

MINUTES OF MEETING

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**Nottinghamshire
County Council**

School: Beardall Fields Primary and Nursery School
Meeting title: Spring term meeting of the governing body
Date and time: Wednesday, 25 January 2017 at 5:00pm
Location: At the school

Membership
'A' denotes absence

Mrs J Poyser
Mr P Bailey (vice chair - chair for the meeting)
Mr K Hollingworth (chair)
Mr D B Day
Mrs L M Hay
Mr R Bateman
Mrs D Ward-Bailey
A Mrs P Copley
Miss K E Collins (headteacher)
Mrs S E Stoddart

In attendance Mr L Russell (clerk to the governors)

Mr Hollingworth was not present at the start of the meeting, due to an overrunning meeting with a member of staff at the school. Mr Bailey chaired the meeting, which had in any case been agreed in advance as Mr Hollingworth was suffering from a sore throat and was unable to speak loudly.

GB/01/17 Apologies for absence Action

Apologies for absence were received from Mrs Copley, due to family commitments.

It was

resolved

that the governing body consent to this absence.

GB/02/17 Declaration of interest

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

GB/03/17 Review of membership

Governors received and noted the governing body membership list, which had been previously circulated.

There are no vacancies on the governing body, and the next term of office to end is Mrs Copley, whose end date is 22 September 2017. Mrs Copley is a parent governor.

GB/04/17 Minutes of

Autumn term meeting

The minutes of the autumn term meeting held on Wednesday, 5 October 2016 having been previously circulated were confirmed and signed by the chair.

Matters arising

GB/43/16 – It was confirmed that the headteacher's appraisal meeting had taken place, and new targets set.

GB/44/16 – Teachers Pay Scales - The agreement to the 1% pay increase for teachers was reported to the LA, and staff have received the revised salary in their wages.

*Committees and working parties**Strategic Development Committee held on 17 November 2016*

Minutes of the Strategic Development Committee held on 17 November 2016 were distributed to governors, and were **agreed** as a true record of the meeting. Matters arising were:

SD/Nov16/05 – Coasting Schools. It was confirmed that the school is not classed as coasting at the current time, schools that are coasting have now received letters informing them of such.

SD/Nov16/06 – Teaching School Alliance. The school has now joined the George Spencer Alliance, and literacy and numeracy leaders have attended networking meetings, with the headteacher due to attend one shortly.

SD/Nov16/10 – Ofsted. **Governor challenge: When are Ofsted due?** They could call at any time from today.

Governor challenge: Has the website been audited? Mr Bailey has checked the website for compliance, and will repeat the exercise in March. **PB**

Site and Safety Committee held on 24 November 2017

Minutes of the Site and Safety Committee held on 24 November 2016 were distributed, and were **agreed** as a true record of the meeting. Matters arising were:

SS/Nov16/04 – The Co-op have started construction of a new store next to the school, the children are enjoying watching the building going up.

SS/Nov16/07 – New classrooms. The school is on rack for three new classrooms. The headteacher met with the LA last week to discuss this, and the classrooms will now be of traditional construction. There are some issues with roads being adopted but once this has taken place, construction can start.

In the best scenario, the classrooms will be built but not fitted out by September, however this could be as late as December 2017.

Governor challenge: What is the impact of the classrooms not being fitted out, and maybe not ready until December? There isn't a major impact as these three classrooms aren't needed to house classes in the next academic year, but are being built in preparation for the year after.

The visitor carpark is planned to go, with the security gates being at the pavement, and the visitor carpark being used as the staff car park. Governors expressed some concerns about this and the impact upon traffic in the area especially at each end of the school day.

Governor challenge: When will we know the final plans on this? Full details are not yet known, and we are still unsure about when we will have full information. The caretaker has met with NCC more recently and may know more.

Governor challenge: What is the likely impact upon the school? In September, there will be 60 additional pupils in school and a smaller playground.

Governor discussed the access points into the school grounds for pupils arriving and leaving school. Two additional entrances will be open; the site will be more secure but there will be twelve fewer parking spaces.

Finance and Human Resources Committee held on 24 November 2016

Minutes of the Finance and Human Resources Committee held on 24 November 2016 were distributed to governors, and **agreed** as a true record of the meeting. Matters arising:

FHR/Nov16/07 – Staffing.

Governor challenge: How are the two positions created by staff leaving at Christmas and July being covered? Mr Brearley-Ince is being replaced by an existing member of staff increasing their hours, and a supply TA in reception in the afternoons. We will decide how to replace Mr Sellers once the 2017-18 budget is known.

Governor challenge: Were there no applicants for the maternity leave position? Why is this? There was no interest in the post. This is likely to be because it is temporary, as maternity leave, and is in Y2, so it is a SATs year. We do now have a supply teacher for the post.

Mr Hollingworth arrived at the meeting, giving his apologies.

GB/05/17 Correspondence

The clerks drew governors attention to the letter from Jane Mansell regarding governor services sold service offers and the introduction of Governorhub.

Governor newsletter

The clerk highlighted the following articles:

- Governor's conference – Saturday 11 March, 2017 at Eastwood Hall, Eastwood
- Opportunities within Governor Services for clerks and governor trainers
- Notts support governors
- Education Trust Board
- Voting by telephone
- Governors Leadership Development Programme
- Quality Assurance of the headteacher's appraisal statement
- School safe alert system
- Notification of the Implementation of the National Apprenticeship Levy
- Protecting Primary Children against flu
- Tackling emerging threats

It was confirmed that Mr Bailey is the Quality Assurance governor. The school arranged for flu jabs in school this year for eligible children.

Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of the staff

GB/06/17 Headteacher's report including

*Update on School Self Evaluation and Development Plan and pupil targets
Progress that vulnerable groups are making
Amount of pupil premium funding/sports funding
The rationale for spending the pupil premium*

The headteacher spoke to her report, which had been distributed in advance, and inviting challenge, questions and comments from governors. The following were highlighted:

Pupil numbers, attendance and punctuality

There are 323 children on roll, with 51 in the nursery (52 places available in nursery.) 32% of children are Ever6. There are 15 service children in school. **Governor challenge: Are we likely to see a reduction in service children as Chilwell Barracks are due to close?** The MoD are still likely to use the service homes they have bought, so this is not anticipated to be an issue.

Attendance in the Autumn term was 95.4%, a dip from the same time last year which was 96.5%. This is a disappointment, but has been caused by winter illnesses.

Persistent absence levels are 10%, and applied to 28 children at the end of the Autumn term. The number is decreasing as to the 20th January, there are now 23 persistently absent children. The headteacher re-evaluates the persistent absence every Friday and is tracking the issue closely.

SEND

There are six children in school who require additional adult support. This is overseen by the SENCO and reviews are undertaken with all parents.

Progress on School Improvement Plan Priorities

Improving boys reading – A reading consultant has been into school, staff have received training, and the reading approach has been altered to be more effective.

Improving attendance – several actions to reduce the level of persistent absence to below 7% have been undertaken, including consistency from all staff on the need for good attendance.

Quality of teaching – Observations last term were all judged to be good. Regular observations of the NQT confirm that good progress is being made towards the Teaching Standards.

Pupil Premium Report

A speech and language therapist is in school one afternoon a week, and all children who require it have a programme that is reviewed regularly, and parents can access professional advice.

Smaller class sizes in Y1 and Y2 are making an impact, especially in the teaching of phonics. Additional TA support is provided in classes with higher numbers of PP children.

Identified families are receiving support through the Reading Recovery programme, the Switch On reading / writing programme, reading inference sessions and extra phonics support.

A Forces club runs every Friday afternoon for service children, who also receive one free After School Club session per week. Specific resources for Services children have been purchased.

Looked After Children

There are four Looked After Children in school. A report on their progress and how their needs are being met has been provided to the LAC governor.

Policies

The SENDco has updated the accessibility policy, and this is to be discussed at the SDC committee.

SDC
Cmttee

Partnerships

The next INSET is a joint one with two other local schools, focussing on "Talk for Reading."

Health and Safety

A fire drill has been carried out and logged. Lockdown procedures have been practised and logged. The Safety Smart Award has been achieved, and fire safety training and a risk assessment completed.

Budget Update

Unallocated budget reserves stand at £62000, with some surpluses in ringfenced cost centres that will be assigned to the same cost centres next year. Breakfast and after school clubs are doing well and showing a profit. A special dinner was held on census day for UFSM and was well received.

The headteacher was thanked for her comprehensive report.

Ensuring clarity of vision, ethos and strategic direction

GB/07/17 Reports from the Corporate Director for consideration and action

Changes to Ofsted Inspections 2016-17

The clerk spoke to the report and highlighted the actions for governors:

Prepare for inspection by ensuring your schools:

- o Safeguarding, in particular, the Single Central Record is up to date and meets the latest requirements (Contact HR for further advice).
- o Website meets all statutory requirements, especially reporting the use and impact of the pupil premium, FULLY (see further advice).
- o Inspection dashboard has been used to predict key lines of enquiry and governors understand pupil's performance. Governors know

- the outcomes well, especially for disadvantaged pupils.
- Summary self-evaluation (SEF) has been shared with governors and school leaders and all agree this is accurate. A useful activity is to have senior leaders prepare a SEF and School Improvement Plan 'on a page', making sure there are explicit references to disadvantaged pupils and the difference you make for them.
- Careers advice meets the needs of your pupils (Secondary Schools).

A visit from Chris Turner, an Ofsted Inspector, has been arranged for 24th February, to undertake work scrutiny.

Self-evaluation form – The headteacher and Mrs Stoddart are working on this at present, and the quality assurance visit will support this. Progress is looking to be good, but attainment at KS2 is not as good. Strengths are also being identified. This will be discussed at the next SDC Committee.

**SDC
Cmttee**

Inspection Dashboard – The data on this document is not as good, and the findings have fed into the School Improvement Plan.

Safeguarding: a reminder for governors and school leaders

The clerk spoke to the report and highlighted the actions for governors:

- Governors should meet regularly with the safeguarding leads in their schools to discuss and monitor the actions and how the school maintains high quality safeguarding arrangements.
- They should ensure all staff, but particularly those with Designated Safeguarding responsibilities, access up to date and statutory training and that information is shared with the wider staff team.
- They should ensure that the school has a child protection policy which should be reviewed annually and read, understood and signed by all staff. The headteacher should keep a copy of the signed declaration from each member of staff.
- The policy should be signed off within the first full governing body meeting in the autumn term and this should be recorded in the minutes of the meeting.
- All schools should have completed and returned the Safeguarding Audit (formerly known as the Governor Compliance checklist) requested by the Safeguarding Children Board and the LA by 16 December, 2016 to: philip.walmsley@nottsc.gov.uk. Governors should check that this has been actioned and that the school is compliant. In particular, governors should see the evidence for the judgements being made on compliance and should ensure that this is recorded on the Audit checklist. If this has not been done, then please ensure it is completed and returned by February half term.
- Governors should ensure that the headteacher adds the monitoring of safeguarding procedures into their monitoring calendar for each term and provides a termly report for governors on the outcome and any actions required. This should include ensuring all staff and those with designated safeguarding responsibilities access timely, specified training, in accordance with the LA and NSCB guidance.
- Governors should ensure that an annual audit (the spring term case file audit), is carried out as part of the robust actions necessary to maintain and develop greater safeguards. Any identified shortfalls should be remedied without delay and where necessary reported to Cheryl Stollery, Safeguarding Children in Education Officer. In the spring term, 2017, for one term only, shortfalls should be reported to

eva.callaghan@nottscc.gov.uk instead of Cheryl, who will be unavailable in the spring term, 2017.

The Single Central Record is inspected each term by the chair and headteacher.

Schools Causing Concern Strategy

The clerk spoke to the report and highlighted the actions for governors:

- In good and outstanding schools, consider whether your school leaders and governors would benefit from a quality assurance visit to ensure that all necessary action is being taken by school leaders and governors to sustain a good or better outcome at the next inspection
- In schools that require improvement or which are coasting or at risk of coasting, ensure that all governors know what action is being taken to secure improvement through receipt of evaluative reports against the success criteria in the school improvement plan and through regular governor monitoring activities
- Ensure that the governors monitoring policy is up to date, relevant and well implemented
- Hold the headteacher to account for maximising the impact of any support being received from a partner school or Teaching School Alliance
- Ensure that all governors become familiar with the circumstances in which the LA or RSC may issue a Warning Notice to a maintained school and take appropriate action to remedy any circumstances that could cause your school to receive a Warning Notice.

GB/08/17 Review behaviour and pupil attendance policy (including anti-bullying policy)

This was not required to be discussed.

GB/09/17 Policy update – to approve any policies referred from the previous meeting or committee meetings

The accessibility policy is to be discussed at the next SDC Committee meeting.

**SDC
Cmttee**

GB/10/17 Receive a report from the designated LAC teacher

This was covered by the headteacher's report earlier in the meeting.

GB/11/17 Governor training

Report from training co-ordinator including priorities for governor training and development 2017/18

Mrs Ward-Bailey attended a course on Governor Visits to School in early December 2016. She found it to be very informative and felt that all new governors should attend the course.

Mrs Mansell from Governor Services delivered an in-school course on leadership and governance, at which several governors were present and invitations extended to other local schools.

GB/12/17 Governor visits and monitoring reports

Mrs Hay has completed a visit on pupil premium data and funding.

Mr Day has completed a visit to school in his role as Finance link governor.

Mrs Ward-Bailey has completed a visit as the English link governor and has submitted a written report, which she summarised verbally at the meeting. She noted that training has been delivered to staff on reading by Jason Wade. Mrs Ward-Bailey is to visit the school again for a demonstration on guided reading.

D WB

Mrs Poyser has also been into school to look at reading.

Mr Bailey has visit the school to examine attendance, and has completed an audit on the website, which he is to repeat in March.

PB

Mr Hollingworth has had various meetings regarding the new build classrooms. He gave a verbal update to governors on the progress made so far. A contractor has now been appointed and discussions between them and NCC are on-going. He highlighted the importance of early engagement with parents, so that they know that work is likely to take place between April and December 2017. He has asked for a milestone plan for the works.

It was suggested that an open evening be held for parents to come into school to hear about the plans, and to start open and clear and communication about the works from the start.

Mrs Stoddart has attended the School Council meeting and discussed some aspects of school life with the children. Children highlighted the following outcomes that had taken place as being improvements:

- New playground equipment
- Improvements to the school field
- Compost bins in the playground for fruit – Y4 have done a lot of work on recycling and NCC have been to talk to children about food waste.
- Less litter on the playground
- New wet play equipment

Overseeing the financial performance of the school and making sure its money is well spent

GB/13/17 Approval of

Schools Financial Value Standard (SFVS)

This was completed in committee and the headteacher will submit the completed document to the local authority.

Governors **approved** the completed SFVS.

Evidence of governing body impact on school improvement

GB/14/17 What has been done to impact on outcomes for pupils?

Governors considered the following items which had impacted upon outcomes for children, although this list is non-exhaustive.

Governor visits to school and observations
 Checks on the use and outcomes of pupil premium funding
 Approval of the SFVS
 Meetings regarding the new classrooms

Checks on the Single Central Record
Improvements noted by the school council, especially in relation to playtimes.

GB/15/17 How has the governing body held the school leaders to account?

School leaders have been held to account through challenge at this meeting, at committee meetings, during governor visits to school, and ad-hoc meetings such as the chairs regular meeting with the headteacher.

Concluding items

GB/16/17 Confirmation of date for 2017

The governing body

agreed

Summer term - Wednesday, 10 May 2017 at 5:00pm

Mr Day gave his apologies for this meeting, due to a holiday.

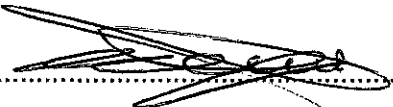
GB/17/17 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 6:38pm.

Signed  (chair) Date 10.5.2017

LR/KW