

# MINUTES OF MEETING

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**School:** Round Hill  
**Meeting title:** Summer term meeting of the governing body  
**Date and time:** Tuesday 27 April 2021 at 6.00pm  
**Location:** Virtual via Teams – several problems were encountered with aspects of Teams which the HT said he'd solve for next time.

**Membership**  
'A' denotes absence

	Mrs H Fielding
A	Mrs R Ayoub
	Mr J Heyes
A	Mr T Kataria
	Vacancy – co-opted
	Mr D Hanslow (Chair)
A	Mrs M Graham (Assurance VC)
	Mrs G Robins
A	Mr M Sneddon
A	Mr P Smith
	Mr C Walker (Collaboration VC)
	Mrs H Craik (Strategy VC)
	Ms J England
	Mrs S Barnard
	Mr I Culshaw
	Ms M Farrelly
	Mr A K Nash (headteacher)
	Mr A Khalique (staff governor)

**In attendance** Mr D R Allen (clerk to the governors)  
Mrs J Hewitt – associate member

## GB/17/21 Apologies for absence Action

Apologies for absence were received from Mrs M Graham and Mr P Smith (both ill)

It was

### **resolved**

that the governing body consent to these absences.

Mrs R Ayoub was not present at the meeting, but had not sent apologies.

Both Mr T Kataria and Mr M Sneddon (both co-opted) had informed the meeting that they no longer wished to continue as governors.

The meeting asked that the chair send a letter of thanks to them for their work as **chair** governors.

## GB/18/21 Declaration of interest

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

		Action
<b>GB/19/21</b>	<b>Review of membership</b>	
	The clerk highlighted the following vacancies on the governing body:	
	Three co-opted vacancies.	
	This led to a discussion on the size of the governing body.	
	An independent review, undertaken some time ago, had recommended a reduction in size.	
	The meeting noted the end of term date of several governors, also the recent appointment of three new parent governors.	
	Following careful deliberation, the meeting formally agreed to a reduction in size of the governing body, reducing the number of co-opted governors from 11 to 9.	
	The clerk agreed to draw up the necessary papers.	<b>clerk</b>
	This meant that there is still one co-opted vacancy.	
	The meeting agreed that finance is an area of need.	
	Mrs Craik and Mr Walker agreed to undertake the process of co-opted governor recruitment – with finance being the specific area of need.	<b>HC+CW</b>
<b>GB/20/21</b>	<b>Approval of minutes of spring term meeting</b>	
	The minutes of the spring term meeting held on 2 February, 2021 having been previously circulated were confirmed and signed by the chair.	
	<i>Review of actions</i>	
	<i>GB/04/21 Governor confirmations</i> – the meeting was informed that several were outstanding. Mrs Robins agreed to email the relevant individuals.	<b>GR</b>
	<i>GB/06/21 Analysis of progress data</i> – delay to next Strategic FGB meeting.	<b>agenda</b>
	<i>GB/11/21 Policy Review</i> – the headteacher informed the meeting that this is ongoing. However, the meeting was assured that all critical annual policy reviews had been undertaken.	
	Mrs Farrelly agreed to join with Mrs England with Safeguarding and SEND.	
	Mr Culshaw agreed to take over governor responsibility for GDPR – to meet with the headteacher.	<b>IC+ht</b>
	The chair agreed to continue in his new governor mentoring role.	
	All other actions had been completed or were on tonight's agenda.	
<b>GB/21/21</b>	<b>Chair of Governors Update</b>	
	The chair reminded the meeting of the email sent to governors, outlining the plan for the term – aims of each meeting.	

Finance, this meeting. Covid recovery is planned for the the May meeting along with data and general scenarios – planning ahead will be looked at in the July meeting.

He suggested that, perhaps, the July meeting may be a face-to-face meeting.

He asked the headteacher to undertake the necessary Risk Assessments.

ht

## GB/22/21 Headteacher's Executive Report

This had been written prior to the Easter break and previously uploaded onto Governorhub. The following points were highlighted:

- Attendance – related to Covid, with good attendance figures.
- Details of Education Recovery – Intervention Programmes.
- Staffing matters, including the decision to have two classes in each KS1 year group – an additional class.

The rational for this was discussed, as it had been recognised both locally and nationally that younger children had been more adversely affected by the pandemic and consequent school closures.

Additional government funding enabled this extra class – initially on a one-year trial basis. If the trail went well and the budget allowed this could potentially continue.

**A governor stated** that the announcement of this to parents be very carefully handled.

The headteacher agreed to email a copy of the proposed letter to him and the chair, prior to sending it to parents.

ht

**A governor questioned** the apparent increase in written warnings to members of staff.

The headteacher responded stating that some these were related to Covid issues and that advice had been sought from the LA, HR department in each case.

**A governor questioned** the attitude of the rest of the staff in relation to the decision by a member of staff leaving with anxiety worries.

The headteacher replied that the school is very open in its approach to staff, with lots of support being given.

This led to **further questions** on the well-being of staff.

The staff governor gave an example of his experience, stating that the school is very positive in its approach.

The deputy head stated that this is a challenging time, but the school has done everything possible to re-assure staff. This has included individual staff Risk Assessments.

Governors asked that their thanks be passed on to all members of staff.

**Mr Heyes left the meeting at 6.50pm**

## Curriculum and Strategic Development Assurance

GB/23/21

- Safeguarding Assurance

Mrs England had met with the headteacher on 26 January 2021. As previously reported, all matters are safely in hand.

A further meeting, related to both Safeguarding and SEND, is planned for 11 May 2021.

A written report will be presented at the next FGB meeting.

agenda

- Learning during school closures

Mrs Craik informed the meeting that she believed that Round Hill had done a very good job during partial school closures, in comparison to many other schools she is aware of, with high quality home learning.

The September SIP needs to be reviewed to ensure the school is tackling the correct issues.

She has created a new folder on Governorhub – Covid and Curriculum.

Governors were urged to read the three papers on there, prior to the next FGB meeting. These all identify children's reading as a key area for development.

All gobs

## Financial Assurance

GB/24/21

### Financial reporting

The headteacher reminded the meeting of the budget setting and monitoring process.

The school employs an independent Financial Advisor – Mrs V Lievesley.

The chair, Mrs Graham are in regular communication with the headteacher, office manager and Mrs Lievesley to undertake financial work.

The headteacher reported that currently, the school budget is in a very healthy position.

He outlined proposals for school building improvements – re-surfacing the playground, additional playground equipment, refurbishment of KS2 toilets, classroom sink replacements, etc.

Governors were asked for additional ideas.

All gobs

- *School Budget Report Spring Term 21/22*

Details of this had been uploaded onto Governorhub. It shows an estimated carry forward of approximately £174k (7.5%)

The **finance governors had questioned** Mrs Lievesley in detailed aspects of this.

The 2021/21 school budget was **formally approved** by this meeting.

The meeting was informed that this included expenditure on Services for Schools.

The 2021/22 Services for Schools was also **formally approved** by this meeting.

It was noted that the budget also took account of the proposed staffing structure – this was also **formally approved** by this meeting.

- *Finance Policy*

This is based on the LA model – minor changes had been made in relation to dates and governor named.

It was **formally approved** by this meeting.

- *5 Year School Budget Report Spring Term 21/22 – 26/27*

Details of this had been uploaded onto Governorhub.

Whilst it presented a positive outlook, accuracy is very difficult to predict.

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

The predicted carry forward on the 2020/21 budget is £94k – 4.39%

This was **formally approved** by this meeting.

- *SFVS*

This had been completed and was **formally approved** by this meeting.

Chair to sign, then be sent off to the LA.

ht

At this point, the clerk informed the meeting that the Scheme of Delegation for 2020/21 could be amended with just change of dates to 2021/22.

### **Pay and Personnel Assurance**

#### **GB/25/21 Update on appraisal process for headteacher**

A date has been set for the next interim review date of headteacher appraisal – 29 June 2021.

Mrs Robins agreed to join Mrs Craik and Mr Walker on this panel.

Mrs Craik has requested a new external assessor from the LA, as the current one has worked with the school for four years. The Headteacher agreed to contact the LA.

ht

#### **GB/26/21 Staff well-being – new ways of working**

This had been partly dealt with in GB/22/21 above.

Mrs Hewitt reported on the numerous meetings she had had with staff members.

Staff had made a large number of visits to see her.

A staff questionnaire had been prepared, seeking their views on actions taken, with any possible improvements.

Teacher appraisals are ongoing, with performance dialogues planned during this term for TAs.

The headteacher praised Mrs Hewitt for all of her work, stating that she is very approachable and always available for staff.

He stated that all staff are tired and stressed, but staff well-being is high on the school agenda.

### **Risk Management**

#### **GB/27/21 Risk Register**

This was postponed to the next meeting, as Mrs Graham is ill.

COVID 19 Activities Risk Assessment

This has been updated by the school.

### **Items for Approval**

#### **GB/28/21 Inset Days 2021/22**

Tuesday 31 August 2021  
Monday 1 November 2021  
Tuesday 4 January 2022  
Monday 21 February 2022  
Monday 6 June 2022

The above dates broadly mirror the dates for this academic year. They were **formally approved** by the meeting.

#### **Collaboration Agreement**

The headteacher informed the meeting that the agreement had already been approved using Governorhub as it now needed to be renewed annually. This was **formally approved**.

He stated that there had been regular headteacher support meetings, along with meetings of the collaboration WhatsApp group.

Mr Walker agreed to continue as Collaboration link governor – he stated that little governor action had occurred during the pandemic.

The headteacher agreed to meet with Mr Walker to review this.

**CW+ht**

#### **Nottinghamshire School Confidential Reporting/Whistleblowing Procedure**

The meeting was informed that this based on a standard LA policy, any changes would have to negotiated with all relevant Unions.

The policy was **formally approved** by this meeting.

### **Compliance items**

		Action
<b>GB/29/21</b>	<b>Compliance activity from the Annual Planner and Governor Monitoring visits</b>	
	Health and Safety visit	
	This has not been possible to date because of Covid. Mr Smith to arrange a visit later this term if possible.	<b>PS</b>
	SEND/LAC/PP report	
	Again, a visit is to be arranged later this term – Mrs England and Mrs Farrelly.	<b>JA+MF</b>
	Safeguarding visit	
	Again, a visit is to be arranged later this term – Mrs England and Mrs Farrelly.	<b>JA+MF</b>
	Data Protection Officer report	
	Mr Culshaw has agreed to take on the role of GDPR governor link. He is to meet with the headteacher.	<b>IC+ht</b>
	Governor Organisation	
	<ul style="list-style-type: none"> <li>• Training update</li> </ul>	
	Mrs Robins reported that all the new governors had completed their induction training.	
	She informed the meeting of the summer term training programme, available on Governorhub.	

### Communication

<b>GB/30/21</b>	<b>Communication</b>	
	<i>From chair</i>	
	The chair reminded the meeting of the regular LA briefing notes.	
	<i>From clerk</i> - Governor Newsletter, the following articles were highlighted: <ul style="list-style-type: none"> <li>• Ofsted Inspection, update</li> <li>• Webinar training opportunities</li> <li>• Schools Forum vacancies</li> <li>• Safeguarding matters</li> <li>• Apprenticeship scheme</li> </ul>	
	- Directors Report	
	Mrs England agreed to further review this.	<b>JE</b>
<b>GB/31/21</b>	<b>Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account</b>	
	Decision to review the Instrument of Government in order to work more effectively.	
	Governor involvement in recruitment to fill co-opted governor vacancy.	
	New support roles allocated to new parent governors.	

Governor challenges/ questioning of headteacher's executive report.

Governor concern expressed over staff well-being.

Governor questioning over details of budget setting.

Governor formal approval of budgetary matters.

Issues raised in connection to the Collaboration.

Approval of both Finance and Whistleblowing policies.

**GB/32/21 Confirmation of dates for 2021/22 – to be agreed at the meeting in conjunction with the clerk**

The governing body

**agreed**

Tuesday 28 September 2021 (strategy)

Tuesday 18 January 2022 (Assurance)

Tuesday 1 February 2022 (Strategy)

Tuesday 26 April 2022 (Assurance)

Tuesday 17 May 2022 (Strategy)

Tuesday 12 July 2022 (Assurance)

All at 6.00pm

**GB/33/21 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 7.40pm.**

Signed



(chair)

Date 18.05.2021