
School: Trent Vale Infant and Nursery
Meeting title: Summer term meeting of the governing body
Date and time: Thursday, 7 June, 2018 at 6.30pm
Location: At Beeston Rylands

Membership
'A' denotes absence

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

In attendance Mr D R Allen (clerk to the governors)

GB/18/18 Receipt of minutes and approval of policies from JCC

The Executive Head gave detail of the JCC meeting held on Tuesday of this week.

A decision had been previously agreed to extend the collaboration by 4 years from September, 2018. The ultimate aim being to federate the two schools.

Previously agreed aims had been achieved. The meeting looked at a new set of aims.

New aims were proposed – to be in two sections:

1. A general long-term set.
2. Short term (annual) related to the Executive Head's appraisal targets.

These were tabled and discussed by the meeting before being formally approved by both governing bodies (minor amendments to be made).

The aims to be reviewed on an annual basis.

GB/19/18 GDPR

Governors were reminded of roles:

DPO - Mrs Osborne (Beeston Rylands), Mrs Turner (Trent Vale)
GDPR link governor – Mr Walton (Beeston Rylands), Mr McPherson (Trent Vale)
SIR – Mrs Moss both schools.

The Executive Head informed the meeting that all summer term actions on the LA Implementation Plan had been completed.

Both sets of governors approved the relevant sections – section A, Doc H1, Doc H2, Doc D2, Doc C1, Doc C3, Doc C5, Doc C2.

Several autumn term actions had been completed and were also formally approved -Doc 7, Doc 6, Doc 8.

All governors at both schools had been given individual school email addresses.

They were requested to email the Executive head to notify her that they were in use – this to be completed before the next FGB meeting.

GB/20/18 Work/life balance

Governors asked if there was one particular term or half term which teachers found most stressful.

Teachers present gave different answers, with specific reasons.

The headteacher informed the meeting that she had found the programme of governor meetings quite stressful and is in the process of reviewing the timescale over the year.

GB/21/18 Update on appraisal process for headteacher and staff

All staff are making good progress with their three appraisal targets.

Executive Head appraisal is also in line with expectations.

GB/22/18 Information from the Corporate Director for consideration and action

Nottinghamshire County Council's Partnership Strategy for Looked after Children & Care Leavers 2018-21

and

Revised Guidance for Virtual School Heads and Designated Teachers (February 2018) - Governor update

The Executive Head assured the meeting that the school currently carries out all statutory duties.

The meeting formally adopted the principles of the report.

GB/23/18 Communication

From clerk – Governor Newsletter

The clerk gave information relating to the proposed new pop-up conferences.

GB/24/18 Approval of in-service training days

A list of dates along with schedule of events was tabled by the Executive Headteacher:

Tuesday, 4 September, 2018

Friday, 26 October, 2018

Monday, 7 January, 2019

Friday, 24 May, 2019

Monday, 24 June, 2019

These were formally approved by the meeting.

GB/25/18 Review of delegation and organisation of committees

Agree committee structure and membership of committees

FGP+P

Darrell Todd (chair), Lisa Shepherd, Sarah Kaye, Michael Jackson, Rachel Beech
Lisa Sharples, Alistair McPherson, Janine Barratt, Eric Kerry.

SDP+P

Gareth Williams (chair), Lisa Shepherd, Lisa Sharples, Andy Pearson, Deidre
Bagley, Alistair McPherson, Georgia Cavanagh –Fletcher.

Pay

Andy Pearson, Deidre Bagley, Darrell Todd.

JCC

Lisa Shepherd, Michael Jackson, Darrell Todd, Chris Jones, Jodie Lopez, Lee
Walton.

Approval of delegation – decision planner 2018/19

Approved at the meeting, Executive Head to send in to GBS.

EH

Note annual planner 2018/19 to support agenda setting

Noted at the meeting.

Policy checklist 2018/19 – statutory policies for schools

This had been reviewed by the Executive Head with the following actions being
needed:

Add Prevent Action Plan into Safeguarding
Update of Health and Safety Policy.

Appointment/re-appointment of link governors

Michael Jackson – complaints
Georgia Cavanagh-Fletcher – training co-ordinator
Darrell Todd – Health and Safety
Gareth Williams – Assessment and Pupil Premium
Andy Pearson & Deirdre Bagley – SEND
Lisa Shepherd – Safeguarding, LAC, Behaviour and anti-Bullying
Andy Pearson – Maths.

GB/26/18 Report from training co-ordinator including review of governor training

requirements for 2018/19

All governors are invited to the Finance training – 20 June at 6.00pm, venue to be decided.

Governors were reminded to complete the skills audit and return as soon as possible.

A governor enquired how information provided would be used.

GB/27/18 Governor monitoring visits

Friday, 22 June – Sports Development at Beeston Rylands

Thursday, 28 June – Assessment data analysis at Trent Vale

GB/28/18 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Review of policies.

Questioning of Executive head's report relating to LAC and assessment.

Discussion of proposed new JCC aims.

GB/29/18 Confirmation of dates for 2018/19

The governing body

agreed

Autumn term – Thursday, 29 November, 2018 at 5.30pm

Spring term – Thursday, 14 March, 2019 at 5.30pm

Summer term – Thursday, 11 July, 2019 at 5.30pm

GB/30/18 Apologies for absence

Action

Apologies for absence were received from Mr M Jackson (long term study leave) and Councillor E Kerry (council meeting)

It was

resolved

that the governing body consent to these absences.

Miss M Gough has resigned from this governing body.

Mrs Beech left the meeting due to child care matters.

GB/31/18 Declaration of interest

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

GB/32/18 Review of membership

The clerk highlighted the following vacancies on the governing body:

The resignation of Miss Gough means that there is one co-opted vacancy.

Following discussion, the meeting agreed to appoint Dr G Williams as a co-opted governor, with immediate effect.

This means that there is now one parent vacancy, this to be advertised in September, 2018.

Mr M Jackson had agreed to be vice-chair on a temporary basis, to be reviewed at the November meeting.

GB/33/18 Approval of minutes of spring term meeting

The minutes of the spring term meeting held on 22 March, 2018 having been previously circulated were confirmed and signed by the chair.

Review of actions

There were no actions outstanding.

GB/34/18 Receipt of minutes and approval of policies from committees and working parties

Finance and Personnel Committee held on 1 May, 2018

Strategic Development and Pupil Committee held on 15 May, 2018

Review of actions

- 2018/19 budget plan.
- The following policies, reviewed at committee, were formally approved at this meeting:

Recruitment and Selection School Disciplinary Managing School Staff
Code of Practice on the English language requirement for public sector workers
Managing Allegations of Child Abuse against School Staff

GB/35/18 Financial reporting

Approval of school budget

This had been set at the F&P committee and was formally approved by this meeting.

The predicted carry forward at the end of the year is approximately £30k.

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

The carry forward from the 2017/18 budget is £56k – 7.23%.

This was formally approved by the meeting.

The school is not replacing the part time classroom/admin assistant due to the budget constraints. The role is bespoke and her skills are already being missed by

the school.

GB/36/18 Headteacher's report

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

- Pupil numbers, where there is an increase in F1 admissions. Positive effect on future budgets.
- Decrease in the number of disadvantaged children, along with adverse effect on the budget.
- Number of EAL children.

Governors sought clarification in relation to siblings.

- LAC.

Governors requested detail of how these children are monitored.

- Assessment details, where Y2 are the outstanding year group.
- Pupil Premium strategy – recently updated.
- Details of Sports Development funding and expenditure, along with plans for September, 2018.
- Attendance, which is good, with a small group of persistent absentees.
- Behaviour, which is good.
- Outline of safeguarding matters.
- Progress on Ofsted improvement targets. Accelerated progress of disadvantaged pupils was noted.
- Progress on the SIP.
- Staffing matters.
- Policy review – Attendance. Formally approved by this meeting.
- Budget matters.

GB/37/18 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 8.10pm.

Signed (chair) Date

