
School: Trent Vale Infant and Nursery
Meeting title: Spring term meeting of the governing body
Date and time: Thursday 14 March 2019 at 6.30pm
Location: At the school

Membership
'A' denotes absence

A	Mr D Todd
	Vacancy – co-opted
	Mrs L Shepherd (chair)
A	Mrs S Kaye
	Mrs R Beech
	Mrs D Bagley
	Mr M Jackson (vice-chair)
A	Councillor E Kerry
	Mrs L Sharples
	Mr A McPherson
	Mrs G Cavanagh-Fletcher
A	Dr G Williams
	Mr J Wynn
	Mrs J A Moss (headteacher)
	Mrs J Barratt

In attendance

(clerk to the governors)

GB/01/19 Receipt of minutes and approval of policies from JCC

Minutes of the JCC meeting of 15 November had been circulated, with no actions to be taken by this meeting.

At the JCC meeting on 7 March, Mr Jones had circulated papers proposing the two schools federate early in 2020.

Details of these proposals had been circulated to all governors. Questions/comments were invited.

Governors queried the timing of the proposed change.

Governors noted the change from two governing bodies to one. **They questioned** the constitution of the new governing body.

Governors questioned the possible difference in ethos/aims of the two schools.

Governors asked what would need greater alignment in the new format.

They expressed concern that there should be the correct balance of governors from the two schools in the proposed new governing body.

The meeting was generally in favour of the move to federation, whilst realising that there were a lot of questions to be answered

Mrs Lopez volunteered to put together a questionnaire to be circulated to all governors for their written responses and questions.

The meeting agreed that outside input would be needed – probably from Jane

Mansell of governing body services.

The meeting thanked Mr Jones for the work he had done in preparing this item.

GB/02/19 Update on appraisal process for headteacher and staff

Executive Head appraisal had been dealt with at JCC.

The Executive Head had given detail of progress on staff appraisal in her report.

GB/03/19 Work/Life Balance

The chair questioned if the above title was wide-ranging enough. Would “Well-being” be more suitable?

This initiated a lengthy debate – well-being of staff, well-being of pupils?

A number of issues were raised -initiatives that had worked well, future needs, impact of work in relation to time spent on it, etc.

Executive Head and staff team to further discuss what aspects of staff wellbeing or issues it would be useful to be fed back to and considered by governors.

EH+staff

The meeting agreed that this should be an agenda item for the next meeting.

agenda

GB/04/19 Information from the Corporate Director for consideration and action

Nottinghamshire Safeguarding Children Partnership

Contents of the report were noted by the meeting. The school is fully compliant. The Executive Head has just attended two training events related to this.

GB/05/19 Communication

From clerk – Governor Newsletter

The clerk highlighted the following articles:

- Safeguarding matters
- DfE – Controlling access to school properties
- Schools Forum – including governor vacancies
- Website compliance – SEND update
- Sports training events

GB/06/19 Report from training co-ordinator including review of governor training requirements for 2019

Mrs Lopez reported back following her attendance at the annual governor conference. Also, that the next one is likely to be on 16 November with the agenda very much related to the new Ofsted framework

She reminded governors of the Safeguarding training event to take place on 17 July 2019.

The Executive Head reminded governors of the Assessment meeting on 30 April 2019 at 6.15pm.

It had been identified that “Managing Allegations” training is needed for one

governor from each school. This can be done on-line

HR training had been identified as a need. Joint governor training event to be held in June 2019.

Both training co-ordinators reminded governors to inform them of any training undertaken.

They reminded governors of the on-line training opportunities.

Risk Management had been identified as a governor training need – Mrs Lopez gave detail of access to a related Manchester City Council paper.

All govs

GB/07/19 Governor monitoring visits

Successful Governor Visits day.

Governors observed phonics and English being taught then spent time after looking through literacy books.

GB/08/19 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Governor feedback in relation to pupil homework.

Notes taken by the Executive Head following comments/questions raised by governors.

Successful Governor Visits day, with reported positive impact on teaching.

Governor challenges in relation to budgetary matters.

Governor questioning of aspects of the headteacher's report.

Review of policies.

Discussions held in respect of proposed federation. Also, wellbeing of both staff and pupils.

Governor training – both undertaken and planned.

GB/09/19 Confirmation of date for 2019

The governing body

agreed

Summer term - Thursday 11 July 2019 at 6.30pm

GB/10/19 Apologies for absence

Action

Apologies for absence were received from Mrs Kaye, Mr Todd (both family commitment) and Dr Williams (work commitment)

It was

resolved

that the governing body consent to these absences.

Councillor Kerry was again not present at the meeting and had not sent apologies.

The Executive Head informed the meeting that she had tried to contact him, without success, on several occasions.

The meeting discussed his continued non-attendance, before asking the clerk to write to him informing him of his removal from the governing body because of this.

clerk

GB/11/19 Declaration of interest

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

GB/12/19 Review of membership

The clerk highlighted the following vacancies on the governing body:

One parent vacancy - due to Mrs Sharples being appointed as co-opted governor.

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

Mrs L Sharples, parent governor, end of term of office 29 March 2019.
Councillor E Kerry, LA governor, end of term of office 28 June 2019.

The meeting formally approved the appointment of Mrs Sharples as a co-opted governor.

Several suggestions were made in relation to appointment of LA governor and election of new parent governor.

Clerk to check regulations with his office.

clerk

GB/13/19 Approval of minutes of autumn term meeting

The minutes of the autumn term meeting held on 29 November 2018 having been previously circulated were confirmed and signed by the chair.

Approval of NCC Pay Policy

This was formally approved by this meeting.

Review of actions

All actions had been completed.

GB/14/19 Receipt of minutes and approval of policies from committees and working parties

Strategic Development and Pupil Committee held on 5 February 2019

Finance and Personnel Committee held on 29 January 2019

Review of actions

The following policies, reviewed at the committees, were formally approved by this

meeting:

Finance Health and Safety Local Asbestos Management Plan SFVS
 School Medicine Emergency Plan School Smoke Free CPD
 Admission arrangements Home/school Liaison
 Three year review of the placement of TA students

Also, all relevant GDPR related policies. The school is fully compliant.

GB/15/19 Headteacher's report

The Executive Head highlighted the following points from her report, which had been previously circulated:

- Detail of pupil numbers in each year group.
- Numbers of dis-advantaged pupils, where the percentage is falling
- Details of SEND, EAL, BME and LAC.
- Key priorities identified in Attainment and Progress.
- Details of Pupil Premium and disadvantaged pupils progress

Governors noted the information presented and **queried** how this might be interpreted by Ofsted.

- Sports Development expenditure and impact.
- Attendance, which is generally good. However, disadvantaged pupils are having an adverse effect on this. Measures taken by the school were outlined.
- Behaviour – again good.
- Progress on the SIP, along with Ofsted improvements.
- Staffing matters.
- Appraisal, where everything is on schedule.
- Budget matters – See GB/16/19 below.

Mrs Beech and Mrs Cavanagh- Fletcher both left the meeting at 8.00pm

GB/16/19 Approval of

School budget 2019/20

An initial draft of this was tabled, following a visit by Mrs V Lievesley, school finance officer.

A capital swap had been proposed, but the initial budget plan still had a probable deficit of £8k.

The Executive Head assured the meeting that all possible cuts had been made.

The initial budget included a reduction from 7.84 to 5.82 FTE TAs. This to be

initiated at special meeting to be held on Monday 18 March 2019.

Governors questioned if there was any possibility of funding from industry.

Governors expressed their concern at the situation – with the reduction in TA posts, would the school continue to provide the high level of teaching that the children deserved?

Governors further expressed concern in relation to the impact the redundancies and consequent lower staffing level will have on the well-being of remaining staff.

The meeting noted that new housing developments were planned in the future – this would have a positive effect on pupil numbers and consequently future school budgets.

Schools Financial Value Standard (SFVS)

This had been agreed at the previous meeting of F&P and was formally approved by this meeting.

Executive Head to send to LA.

EH

Year-end re-forecast

The 2018/19 budget has a predicted surplus of £45k. This is to be used to support the 2019/20 budget.

Services for schools

The Executive Head tabled a paper giving detail of proposed buy-back, compared to the previous years' totals.

This was formally approved by the meeting.

GB/17/19 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 minutes be deemed confidential but that all other papers and reports be made available as required.

The meeting closed at 8.20pm.

Signed (chair) Date