

MINUTES OF MEETING

School: Round Hill
Meeting title: Autumn term assurance meeting of the governing body
Date and time: Tuesday 29 November 2022 at 6.00pm
Location: At the School

Membership
'A' denotes absence

	Mrs H Fielding (vice-chair)
A	Ms J England
	Mr J Duncan
	Mrs R Brown
A	Dr M Duffin
	Mrs G Robins (Chair)
	Vacancy – co-opted
	Vacancy - LA
	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)
A	Mrs J Hewitt – associate member
	Mr L Watkins – prospective co-opted governor

The meeting was chaired by Mrs Fielding, vice-chair

GB/105/22	Apologies for absence	Action
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Apologies for absence were received from Dr M Duffin (work commitment) and Mrs J Hewitt (family commitment).

The meeting noted these apologies.

GB/106/22	Declaration of interest
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Review and sign Register of Business Interest/Declaration of Eligibility

All governors confirmed that they had reviewed and signed the Declaration of Interest form and eligibility form.

Review and sign Governor Code of Conduct

All governors confirmed that they had read, understood and signed the school governors' code of conduct.

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

Mr Khalique reminded the meeting that he was married one of the other teachers in school – she is known as Mrs Bond.

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

GB/107/22 Review of membership and terms of office ending in the next 12 months

The meeting agreed to the appointment of Mr Duncan as LA governor.

The clerk highlighted the following vacancies on the governing body:

There are now two co-opted vacancies.

Mr Watkins had been invited to attend the meeting with a view to filling one of these vacancies.

He left the meeting whilst this was discussed.

The head and vice-chair reported that they had both met with Mr Watkins. He is an ex-teacher and has previously served as a governor at a different school.

He is currently employed by the Church of England Foundation for Educational leadership.

The meeting formally agreed to his appointment.

Mr Watkins returned to the meeting. All present introduced themselves to him.

The meeting was reminded of the intention of Mrs England to resign at the end of this term.

This would leave two co-opted vacancies.

The meeting agreed to take no action on this currently, whilst the school is investigating possibly joining a MAT.

GB/108/22 Approval of minutes of autumn term strategy term meeting and any special governing body meetings

The minutes of the autumn term strategy meeting held on 28 October, 2022 having been previously circulated were confirmed. These minutes will have the chair's e signature placed on them.

Review of actions – including approval of scheme of delegation

- *Annual Planner* – the meeting was informed that this is for governor benefit, so that they can see what events should be taking place each term.
- *Pay meeting* – see GB/113/22 below.

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

GB/109/22 Receipt of minutes and approval of policies from committees and working parties

Approval of Child Protection Policy

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

Approval of Health and Safety Policy

agenda

Action

Mr Culshaw is yet to finalise his report on this. The revised policy will be presented to the next meeting.

Approval of EAL Policy

The EAL policy 2022 was **formally approved** by this meeting.

Approval of Behaviour Policy and Anti Bullying Policy

agenda

Dr Duffin is yet to finalise her report on this. The revised policy will be presented to the next meeting.

A governor asked if there is a need for a Disciplinary Committee. The headteacher responded that this is formed if/when necessary.

A governor asked if all rules and responses are applied rigidly to all pupils.

The headteacher responded that whilst there is a clear policy in place, each case is treated on an individual basis.

A governor asked if SEND children are more likely to be excluded. The headteacher responded that there are very few exclusions, but the national pattern is reflected in school.

Governors were assured that the school meets all LA requirements and uses the LA behaviour toolkit.

A governor asked if there is currently an Anti-Bullying link governor. Not currently.

The meeting was informed that the Anti-Bullying Policy needs updating.

agenda

Approval of Equality Policy

The headteacher praised the work done by teacher Flo Bond on this policy.

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

Approval of Complaints Policy

The chair had reviewed this policy, which is based on the LA model. It was **formally approved** by this meeting.

GB/110/22 Overseeing Financial Performance – Financial reporting

Schools Financial Value Standard (SFVS) 2022/23

This to be dealt with at the spring term meeting.

agenda

Year-end re-forecast

The Finance Officer, Mrs V Lievesley had recently visited school and carried out a budget re-forecast.

The predicted 2022/23 end of year surplus had now fallen to approximately £9k – a significant decrease.

The headteacher informed the meeting that this assumed maintaining the current staffing levels to the end of this academic year. He stated that this necessary in order to maintain standards of learning for the pupils.

Following discussion, the meeting **formally approved** this.

Governors noted the predicted additional government funding – with details yet to be announced.

A governor asked what view a current MAT may have in regards to taking on a school with a possible deficit budget.

Governors' Year End Financial Statement for 2021/22 (including the Committed Balances Return 2021/22) for information

This had been previously reported and **approved** as approximately £133k.

GB/111/22 Holding executive leaders to account: Summary of Headteacher's report and governors' questions and challenge

This had been previously uploaded onto Governorhub. He highlighted the following points:

- Health and Safety, where a report from Mr Culshaw had been uploaded onto Governorhub.
- CPD – related to the SIP.
- Appraisal – see GB/113/22 below.
- Teaching and Learning.

Governors noted the lack of information on attendance. They were informed that this is closely monitored.

- SEND

The meeting was informed of the high level of need required in EYFS following on from covid, where there had been lack of contact with peers experienced by young children.

Governors expressed concern at this, along with possible longer-term effects.

School will continue to monitor this. Agenda item next term.

agenda

- Results of a survey carried out on groups of pupils.

This had identified a concern from a large group of Y3/4 children on how safe they felt in school.

This was **discussed in some detail**, with the thought expressed that this may be due to covid, where children had less experience of mixing with children of different age groups.

The meeting agreed that it is important to emphasise positives when analysing survey results.

- Governance.
- Staffing.

GB/112/22 Update on appraisal process for headteacher and staff including an update on the wellbeing of the headteacher and staff

Confirm external adviser

Andrew Johnson is the external adviser.

Confirm/appoint appraisal governors – confirm appraisers have completed training

The chair and vice-chair to continue as headteacher appraisal governors.

Confirmation of the Quality Assurance arrangements

Mr Culshaw to continue in QA role.

GB/113/22 Receive and scrutinise headteacher's annual report on whole school appraisal process including:

Review appraisal policy in line with recommended changes from HR Provider

This had been reviewed by the Pay Committee and was **formally approved** by this meeting.

Ensure effective appraisal arrangements for all staff are in place

The 2021/22 cycle has been satisfactorily completed, with targets set for 2022/23.

Ensure timetable in place for termly review

The timetable for reviews is in place.

Confirm arrangements to consider/ratify headteacher pay recommendations for all staff in line with the scheme of delegation and the pay policy

The appraisal report had been forwarded to Mrs Fielding and Mr Duncan. This had been **formally approved**.

Confirm arrangements to receive the appraisal governors pay recommendations for the Headteacher in line with the scheme of delegation and the pay policy

All teachers had met their targets and eligible teachers had been recommended for movement up their respective pay scaled. This was **formally approved** by this meeting.

A governor asked if the headteacher did all of the teacher appraisals himself. He responded that it is cascaded down through the SLT.

GB/114/22 Update on Safeguarding

Confirm that the Safeguarding Audit has been sent to the LA.

Mrs Brown and the chair had completed this. It has been returned to the LA.

		<i>Report from the training co-ordinator of impact of training undertaken and review of governor training requirements (including safeguarding).</i>	Action
		The chair agreed to check that safeguarding training is up to date for all governors.	chair
GB/115/22	Ensure clarity of vision, ethos and strategic direction, set by governors		
		<i>Review and embed the vision, ethos and strategy of the school – reflected in the school improvement plan</i>	
		<i>Approve (or confirm arrangements to approve) the School Improvement Plan as detailed in the scheme of delegation</i>	
		The above to be dealt with at the next strategy meeting – Spring term.	agenda
GB/116/22	Academy Working Part Updates		
		Following an initial meeting, a list of Qs and As had been drawn up and circulated to governors.	
		The headteacher reported that he had attended an Equals Trust headteacher meeting and had been impressed by what he had seen and heard.	
		A meeting of governors and staff of Round Hill, Bramcote Hills and Wadsworth Fields is planned for Thursday 1 December, with the Equals Trust giving a presentation.	
GB/117/22	Review of Risk Register		
		This had been updated with minor amendments made. It has been uploaded onto Governorhub.	
GB/118/22	Communication received and updates		
		<i>From Headteacher</i>	
		The headteacher informed the meeting of a complaint made by a parent of a former pupil, directly to Ofsted. This related to alleged bullying.	
		The LA had investigated this matter thoroughly, with the school being fully exonerated.	
GB/119/22	Review of governor monitoring visit reports – key actions for governing body		
		Mr Culshaw had made a Health and Safety visit. His report has been uploaded onto Governorhub.	

Dr Duffin and Mrs Fielding made a Pupil Premium and EAL visit. Their report has been uploaded onto Governorhub.

Mrs Farrelly and Ms Fielding had made a SEND visit. Their report has been uploaded onto Governorhub.

Governors were reminded of the “Market Place” meeting to be held in January 2023. This would give governors the opportunity to meet with curriculum leaders.

A governor asked what are the views of the staff as regards relationship with the governors.

The staff governor responded stating that, whilst positive, the staff would appreciate more contact with governors.

GB/120/22 Evidence of governing body impact on school improvement and review of how the governing body has held the school’s leaders to account

Governor review and approval of a wide range of policies, along with questions/challenges relating to these.

Governor approval of maintaining current staffing level – for this academic year.

Governor concern expressed over possible long-term effect of covid on developmental issues.

Governor visits into school, along with reports written.

Planned “Market Place” event – with an opportunity for governors to meet with curriculum leaders.

GB/121/22 Confirmation of dates for 2022/23

The governing body

agreed

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/122/22 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 7.40pm.

Signed (chair) Date