

MINUTES OF MEETING

School: Round Hill
Meeting title: Autumn term strategy meeting of the governing body
Date and time: Tuesday 28 September 2021 at 6.00pm
Location: At the school

Membership

'A' denotes absence

A Mrs H Fielding
Mrs R Ayoub
Mr J Heyes
Vacancy – co-opted
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Mr D Hanslow (Chair)
Mrs M Graham (Assurance VC)
Mrs G Robins
Mr P Smith
A Mr C Walker (Collaboration VC)
Mrs H Craik (Strategy VC)
Ms J England
A 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

The meeting was chaired by Mrs Craik.

GB/63/21

Apologies for absence

Action

Apologies for absence were received from Mrs R Ayoub (meeting) and Mrs S Barnard (medical reason).

It was

resolved

that the governing body consent to these absences.

However, the meeting unanimously agreed that, as part of the Governing Body review, apologies would no longer be accepted for FGB meetings. Also, that if a governor missed three consecutive meetings, they would be automatically dismissed from the governing body.

The meeting noted that Mr Walker had resigned as a co-opted governor, with immediate effect.

GB/64/21

Declaration of interest

Mr Culshaw reminded the meeting that his wife worked in the school office.

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

Review and sign Register of Business Interest/Declaration of Eligibility

Review and sign Governor Code of Conduct

The clerk reminded the meeting that governors needed to update the confirmations on governorhub.

Mrs Robins agreed to check that this had been done.

GR

GB/65/21

Review of membership

Update on governor recruitment.

Mrs Craik informed the meeting that there had been no response to the advertising of co-opted vacancy with finance expertise. This to be re-advertised.

Governors suggested various areas to explore – local banks, parents, etc.

Mrs Craik agreed to take control of this.

HR

Mr Culshaw joined the meeting at 6.10pm. Mr Heyes at 6.20pm.

Report from governors re structuring.

The headteacher informed the meeting of the recommendations of the steering group which had met earlier in the term. The full report had been previously uploaded onto governorhub.

1. There should be a balance of face to face and virtual meetings (see list at end of this report)
2. A reduction in the size of the governing body from the current 16 to 12 – this to be achieved through governor end of term of offices. Thus, the proposed structure will be 2 parent governors, 1 LA governor, 1 staff governor, 1 headteacher and 7 co-opted governors.

A **governor questioned** quoracy of FGB meetings.

3. Scheme of delegation to remain the same, using two committee structure – Strategy and Assurance. Lead link governors were listed as follows:
Safeguarding lead – Mrs England/Mrs Farrelly
Strategy lead – Mrs Robins/Mrs Craik
Health and Safety lead – Mr Culshaw
GDPR lead – Mr Culshaw
Appraisal lead – Ms Fielding
Pay lead – Mrs Ayoub

Following discussion, all of the above were unanimously formally approved by the meeting.

The meeting agreed that, whilst the governor leads had been identified, other governors would be encouraged to participate. Also, that the governing body has a collective responsibility for decisions made and actions taken.

A **governor raised the issue** of succession planning.

The meeting agreed that a further meeting be held later in the term to address the need for KCSIE training. **Ht**

GB/66/21 Approval of minutes of summer term assurance meeting

Review of actions

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

GB/67/21 Determination of term of office for chair and vice-chair

The meeting agreed that this should continue to be one year.

GB/68/21 Election of chair

Mrs G Robins was proposed and seconded for the position of chair. There were no other nominations.

It was

resolved

that Mrs G Robins be appointed as chair of the governing body.

GB/69/21 Election of vice-chairs

The meeting had previously agreed that there should be two vice chairs – Strategy and Assurance.

Mrs H Craik was proposed and seconded for the position of strategy vice-chair. There were no other nominations.

It was

resolved

that Mrs H Craik be appointed as strategy vice-chair of the governing body.

Ms H Fielding was proposed and seconded for the position of assurance vice-chair. There were no other nominations.

It was

resolved

that Ms H Fielding be appointed as assurance vice-chair of the governing body.

GB/70/21 Summary of Headteacher's report

This had been previously circulated, with questions invited.

Questions from governors had been uploaded onto Governorhub notice board.

They very much related to Data information, also on Governorhub –

- Issues with phonics.

Action

- Clarification of terms used – baseline, best fit.
- Confidence with accuracy of data, with no SATs.
- Data related to SIP.

The headteacher gave detail of baseline assessments and the use of Teacher assessment Frameworks (TAFs) to inform progress.

He assured the meeting that assessments used gave full information on gaps of knowledge.

Further detail of the above, along with measures being taken to improve phonics results will be given at the next assurance meeting.

Assurance

The headteacher then went on to give further details under the following headings:

- Coronavirus update.
- Safeguarding update.
- Finance report.
- Health and Safety, Building maintenance.
- Leadership and Management.
- Collaboration update.
- Appraisal – report on Governorhub.
- SIP
- School improvement update

Full details are on Governorhub.

Mrs Graham and Mrs Hewitt both left the meeting at 7.00pm

GB/71/21 Update on appraisal process for headteacher and staff

Confirmed external adviser

Chris Fallon

Report from appraisal governors

This had been uploaded onto Governorhub, with the headteacher and all of the teaching staff having met their targets.

GB/72/21 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 recommended changes from HR Provider

The review of the LA Policy has not yet been completed.

GB/73/21 Review of delegation and organisation of committees:

- *Approval of scheme of delegation/decision planner 2021/22*
- *Note annual planner 2021/22 to support agenda setting*

In relation to the two above, the meeting agreed to continue the use of the current documents, with a review at the assurance meeting in January 2022.

Assurance

		Action
GB/74/21	<p>Safeguarding information for consideration and action:</p> <p><i>Assurance of statutory safeguarding arrangements in Nottinghamshire Schools, colleges, and independent providers</i></p> <p><i>Safeguarding Children in Education: self-audit tool 2021-22 plus supporting guidance</i></p> <p>Mrs England and Mrs Farrelly had met with the headteacher to complete the self-audit form. This to be returned to the LA.</p> <p>Child Protection, Staff Code of Conduct and Peer on Peer Abuse policies had all been reviewed and were formally approved by this meeting.</p> <p><i>Revised guidance on visitors and VIPs</i></p> <p>This had been reviewed following advice from the LA. Formally approved by this meeting.</p>	ht
GB/75/21	<p>Communication</p> <ul style="list-style-type: none"> <i>Information from the Corporate Director for consideration and action</i> <p>Spotlight on Disadvantage</p> <p>Ms Fielding agreed to review this document, with special regard to the Actions for Governors – these to be brought to the next Assurance meeting in January 2022.</p> <p>Personal and Intimate Care and the Administration of Medicine Policies</p> <p>Mr Culshaw to review this as Health and Safety lead.</p> <p>School Teacher Pay Awards, School Pay Policy, Appraisal Policy, Safer Working</p> <p>The headteacher agreed to notify staff on the progress of this.</p> <ul style="list-style-type: none"> <i>From clerk - Governor Newsletter first autumn term edition</i> <p>The following items were highlighted:</p> <ul style="list-style-type: none"> Model Code of Conduct Education Trust Board vacancy Safeguarding matters NottAlone website HR Updates Admission arrangements 	<p>HF+ Assurance</p> <p>IC+ Assurance</p> <p>ht</p>
GB/76/21	<p>Compliance Activity from annual planner and governor monitoring visits</p> <p>Health and Safety - Mr Smith agreed to work with Mr Culshaw in the hand-over of this.</p>	
GB/77/21	<p>Policy reviews this term</p> <p>Admissions – new LA arrangements available. To be formally approved at Assurance meeting.</p> <p>Pay – awaiting LA policy.</p>	Assurance

The headteacher reported that all school policies have now been uploaded to the school Onedrive.

GB/78/21 Governor Health Check

The chair reminded the meeting of the confirmation on Governorhub, along with the need for all governors to re-confirm.

New versions of KCSIE and Governor Code of Conduct had been installed.

GB/79/21 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

The positive report from the external adviser on headteacher and teaching staff appraisals.

The move to request governors to submit questions related to the headteacher's report.

Setting up of the steering group to review governing body size, performance, etc.

Discussion and approval of the recommendations of the steering group.

A wide range of policies reviewed and approved by the meeting.

GB/80/21 Confirmation of dates for 2022 – to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

Tuesday 28 September 2021 (strategy) - f2t
 Monday 4 October 2021 (Pay) - virtual
 Tuesday 18 January 2022 (Assurance) - virtual
 Tuesday 1 February 2022 (Strategy) - virtual
 Tuesday 26 April 2022 (Assurance) – f2f
 Tuesday 17 May 2022 (Strategy) - virtual
 Tuesday 12 July 2022 (Assurance) - f2f

All at 6.00pm

GB/81/21 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 7.25pm.

Signed (chair) Date