

# MINUTES OF MEETING



**Nottinghamshire  
County Council**

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**School:** Round Hill  
**Meeting title:** Spring term Strategy meeting of the governing body  
**Date and time:** Tuesday 1 February 2022 at 6.00pm  
**Location:** Virtual via Teams

**Membership**  
'A' denotes absence

A	Mrs H Fielding (Assurance VC)
	Mr J Heyes
	Vacancy – co-opted
	Vacancy – co-opted
	Vacancy – co-opted
	Vacancy – co-opted
	Vacancy – co-opted
	Mrs M Graham
	Mrs G Robins (Chair)
	Mrs H Craik (Strategy VC)
A	Ms J England
	Vacancy - parent
	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

Mrs Craik chaired this meeting

**GB/22/22      Apologies for absence      Action**

Apologies for absence were received from Mr J Heyes (childcare) and Ms J England (Covid).

The meeting noted these apologies.

**GB/23/22      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.

**GB/24/22      Review of membership/Governor Recruitment**

- Confirmation of new structure and roles

The headteacher reminded the meeting of the Strategy Paper, available on Governorhub.

In this paper was a proposal to change the Instrument of Government, to reduce the number of governors to 1 staff governor, 1 headteacher governor, 1 LA governor, 7 co-opted governors and 2 parent governors.

This had been previously agreed and was **formally approved** tonight.

The clerk pointed out that there are currently 3 parent governors.

The chair indicated that Mrs England, parent governor, is nearing the end of term of office. She agreed to contact her, with a view to obtaining her thoughts on the proposed change.

**chair**

The headteacher agreed to inform the clerk when this has been completed.

**ht**

The clerk agreed to notify Governing Body Services to change the Instrument of Government when a decision from Mrs England had been obtained.

**clerk**

Mrs Craik informed the meeting that an updated version of the Annual Planner had been uploaded onto Governorhub.

On this, she had colour coded the roles and responsibilities linked to each governor link role.

**Governors agreed** that this provides a clear way forward for them.

- Update on Governor recruitment – a new co-opted governor for finance

Mrs Craik reported that she had visited banks and building societies in Beeston with a view to finding a prospective new co-opted governor with finance experience.

Regrettably, she had had no success.

The meeting agreed that the next step should be to see if there are any parents with relevant skills.

She agreed to provide the headteacher with the relevant letter for distribution.

**Governors asked** if the process would follow the format previously used – yes.

**A governor reminded the meeting** of the previously stated intent to try and balance the ethnic membership of the governing body to try and reflect the school pupil population.

- What Works Well and Even Better If – impact of governance

Mrs Craik led the meeting through a previously attended LA training event – “Making an Impact as a Governing Body”.

*Governors were asked how they felt that they made an impact at Round Hill:*

Impact on pupil outcomes and well being  
Impact on staff outcomes and well being  
Ensuring that there is a safe environment to learn – both Safeguarding and Health and Safety

Acting as a critical friend  
Providing both challenge and support  
Asking the right questions  
An opportunity to give something back to the community  
Help the school be the best it can be

Provide a view of different perspectives  
The importance of transparency  
Provide a bridge between the SLT and the wider community  
Making use of skills learnt in other environments to assist school.

*Key features of governance were then highlighted, with the meeting asked how they measured up against them:*

The meeting was in agreement that they generally met these, with more of the same required.

*Governors were asked "Even Better If" How could things be improved?*

Virtual meetings (due to Covid) have led to less discussion  
The chair noted the current good relationship between governors and the school  
Introduce the idea of governor mentor for new governors – best if these are not from an educational background  
Idea of a "Starter for 10" guide – first things new governors need to learn  
Promote Induction training  
On appointment, read through previous sets of minutes  
Last person appointed supports the new governor  
Need to work smarter, not harder  
Need to engage in more LA training events (and others)  
The relative "quiet" between meetings was noted – how can this be addressed?  
Do governors work too much in solitary own link roles need to be prepared to ask for help when needed  
Use pre-meeting groups to discuss ideas, questions  
Use critical friend pre visit to headteacher  
Introduce a review/question at the end of FGB meetings.

Mrs Craik thanked the governors for their involvement in the above and informed them that all slides are available on Governorhub.

Mrs Fielding agreed to upload slides from her recently attended course "Support and Challenge". **HF**

#### **GB/25/22 Approval of minutes of autumn term assurance meeting**

The minutes of the autumn term assurance meeting held on 18 January, 2022.

The clerk informed the meeting that several minor changes had been sent to him after the minutes had been uploaded onto Governorhub.

He agreed to review the minutes to include these. **clerk**

The minutes were then approved subject to this.

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

#### **GB/26/22 Review of delegation and organisation of committees**

- Approval of scheme of delegation/ decision planner

Previously approved.

- Note Annual Planner to support agenda setting

See GB/24/22 above.

- Confirmation of appointments/re-appointment of link governors

See GB/03/22 Assurance FGB meeting on 18 January 2022.

- New Instrument of Government

See GB/24/22 above.

### **GB/27/22 Safeguarding information for consideration and action**

- Assurance of statutory safeguarding arrangements in Nottinghamshire Schools

The headteacher is to meet with Mrs Farrelly to review the SCR and undertake the safeguarding audit.

An internal review has been completed.

- Revised guidance on Visitors and VIPs

These are to be reviewed.

- Training for governors on KCSIE

The headteacher agreed to send links to all governors so that they could access this.

ht

### **GB/28/22 Compliance Activity from annual planner and governor monitoring visits**

<b>Area to monitor</b>	<b>Purpose</b>	<b>Governor</b>	<b>Date</b>
Safeguarding	Look at child protection records	M Farrelly	WB 21/03
Health and Safety	Termly visit	I Culshaw	WB 21/03
HT Appraisal	Update on progress against objectives	App. Govs	TBC
Data monitoring	Update on progress against SIP	Data Gov	21.04.22?
Finance	Check on all things financial	M Graham	TBC
Stakeholder Reviews	Check on Annual Questionnaires Review RE Consultation feedback	M Farrelly	25.01.22
Spotlight on Disadvantage	Check on strategy and impact	H Fielding	02.03.22
Writing	Check on progress	H Fielding	02.03.22

The above were agreed, with several dates to be confirmed.

ht

### **GB/29/22 Policy Reviews this term**

The Admissions Policy was **formally approved** by this meeting.

Behaviour Policy – review to be undertaken by Mrs Robins

Personal and Intimate Care and the Administration of Medicine Policies - reviews to be undertaken by Mr Culshaw

		<b>Action</b>
	Safer Recruitment Policy – review to be undertaken by Mrs Farrelly.	
<b>GB/30/22</b>	<b>Outcome of financial audit</b>	
	The headteacher and Office Manager are currently working through this. Agenda item, next Assurance meeting.	<b>Agenda Chair+MG</b>
<b>GB/31/22</b>	<b>Governors Health Check</b> (to be completed during the autumn term)	
	The chair reported that the current LA document is less than helpful. She is to investigate a more user-friendly alternative, perhaps The Key.	<b>chair</b>
<b>GB/32/22</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 Instrument of Government to provide a more slimmed down effective governing body.	
	Introduction of colour coded Annual Planner to ensure that all governors are fully aware of their link role responsibilities, thus ensuring more effective governance.	
	Lengthy governor analysis and discussion related to course – “making an Impact as a Governing Body”.	
	Also, how the governing body can improve.	
	Planned governor training on KCSIE.	
	Planned Safeguarding visits.	
	Named governors and dates related to monitoring activities.	
	Policy reviews undertaken and planned.	
<b>GB/33/22</b>	<b>Confirmation of dates for 2022 – to be agreed at the meeting in conjunction with the clerk</b>	
	The governing body	
	<b>agreed</b>	
	Tuesday 26 April 2022 (Assurance) – f2f	
	Tuesday 17 May 2022 (Strategy) - virtual	
	Tuesday 12 July 2022 (Assurance) - f2f	
	The meeting agreed to the same format, with decisions to be made on venue nearer the time.	
	Autumn term 2022 – to be agreed	
	Spring term 2023 – to be agreed	
	Summer term 2023 – to be agreed	
<b>GB/34/22</b>	<b>Determination of confidentiality of business</b>	
	It was	
	<b>resolved</b>	
	that all papers and reports be made available as necessary.	

The meeting closed at 7.05pm.

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