

# MINUTES OF MEETING

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**School:** Carr Hill Primary  
**Meeting title:** Autumn term meeting of the governing body  
**Date and time:** 6 October 2020 at 5pm  
**Location:** Virtual

## Membership

'A' denotes absence

Sally Alford (head teacher)  
Mark Barnett (co-opted / vice chair)  
Emma Footitt (associate member)  
Chantelle Goodall (co-opted / staff)  
James Haslam (co-opted / staff)  
A Vince Kay (parent)  
Gwenaelle Moles (parent)  
A Christine Scott (co-opted)  
Claire Stallworthy (staff)  
Anthony Tromans (local authority)  
Barry Upton (co-opted / chair)  
Jamie Morgan-Hitchcock  
Helen Tanblyn-Saville

**In attendance** Susan Smith (clerk to the governors)

**GB/01/20 Apologies for absence Action**

It was

**resolved**

that the governing body consent to this absence.

**GB/02/20 Declaration of interest**

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

*Review and sign Register of Business Interest/Declaration of Eligibility*

**All**

The Chair outlined 2 options – option one via Governor Hub however secondly via hard copy through Chantelle. The Chair requested all Governors send their forms to Chantelle.

Review and sign Governor Code of Conduct

The Chair will circulate and sign for electronic signature.

**All**

**GB/03/20 Review of membership**

The clerk highlighted the following vacancies on the governing body:

There are 3 vacancies. Christine Scott has sent a letter of resignation to the Head teacher. A letter is to be sent through NCC. The Head suggested that the school sends a thank you in addition.

There is a parent governor vacancy and two further co-opted governor vacancies. The Chair suggested that filling the parent governor vacancy is the priority and the Head confirmed that the process is in hand with a closing date for nominations of Thursday. A governor noted that the letter was not worded too well and might discourage applications. The Chair asked GM to put together something that might be persuasive.

GM

**GB/04/20 Determination of term of office for chair and vice-chair**

A discussion took place about the Chair and the need for succession. The Chair noted he was happy to stand for 2 years. Mark Barnett was elected last year as Vice Chair for 2 years and Barry as Chair for one year.

It was

**agreed**

to elect for both roles for a period of two years.

**GB/05/20 Election of chair**

It was

**determined**

through unanimous vote that Barry Upton continue as Chair.

**GB/06/20 Approval of minutes of summer term meeting and any additional special governing body meetings**

The minutes of the summer term meeting held on 19<sup>th</sup> May 2020 having been previously circulated were confirmed by the chair.

*Review of actions*

No outstanding actions.

**GB/07/20 Receipt of minutes and approval of policies from committees and working parties**

*Review of actions*

Minutes of the Strategic Development Committee were received however the Chair suggested that the meeting defer receipt and approval to the next Committee meeting themselves. Gemma Betts will minute the meetings and upload to GH.

Finance Committee - Chantelle to liaise with Anthony and conduct in a rescheduled November Finance Committee meeting. F&GP will send the re-forecast. Chantelle is working on this.

**GB/08/20 Financial reporting**

*Schools Financial Value Standard (SFVS) for 2020-21*

The clerk noted that 2020-21 is due by 31<sup>st</sup> March 2021 as a mandatory requirement. It was agreed that Chantelle will liaise with Anthony about the F&GP

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undertaking this and he suggested that the November meeting would be better after the new forecast.

#### *Year-end re-forecast*

The clerk noted this does need to be submitted to NCC Finance by 30 November 2020. This will be a priority for F&GP.

#### *Governors' Year End Financial Statement for 2019/2020 (including the Committed Balances Return 2019/2020) for information*

This has been completed and the deficit noted.

### **GB/09/20      Headteacher's report**

The report was posted prior to the meeting and questions invited. Key points were highlighted from the report. Some photos were shown on screen to show the internal views of the school currently. Fencing has been put around the outside activity gym. The removal of the wall between the 2 reception classes has been completed with a large entrance and a large window. This makes better use of the space. In the nursery the kitchen has also been upgraded.

The Head noted that a parent link teacher has produced an attendance report. Two questions were raised about the absence rates in certain groups. It was confirmed that attendance is always lower for SEN children which mirrors the national picture. Pupil premium children do have the highest rate of unauthorised absence. The Head confirmed the parent link teacher does undertake work with families to support school attendance. The Chair explained why the focus is important on narrowing the gap between disadvantaged and those classified as not disadvantaged children.

The Head noted that the normal welcoming atmosphere is being affected by the CV-19 restrictions.

The new SENCO is settled well into the role and the family SENCO role with proactive work with children and staff. Part of the recovery programme is to support children. Emma leads on pupil premium (PP) within the school. Year 2 and Y 6 attainment was questioned and remain a priority. PP trackers are routinely completed and provide teachers and TAs with a focus needed. Mrs Thompson KS1 Lead has a new phonics and early reading plan. The catch up premium pending will be discussed further by the SLT and Y6 reading will be a focus. There will need to be separate governor oversight of the new funds.

The Chair stressed the need for the governor oversight twice during the meeting. Furlough claims have been submitted for a number of staff and the expenditure was approved. The staff are now back and working as normal. One Mid-Day Supervisor and the bus supervisor have taken early retirement on health grounds. A letter of thanks is to be sent.

In terms of private income generation, the furloughed activities are now operating however hot meals are lower in take up than normal. The martial arts club came back at the start of term, as did the MOB (Retford operatic society) and any other requests are subject to risk assessment.

Safeguarding remains at the forefront of activities at the school and this has been paramount during lockdown. The are 5 DSLs and a pastoral care team page is being developed for the website. A programme of staff training is in place and they have all just taken part in the annual update. All governors have received KCSiE. Jamie and Helen confirmed they received information on GH.

Step up September outlines the recovery curriculum and is on the school website. The Chair asked about the programme and whether it is across the full curriculum. The Head noted that it is about helping the children be ready to learn again. One positive from lockdown was that time was available for updating the curriculum and staff have worked tremendously hard to do this. All details are on the website. Knowledge categories will be repeated across the school years with long term memory being positively impacted. The learning behaviours have new characters to ease children's understanding and encourage pupil voice. The Chair encouraged governors to review the curriculum area of the website as it now looks more coherent and consistent. The Head noted that all subject leaders have really taken ownership right the way through the school and it is felt this will help with their confidence at inspection. Quality development for subject leaders is the next activity along with pupil voice input.

Planning for any future lockdowns or pupils learning at home is being prepared for by building some of the home learning into classes now to prepare children for this eventuality. There is no further end of year impact data due to CV-19. Some screening and testing is now beginning to take place; for example, Y1 phonics screening. Behaviour has been good, and children are really enjoying being back in school. James confirmed this – there is lots of motivation and energy especially with the new curriculum. All classes have their respect charter which is a primary value in the school and positive behaviour reinforcement. The school is often complimented on the courteous pupils when out and about. When a bubble was closed, the IT was ordered but took two weeks to arrive. An audit has taken place and there is a list of pupils who will need this if self isolating or if a bubble closes. There is a remote learning policy on GH and the Head is making a leaflet for parents. It was noted that the school needs to be ready for blended learning. The Head is looking at an online learning platform where children can access feedback. The Oak Academy lessons are being used as previously described. Google classroom and a Microsoft platform are being considered. There will be a decision shortly and training for children.

The issue of a school dog has been researched and a cockerpoo has been chosen and will be slowly introduced. One of the TAs is a fully qualified dog trainer and will help the dog become a reading support dog or therapy dog. Children / parents can opt out. A governor challenged about the benefits – one example is a bonus for attendance, improved behaviour and social interactions, more responsibility, therapy for stress and improved reading (for reluctant readers). The governor noted that a good measure would be reducing the attendance gap of pupil premium children.

Personal development was also reviewed from the report with a focus on meta cognition – what makes them effective learners. There is staff training to be undertaken on this. Focused Y3 children groups are enjoying Forest Schools activities. It was suggested that Jamie might take a lead on this as a governor. The School Improvement Plan (SIP) is on GH. Since the SIP was written a fourth priority has been added – blended learning. More discussion will take place at the Strategic Development Committee. Parental engagement is changing and is being impacted by CV-19. However more contact about hopes and dreams for children will be discussed and the parent's role in supporting the school to achieve these. More parent workshops will also be delivered.

Staff wellbeing – the Head wanted to formally record her admiration for the hard work of all staff. F&GP will review the budget position in more detail following a meeting with NCC next week. A governor did raise that the pupil intake numbers for autumn are significantly lower than the July forecast. A number have left due to re-location or planned school moves. The governor noted that 407 pupils

determines this year's funding and next year's funding is based on 365 children which equates to a potential loss of £150k. Chantelle noted how a range of calculations has been undertaken to look at this alongside projections in growth funding.

**GB/10/20      Update on appraisal process for headteacher and staff**

*Confirm external appraisal adviser for the Headteacher*

The school has a new EIA and so Jenny Diggs will continue as external appraisal adviser.

*Confirm/appoint appraisal governors*

It was confirmed that the Chair and Vice Chair are the appraisal governors. A governor suggested that a third governor should be trained as a backup.

*Confirm Quality Assurance arrangements*

The need for a QA governor will be discussed more at the next P&P committee meeting.

**GB/11/20      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*

Noted.

*Ensure effective appraisal arrangements for all staff are in place*

Staff updated appraisal policy is available on GH. New targets will start again after half term. Some advice has been received as data not there due to CV-19. A timetable is in place for termly reviews.

**GB/12/20      Review of delegation and organisation of committees (deferred from Summer Term)**

*Agree committee structure and membership of committees*

To remain as 2019/20.

*Approval of scheme of delegation/decision planner 2020/21*

Scheme of delegation / decision planner has been amended and uploaded to GH.

*Appointment/re-appointment of link governors*

The Chair presented a list of link governor responsibilities. Jaime was added to the PE grant. Helen was offered the opportunity to be link for the catch up premium. GDPR link to be agreed at Strategic Development committee. All others remain and the list has been posted by the Chair on GH. The links relate to the SIP priorities.

<b>GB/13/20</b>	<b>Information from the Corporate Director for consideration and action</b>  Items noted included the School Appraisal Policy, School Pay Policy, Teachers Pay Award and other HR updates; Considering Everyone's Wellbeing in Schools; and School Travel Toolkit.
<b>GB/14/20</b>	<b>Safeguarding information for consideration and action:</b>  Safeguarding. A virtual governor safeguarding audit isn't felt to be possible. Screen sharing might be possible. The governor responsible offered to visit to do this.
<b>GB/15/20</b>	<b>Receive report from Data Protection Officer and Information Governance governor</b>  None.
<b>GB/16/20</b>	<b>Communication</b>  <i>From chair</i>  The Chair noted that he uploads his meeting notes with the Head. A governor noted his thanks for the briefings.  <i>From headteacher</i>  None.  <i>From clerk</i> - Governor Newsletter first autumn term edition  Various news articles were noted.
<b>GB/17/20</b>	<b>Report from training co-ordinator including review of governor training requirements (including safeguarding) for 2020/21</b>  There were 2 deferred training courses. New governors were directed to lots of opportunities for introductory training. A governor challenged that the LA should be proactive in providing new governor training.
<b>GB/18/20</b>	<b>Governor monitoring visits</b>  No monitoring visits have taken place.
<b>GB/19/20</b>	<b>Confirmation of dates for 2021</b>  The governing body  <b>agreed</b>  Spring term 2021 – 9 February 2021 at 5pm  Summer term 2021 – 18 May 2021 at 4.30pm  <u><b>Committee meeting dates</b></u>  Strategic Development and Pupil & Personnel – 24 <sup>th</sup> November at 4.30pm

Finance and General Purpose – 10<sup>th</sup> November at 4.30pm

**GB/20/20      Determination of confidentiality of business**

It was

**resolved**

that all papers and reports be made available as necessary.

At the end of the meeting the Chair asked each governor in turn to say if the meeting has been fair and if they have had an opportunity to raise any concerns or questions and if they have anything to add. Each governor commented positively with no further questions.

**The meeting closed at 7.10pm.**

Signed ..... (chair)      Date .....