schools (page 10)
- Update on Universal Catch-up premium (page 11)
- School Admissions information (page 12)

Second summer term

- Understanding Racism: Equality is Everyone's Business (page 1)
- Support for schools in the Mansfield and Ashfield area (page 2)
- Measuring a school's cyber security provision (Page 3)
- New law to make school uniform costs affordable for all (page 3).
- NAGs meeting for chairs and those new to governance (page 4)
- Safeguarding (page 7)
- Assessment and reporting information 2021 (page 10)
- Pupil Premium –update (page 9)
- Free school meals during the school holidays (page 11)
- Webinars for primary schools (page 11)
- HR updates (page 12)
- Governor Learning and Development (page 14)

Measuring a school's cyber security provision

The executive headteacher informed the meeting that the school was reviewing its systems with the aim of upgrading its security.

GB/33/21 Approval of in-service training days (five)

The clerk reminded governors that a proforma had been produced relating to school inset days for the period September, 2021 to August, 2022. It was

resolved

that the inset dates would be as follows:

- Tuesday, 31 August, 2021
- Monday, 15 November, 2021
- Monday, 21 February, 2022
- Wednesday 27 July, 2022
- Thursday 28 July, 2022

Monday, 15 November, 2021

The executive headteacher informed governors that Phil Drabble had been booked to attend the meeting which, would focus on subject leadership. She explained that governors would be welcome to attend the INSET day.

In responding to a question the executive headteacher confirmed the school had allowed a degree of latitude for lateness on Monday, following the final of the Euro's on Sunday night.

GB/34/21 Review of delegation and organisation of committees:

Agree committee structure and membership of committees

Governors considered the membership of their committees and it was

resolved

that the following committee structure and membership be approved:

Achievement and Challenge Committee

all governors would be members of the committee

Finance and personnel Committee

all governors would be members of the committee

Joint Strategic Pay Committee

Membership would be named governors.

Complaints Appeal Panel

Selected from all non-staff governors

Joint Collaboration Committee

Would consist of Executive headteacher; both heads of school; Chair's and Vice-chair's from both schools, and an alternative governor if the vice-chair is not selected.

resolved

that the following committee structure and membership be approved:

Approval of scheme of delegation/decision planner 2021/22

The chair reported that there had been no changes to the Scheme of Delegation and a copy of the document had been uploaded onto Governorhub. It was

resolved

that the Scheme of Delegation would remain unchanged from that approved last year.

Note annual planner 2021/22 to support agenda setting

The chair referred governors to the governing body annual planner 2021/22 document that had been produced by governor services. It was

agreed

that the governing body annual planner 2021/22 be noted.

Policy checklist 2021/22 – statutory policies for schools

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

agreed

that the 2021/22 policy checklist be noted.

Appointment/re-appointment of link governors

It was

resolved

that the following link governor responsibilities be approved:

- 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 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 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-chairs of Holgate and Sutton Road governing bodies
- PTFA – vacant

GB/35/21 Update from RSC Roundtable meeting on 28th May 2021

The executive headteacher informed governors that the Government had allocated additional funding, to support schools in the Mansfield and Ashfield areas, and that it would be administered through Trusts. She explained that the funding was to support schools in areas which had the highest number of RI schools and that Holgate would be able to have six days of support from a National Leader in Education.

The executive headteacher informed the meeting that whilst the school had expressed a preference to another Trust she had been advised that the support would come from Transform Trust and the NLE would be Rebecca Meredith CBE.

Governors discussed the situation and it was felt that the direction of travel was towards academies.

The executive headteacher informed the meeting that she would explore options and also discuss the issue with other headteachers.

The chair suggested that once the executive headteacher had been able to research the matter it should be discussed in the Joint Collaboration Committee.

JCC

GB/36/21

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

Receipt of signed collaboration agreement

The chair informed the meeting that after a prolonged bureaucratic procedure the collaboration agreement had been signed and completed.

Governor Impact statement (GIS)

The chair informed the meeting that she hoped that a GIS could be produced in the near future.

Governor visits

Governors noted that included in visits were the following:

- Mr Orr – Safeguarding; maths; GDPR and Finance monitoring, including the 3 year plan.
- Chair meeting with the executive headteacher regularly

Governor training

Governors noted that included in training were the following:

- Mrs Hill – Induction
- Mrs Cavill – impact of Covid-19

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:

- Joint Collaboration agreement
- Ofsted inspection
- Monitoring visits
- Challenging questions in committee and full governing body meetings

GB/37/21

Confirmation of dates for 2021/22 – to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

Autumn 2021 - Tuesday 14 December 2021 at 5:00 pm

clerk

Spring 2022 - Tuesday 22 March 2022 at 5.00 pm

Summer term 2022 – Tuesday, 12 July, 2022 at 5.00pm

clerk

GB/38/21 Determination of confidentiality of business

It was

resolved

that the governing body membership list; confidential sections of the headteacher's report 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 6.37pm.

Signed (chair) Date

ACL/