
School: Trent-Rylands Federation
Meeting title: Summer term meeting of the governing body
Date and time: Thursday 15 July 2021 at 5.30pm
Location: Virtual via zoom

Membership
'A' denotes absence

A Ms L Griffiths
Mrs D Bagley
Councillor Mrs K Foale
Mr J Harper
Vacancy - LA
Mr C Jones (chair)
Mr A McPherson
Mrs K Naylor
Mrs L Sharples
Mrs L Shepherd (vice-chair)

A Mr D Todd
Mr S Williams
Dr G Williams

A Mr J Wynn
Mrs J Moss – Executive Head

In attendance

Mr D R Allen (clerk to the governors)

A Mrs J Barratt - associate member
Mrs S Osborne – associate member
Mrs C Turner – associate member
Mrs S Hartley Hill – prospective co-opted governor

GB/19/21 Apologies for absence

Action

Apologies for absence were received from Ms L Griffiths, Mr J Wynn (both work), Mr D Todd (Technical difficulties) and Mrs J Barratt (family illness).

It was

resolved

that the governing body consent to these absences.

GB/20/21 Declaration of interest

Mr Jones reminded the meeting that his wife worked at both schools in the Federation. Mrs Shepherd reminded the meeting that her sister worked at Trent Vale I. S.

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

GB/21/21 Review of membership

The clerk highlighted the following vacancies on the governing body:

LA governor vacancy.

Following the resignation of Mr Jackson as LA governor, Councillor Foale had applied to fill this vacancy.

This has been approved by the LA.

The meeting formally approved her appointment to fill this vacancy.

This left a co-opted vacancy. The chair had received a letter of interest to fill this post through the organisation Governors for Schools.

Mrs Hartley Hill had already visited the schools – the Executive Head stated that she believed that she would be an asset to the governing body.

The meeting formally approved her appointment as a co-opted governor.

The chair immediately invited her to join the meeting. Mr S Williams agreed to be her mentor.

Mrs Hartley Hill was welcomed to the meeting.

The Executive head agreed to send her an induction pack. A school email address to be set up. DBS check to be done. **EH**

The meeting noted the resignation, as a co-opted governor, of Mr D Todd with effect from 28 July 2021.

This would mean there would be another co-opted vacancy.

The chair thanked Mr Todd for his lengthy dedicated service as a governor at the school.

He also thanked Mr M Jackson, who had resigned earlier in the term.

GB/22/21 Reconstitution of the Governing Body

A proposed revised Instrument of Government had been circulated to all governors.

The only change is the increase from one to two headteacher members.

The meeting noted that the statement on the present I of G regarding one of the co-opted governor positions being filled by a staff member from the school where the elected staff governor does not work, had been omitted.

This was added. The new I of G was then **formally approved**.

Clerk to send amended version to governing body services. **clerk**

There followed some discussion as to how the second headteacher position would work, as there are two co-headteachers – each having half a vote.

Clerk to check with governing body services. **clerk**

GB/23/21 Plan for meetings for 2021/22 – virtual or face to face

The chair asked governors to express their opinions on this matter.

It was generally agreed that committee meetings should continue on Zoom.

The meeting agreed that, if possible, FGB meetings should be face to face, with the opportunity for governors to join via electronic method if they preferred.

GB/24/21 Approval of minutes of spring term meeting and any additional special governing body meetings

The minutes of the spring term meeting held on 10 March 2021 having been previously circulated were confirmed and signed by the chair.

All actions had been completed or were on tonight's agenda.

GB/25/21 Receipt of minutes and approval of policies from committees and working parties

Review of actions

Resources Committee held on 24 May 2021

The following policies, reviewed at the meeting, were **formally approved** by this meeting:

Pupil off-site Visits Lettings Pupil Premium Strategy Whistleblowing
Recruitment and Selection Job-share.

The Executive Head informed the meeting of plans for a new trim trail at the Junior School.

The meeting **formally approved** these – along with costs.

Pupil Outcomes Committee held on 15 May 2021

The following policies, reviewed at the meeting, **were formally approved** by this meeting:

Transition School Food Attendance Bereavement.

Further policies were **formally approved** by this meeting:

Governor Allowances Disposal of Obsolete Equipment Intimate Care
Virtual Attendance and Voting Equality and Diversity Guidance in Employment

Dr G Williams joined the meeting at 6.00pm

GB/26/21 Approval of minutes from headteacher recruitment – 1st Round

- 1st Special meeting 11 February 2021
- 1st Selection panel meeting – 11 February 2021
- Shortlisting meeting – 25 March 2021

These were all **formally approved** by the meeting.

A governor suggested that the headteacher recruitment panel meet early in the autumn term – this was agreed.

GB/27/21 Financial reporting*Approval of school budget*

This had been agreed at the resources Committee meeting on 24 May 2021 and was **formally approved** by this meeting.

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

This had been agreed at the resources Committee meeting on 24 May 2021 and was **formally approved** by this meeting.

GB/28/21 Headteacher's report

This had been previously uploaded onto governorhub. The following issues were highlighted:

- Pupil numbers, where low numbers in the current Y2 were highlighted (with an obvious detrimental effect on the Junior School budget from the next academic year).
- SEND and disadvantaged pupils.
- Details of LAC – all policies and procedures are followed.
- Brief details on Attainment and Progress.

Governors questioned the impact of covid on progress.

- Pupil Premium and Sports Development – full details on governorhub.
- Attendance, where covid self-isolating presents a false picture.
- Behaviour – generally good.
- Safeguarding details.
- Progress on the SIP 2020/21, along with plans for 2021/22.
- Quality Assurance – timetable for 2021/22 in place.
- Staffing matters.
- Health and Safety, where it was noted that a governor annual audit for both **governor** schools is required.
- Budgetary matters.
- SEF – to be updated before the end of the school year. **EH**
- Appraisal – end of year reviews had been completed, with all staff achieving their targets.

Governors enquired about the level of support received by the schools from the LA.

The chair thanked the Executive Head for her final report with a sad, moving, inspiring introduction.

He thanked her for all her incredible leadership and vision. She will leave behind a great legacy.

GB/29/21 Staff and Pupil Wellbeing

The meeting was informed that staff are working well together. The main issue being staff absence relating to self-isolation.

It was noted that the 5 –19year-old age group is the most infectious group.

Staff appreciate the communication with governors. They are aware that they can “shout if they need help”.

The Executive Head directed the meeting to the page on governorhub “The best ways to support your headteacher”.

As regards the children, it was reported that there had been the usual wobbles.

Y6 transition had created problems, but Chilwell Comp. had been most supportive.

The meeting was informed that the pandemic had widened the gap between disadvantaged children and others considerably.

The positive response to remote learning highlighted the adaptability of the children.

GB/30/21 Update on appraisal process for headteacher and staff

Wendy Wheldon, external assessor, had been booked in for headteacher appraisal meeting in September 2021.

As indicated above - end of year reviews have been completed, with all staff achieving their targets.

The Pay Committee had met immediately prior to this meeting and accepted the recommendations of the Executive Head, with four teachers to move up the scale or onto the next scale.

This meeting **formally approved** this.

GB/31/21 Support for interim leadership structure

The Executive Head outlined plans already in place – all available on governorhub:

Staffing structure
Quality Assurance timetable
Half termly governor catch-ups
SLT agendas
Weekly tasks.

Also, a five-day plan of support throughout the term from Mrs Moss.

The LA had also been in touch with regards the headteacher induction programme.

GB/32/21 Information from the Corporate Director for consideration and action

SEND Strategic Action Plan – this was noted by the meeting.

The meeting thanked Dr Williams for his SEND update. Also, Mrs Harby for the work she has done in relation to this.

The meeting was reminded of the documents on governorhub – “SEND in a nutshell” for each school.

GB/33/21 General Data Protection Regulations – report from the DPO/Information Governance Link Governor

All was reported that all policies are in place and there have been no GDPR breaches.

The meeting was informed that this may possibly be outsourced from September 2021.

GB/34/21 Receive report from the Designated LAC teacher (presented at least once per year)

SEE GB/28/21 above.

GB/35/21 Communication

From headteacher

The meeting was informed of a decision to be made regarding Buildings Insurance.

This is currently provided by the LA, but the DfE are now offering a cheaper option.

Following discussion, the meeting agreed to notify the LA that they would be changing to the DfE version.

The LA had recently issued guidance for schools on Equality and Diversity. The governing body **formally agreed** to adopt this.

From clerk – Two Governor Newsletters. The following points were highlighted:

- Ofsted updates
- Governor training events
- Safeguarding matters
- Maintenance funding
- Chairs networks
- Pupil Premium update
- HR updates

GB/36/21 Approval of in-service training days (5)

The following dates were **formally approved** by the meeting:

Tuesday 31 August 2021
Monday 25 July 2022

Tuesday 26 July 2022
Wednesday 27 July 2022
Thursday 28 July 2022

25, 26, 27, 28 July are being taken in lieu of twilight training sessions.

These to take place on 20 December 2021, 4 April 2022, ? May 2022 and 6 additional staff meetings throughout the year.

A governor requested that parental reminders are sent out in relation to these dates.

Mr Harper left the meeting at 7.25pm

GB/37/21 Review of delegation and organisation of committees:

Agree committee structure and membership of committees

The meeting agreed to maintain the current structure and membership.

The chair agreed to send out a survey for governors to indicate their current links, roles. Also, a Governor Skills audit form.

These to be returned by the end of July.

All gobs

Approval of scheme of delegation/decision planner 2021/22

The clerk informed the meeting that there is no need to update the 2020/21 scheme. Just move the year dates on one year.

Note annual planner 2021/22 to support agenda setting

Noted by the meeting.

Policy checklist 2021/22 – statutory policies for schools

This had been completed electronically by the Executive Head.

Appointment/re-appointment of link governors

See planned survey above.

GB/38/21 Report from training co-ordinator including review of governor training requirements (including safeguarding) for 2021/22

The training co-ordinator was not present at the meeting, but had promised to upload an update onto governorhub.

All governors were encouraged to undertake on-line training.

GB/39/21 Governor monitoring visits

- Health and Safety report

Inspections had been carried out by Mr Todd, with no issues found. The covid risk assessment for September 2021 has been completed.

Governors requested a copy of this.

EH

- Safeguarding report

It was noted that an Outbreak management Plan is needed – the LA has a template.

EH

- Plan and dates for governor visits 2021/22

A date to be planned, Friday in November 2021 for governor schools visit.

GB/40/21 Evidence of governing body impact on school improvement and review of how the governing body has held the school’s leaders to account

Proposed reconstitution of the governing body.

Review of a wide range of policies.

Governor approval of plans for new trim trail at the Junior School.

Governor questioning on the effect of the pandemic on learning.

Governor question on the level of support for the schools from the LA.

Governor investigation into the wellbeing of both staff and pupils.

Financial decisions taken.

GB/41/21 Confirmation of dates for 2021/22 – to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

Autumn term 2021 – Thursday 25 November 2021 at 5.30pm

Spring term 2022 – Thursday 10 March 2022 at 5.30pm

Summer term 2022 – Thursday 14 July 2022 at 5.30pm

GB/42/21 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 minutes be deemed confidential but that all other papers and reports be made available as required.

The meeting closed at 7.50pm.

Signed (chair) Date