



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

**GB/88/22 Review of membership and terms of office ending in the next 12 months**

The clerk highlighted the following vacancies on the governing body:

LA governor vacancy. It had been agreed at the previous FGB meeting that Mr Duncan move from co-opted governor to fill this role.

He informed the meeting that he now has the forms and will complete and return them to Governing Body Services in the near future.

This will mean that there will be two co-opted vacancies.

The chair informed the meeting that she knew someone who was interested in filling one of these vacancies.

**GB/89/22 Determination of term of office for chair and vice-chair**

The governors agreed to continue with a one-year term of office for both chair and vice chair.

**GB/90/22 Election of chair**

Mrs G Robins was proposed and seconded for the position of chair. There were no other nominations. Mrs G Robins left the meeting whilst governors considered the nomination. Following a vote, it was

resolved

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

**GB/91/22 Election of vice-chair**

Ms H Fielding was proposed and seconded for the position of vice chair. There were no other nominations. Ms H Fielding left the meeting whilst governors considered the nomination. Following a vote, it was

resolved

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

**GB/92/22 Approval of minutes of summer term Assurance meeting and any special governing body meetings**

The minutes of the summer term Assurance meeting held on 12 July 2022 having been previously circulated were confirmed and signed by the chair.

These minutes will have the chair's e signature placed on them.

*Review of actions – including approval of scheme of delegation*

*GB/71/22 Review of Risk Register – chair and vice chair have this still to do.*

The headteacher and chair had reviewed the Scheme of Delegation. This was **formally approved** by the meeting.

All other actions had been completed or are tonight's agenda.

**GB/93/22 Data/SIP monitoring including progress in writing**

The headteacher reminded the meeting that this is the first time that data from the previous term has been presented to the FGB Strategy meeting – giving a true picture of progress and attainment from the previous term.

This, along with SEF and SIP, had been previously uploaded to Governorhub.

The chair and vice-chair had met with the headteacher and SLT to analyse the figures in detail.

The data feeds into the SIP and appraisal targets for all teachers.

Judgements made in relation to the above had been validated by Andrew Johnson, Education Inspection Advisor for the LA.

The meeting formally approved the SIP, whilst recognising that it is an ever-evolving document.

**A governor sought clarification** in relation to the Pupil Premium and SEND children – were their results included in the whole group data.

**A governor requested** explanation of progress as opposed to attainment.

**A governor asked** if progress within a band could be identified.

**A governor noted** that the expectations for Pupil Premium children had been set very high – the headteacher responded that they are aspirational.

Progress is monitored and rag-rated on a termly basis.

**A governor noted** the difference in data for Pupil Premium and SEND children in different year groups.

The headteacher responded that this is to be expected, giving the opportunity to identify specific needs and commence intervention activities.

The school governor explained the process undertaken in his year group.

**A governor sought assurance** that all children are tracked individually.

Any anomalies are noted, with possible reasons being sought.

**A governor queried** the effect of Covid on children in this school, compared to other local schools.

The headteacher informed the meeting that, whilst KS2 SATs results exceeded expectations, the effects of Covid are a long-term issue.

He outlined the difficulties for parents with home-schooling, especially visible in children's writing, where the children had very limited experiences to draw upon.

The SEF had been reviewed by the chair and Mr Johnson – they believed it gave a clear picture of where the school stands at the moment. Next steps had also been identified.

The SEF was **formally approved** by the meeting.

**GB/94/22 Update on appraisal process for headteacher and staff including an update on the wellbeing of the headteacher and staff**

*Confirm external adviser*

Andrew Johnson

The remainder of this to be dealt with at the Assurance meeting in November.

**agenda**

**GB/95/22 Receive and scrutinise headteacher's annual report on whole school appraisal process**

Again, this to be dealt with at the Assurance meeting in November.

**agenda**

**GB/96/22 Ensure clarity of vision, ethos and strategic direction, set by governors**

*Update on research about academies*

The headteacher gave a brief reminder of the current situation regarding possible academisation.

Round Hill are working with Wadsworth Fields and Bramcote Hills to analyse possible actions.

Staff are being kept fully aware of actions taken.

A meeting for the governors of all three schools is planned for Wednesday 5 October at 6.00pm at Bramcote Hills P S.

All governors are invited to attend.

**All gobs**

**GB/97/22 Information from the Corporate Director for consideration and action**

**Pupil Place Planning – report for information for School Governors**

Local Authorities have a statutory responsibility to ensure that sufficient school places are available to meet the needs of their local school aged child population. Following the strategic school place planning workshops in April for schools, this report provides all governors with confirmation that **the birth rate continues to decline** and that many schools over the coming 5 years may need to plan for a reduction in their school population.

**Action for governors**

Governors are school leaders and have a responsibility to fulfil their statutory duties to ensure that the strategic and financial planning for the school is carried out effectively. Bearing in mind the school place planning data supplied to the school, Governors are invited to:

1. Know and understand the strategic school place planning data for their school and district over the next 5 years. This is available via a dashboard on the School Performance Portal.  
<https://secure.nottinghamshire.gov.uk/SchoolPerformancePortal>
2. Establish that the headteacher has accessed your school's individual dashboard. This report outlines key projection data; it is updated annually

and reflects demographic changes and housing delivery which must be included in the School Capacity (SCAP) return made annually to the DfE by the LA.

3. Ensure that future staffing and financial modelling is undertaken to address any significant changes in pupil numbers as evidenced at school and planning area level.
4. Ensure that consideration is given as to how any emerging surplus space might be used to meet the needs of small groups of children, possibly with SEND, or with the wider community.
5. Ensure that the headteacher and chair of governors engages with the LA's Strategic School Place Planning team to work in the best interests of the wider community.

The headteacher informed the meeting that Round Hill currently has a very healthy intake figure.

## **HR UPDATES – Autumn term 2022 – Andy Wilson Senior HR Business Partner Schools**

### **Action for governors – Summary**

- To read the letter issued to all schools on 6 September 2022, providing draft interim guidance on the (a) Teachers Pay Award 2022 and (b) continuing consultation on the pay award for school support staff.
- Once appraisal outcomes for 2021-22 are determined, head teachers may prepare and present a report to the governing body setting out the recommended incremental pay progression for teachers, where applicable, using Pay Policy 2021 Toolkit Appendices 8 and 9. Schools do not need to delay these decisions until the Pay Policy 2022 is published.
- To be aware of the proposed changes to staff pay (teachers and support staff) and assess the implications for the school budget.
- To make arrangements for the appropriate committee of the governing body to meet to approve all new policies, guidance documents and toolkits as they are published. Remember, head teachers and governors must make policies school specific where required.
- To ensure that all staff and governors have read the required elements of Keeping Children Safe in Education, 2022 and Annex A as required.
- To ensure that the school policies and systems for undertaking the required safer recruitment checks for staff, governors, volunteers and contractors are robust.
- To ensure that a Section 128 check has been carried out for all governors
- To ensure that all appropriate HR policies and procedures have been adopted (Governor Policy Checklist, 2022), including the specific updates as described in this report.

### **GB/98/22 Safeguarding information for consideration and action**

*Assurance of statutory safeguarding arrangements in Nottinghamshire Schools, colleges, and independent providers*

*Safeguarding Children in Education: self-audit tool 2022/2023 plus supporting guidance*

Governing bodies and schools have a responsibility to safeguard and promote the welfare of children as detailed in Keeping Children Safe in Education (KCSiE) updated 2022. A summary of the key changes has been made available on [GovernorHub](#)

**Governor training:** KCSiE 2022 - The management of safeguarding, section 2 paragraph 81 says,

“Governing bodies and proprietors should ensure that all governors and trustees receive appropriate safeguarding and child protection (including online) **training at induction**. This training should equip them with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place in schools and colleges are effective and support the delivery of a robust whole school approach to safeguarding. **Their training should be regularly updated.**”

**A signposting document** for governors’ safeguarding training to meet this requirement has been provided on [Governorhub](#).

In addition, all Governors:

- Are required to read the whole of KCSiE 2022, as the whole board is responsible for safeguarding, and making sure school's policies, procedures and training are compliant.
- Must also comply with the duties outlined in Part 2 of KCSiE 2022 “The management of safeguarding, the responsibility of governing bodies, proprietors and management committees”.

The Chair of Governors and the safeguarding governor:

- Should agree with the HT and Senior DSL, the requirements for ensuring that those staff who work directly with children read at least Part one of KCSiE 2022.
- Should also agree and ensure that those staff who do not work directly with children read either Part one or Annex A (a condensed version of Part one) of this guidance.

**The Safeguarding Children in Education: Annual self-audit tool 2022/23** has been sent to all schools with supporting guidance and should be revised and signed off at the first full governing body/ trust meeting of the Autumn term 2022 (and detailed in the minutes) and returned to Cheryl Stollery by **20<sup>th</sup> December 2022**.

If GB’s have an early Autumn Term meeting, the arrangements for completion of the audit should be detailed in the minutes and completion confirmed in the Spring Term minutes.

The audit tool is designed to breakdown the requirements in KCSiE 2022 and help schools with their assurance of statutory safeguarding arrangements.

The Safeguarding Audit will be used in evidence as part of the Headteacher appraisal process. The SiE audit tool clearly stipulates what is a statutory requirement and what is best practice.

Governing bodies must ensure a robust Quality Assurance process is in place for accurate completion of the audit with evidence seen in order to confirm the statements in the audit (e.g. training certification).

**The NCC and NSCP child protection policy toolkit** was published on the 18<sup>th</sup> July 2022, and emailed to all schools. This document should be tailored to the individual school's own safeguarding arrangements.

Mrs Brown reported that she had met with the headteacher in relation to Safeguarding.

Following on from this meeting a detailed report had been uploaded onto Governorhub, giving a summary of findings along with actions proposed.

Level of assurance was judged as Full.

Completed report to be returned to Cheryl Stollery prior to 20 December 2022.

**headteacher**

Training required for all governors in relation to this was outlined.

The clerk agreed to forward the "Safeguarding Training for Governors Autumn 2022" document to the headteacher and chair.

**clerk**

**GB/99/22      General Data Protection Regulations - Receive report from Data Protection Officer and Information Governance governor**

This to be dealt with at the spring term meeting.

**GB/100/22      Communication received and updates**

*From Clerk - Governor Newsletter first - autumn term edition*

The clerk highlighted the following items:

- Secondary school admission arrangements
- Safeguarding matters
- National updates
- Governor Services updates
- Education Trust Board vacancies

**GB/101/22      Report from training co-ordinator including a skills audit and review of governor training requirements (including safeguarding) for 2022/23**

Governors were reminded of the need to update any training undertaken on individual profiles on Governorhub.

**all govs**

Governors were again reminded to confirm that they had read KCSIE.

**all govs**

The chair informed the meeting that the Governor Healthcheck document has now been emailed to all governors.

Whilst realising that new governors may not have full knowledge of questions/responses she requested that all governors return these asap.

**all govs**

New governors will be more confident in responding to this as they gain more experience.

Governors were urged to take note of the “Better Together” training events.

all govs

**GB/102/22 Evidence of governing body impact on school improvement and review of how the governing body has held the school’s leaders to account**

Review and formal approval of Scheme of Delegation.

Chair and vice-chair meeting with headteacher and SLT to discuss data analysis, SEF and SIP.

Detailed questioning of the contents of the above at this meeting before formal approval.

Note taken of the two Directors Reports and how they affect the school.

Meeting of the safeguarding link governor with the headteacher, leading to a detailed report presented to all governors.

Agreed completion of Governor Healthcheck.

**GB/103/22 Confirmation of dates for 2022/23**

The governing body

**agreed**

Autumn term assurance – Tuesday 29 November 2022 at 6.00pm (f2f)

Spring term strategy – Tuesday 17 January 2023 at 6.00pm (virtual)

Spring term assurance – Tuesday 21 March 2023 at 6.00pm (f2f)

Summer term strategy - Tuesday 25 April 2023 at 6.00pm (virtual)

Summer term assurance – Tuesday 11 July 2023 at 6.00pm (f2f)

**GB/104/22 Determination of confidentiality of business**

It was

**resolved**

that all papers and reports be made available as necessary.

**The meeting closed at 7.17pm.**

Signed ..... (chair) Date .....