

NEVILL ROAD JUNIOR SCHOOL GOVERNING BOARD MINUTES

AUTUMN TERM 2022

Date: 7th December

Time: 5pm

Venue: School

GOVERNORS PRESENT

Mr N Kokkinis (Chair), Mrs Cliff (Headteacher), Mr P Curran, Miss J Harrop, Mrs R Hesford, Cllr Weekes-Holt, Mrs M Tallow and Mrs S Geramipoor

IN ATTENDANCE

Mrs N King

Governor Support Officer

Clerk **OPENING THE MEETING AND ELECTION OF CHAIR**

Election of Chair

It was noted that Mr N Kokkinis had declared an interest in the position of Chair prior to the meeting. Additional nominations or expressions of interest were invited; there were no further candidates.

Governors unanimously RESOLVED that Mr Kokkinis be elected Chair for the agreed term. Terms of office will be for one year, with the Chair and Vice Chair remaining in office until the date of the autumn term meeting 2022.

Mr Kokkinis in the chair.

1. **WELCOME AND APOLOGIES**

Governors were welcomed to the meeting by the Chair. Apologies for absence were received from Mrs A Wong, Mrs Garnett, Mrs Wilke, Mr Earl, Ms Jordan and Mr Pinnock and accepted by the governing board.

2. **ELECTION OF VICE CHAIR**

It was noted that Miss Harrop had declared an interest in the position of Vice-Chair prior to the meeting. Additional nominations or expressions of interest were invited; there were no further candidates.

It was PROPOSED by Mrs Tallow, SECONDED by Mrs Hesford and unanimously RESOLVED that Miss Harrop be elected Vice-Chair for the agreed term.

3. **DECLARATION OF ANY OTHER BUSINESS (AOB)**

The Chair invited governors to declare any items for discussion under AOB.

Parking around the School was raised as an issue, but it was resolved that this was not appropriate for tonight's meeting.

4. DECLARATION OF INTERESTS

a) Declaration of Business Interests

Governors were asked to declare any business, financial or personal interests in any agenda items;

- Ms Wilke - Husband owned a solar distribution company which had supplied installations to schools in Stockport, but not this school. Also a Governor at Nevill Road Infant School.
- Miss Harrop - Family connection to Harfield Components Ltd who had undertaken work for the school.
- Mrs Geramipoor – works at KPMG
- Mr Kokkinis – Governor at Nevill Road Infant School
- HT – Husband runs a community club after-school on School grounds

Governors were reminded that they should declare any interest which arose during the meeting.

b) Business Interest Form

Copies of the Business Interest form 2022-23 had been circulated prior to the meeting. Governors were requested to complete and sign the form electronically and return it to school for upload to the website.

c) DBS Checks and Section 128 Checks

The Headteacher confirmed that DBS checks were in place for all governors and that Section 128 checks have been carried out. There is one check outstanding and this is being dealt with.

CORE OBJECTIVE 1: ENSURING CLARITY OF VISION, ETHOS & STRATEGIC DIRECTION

5. SCHOOL DEVELOPMENT PLAN (SDP) AND SELF EVALUATION FORM (SEF)

The SDP and SEF had been circulated to governors prior to the meeting. Further key information was outlined, and questions or comments were invited.

SDP

The Chair reminded Governors that this discussion should be limited to questions or seeking clarification of points.

The HT confirmed there had been a working-party day to develop the key areas of the plan and these have already been shared in the committee meetings. The SDP is a working document and the HT and SLT constantly update it. The SBM provides the costings that are then linked into the Plan.

When the SDP is updated, is the latest version uploaded to GovernorHub (GH)?

The HT confirmed that it was and is always uploaded ahead of a meeting.

There were no further questions.

SEF

The HT confirmed that, as with the SDP, the SEF is a working document. The School is quite transient in terms of numbers – the HT tends to update it whenever a census is conducted. The School has had 4 new pupils start this week. Year 5 is now nearly full and new children have joined in Years 3 and 4.

At 17:15 Ms Harrop left the room.

The SEF judges the School as a very strong “good” and highlights the areas that are being worked on towards “outstanding

At 17:16 ~Ms Harrop returned.

Are some of the Ofsted comments incorporated into the SEF?

The HT confirmed that the blue bullet points are direct links to Ofsted criteria. Then underneath is set out what the School are doing to meet that criteria.

Is the SEF published?

The HT confirmed that the document does not have to be published but is provided to Ofsted when they inspect.

Governors felt that the SEF provides a very good feel of the School and provides true – examples. The HT thanked Governors for this comment and noted that it should be a real representation of comments made by the pupils and of the School.

Ms Harrop left the room at 17:18pm.

The Chair strongly recommended to Governors that they read the SEF regularly because it is frequently updated and contains key information about the School.

6. CORE BUSINESS

a) Committee Structure and Membership, Appointment of Linked Governors, Review of Committee Remits

Governors discussed and reviewed committee structure and membership as per Appendix 1.

Updated model committee remits had been circulated prior to the meeting; these were AGREED by the governing board.

The Chair had circulated an email in advance of the meeting, recommending that the committee structure be maintained, with the same memberships. Ms Tallow has joined both the Curriculum & Standards (C&S) and Resources Committees and Mrs Geramipoor has joined the Resources Committee.

The above was unanimously agreed.

At 17:22 Ms Harrop returned to the room.

The HT noted that Ms Jordan will move to the C&S committee.

b) Appointment of Linked Governors

The Chair invited Mrs Hesford, as Development Governor, to provide an update.

Mrs Hesford reminded Governors that there was a discussion at the development day regarding different names for link governors.

Mrs Hesford advised she had used the Stockport Council Remits and Responsibilities document as a template. Governors were reminded that it was a choice for the School whether to have linked governors. Their role is to support both the SDP and in preparation for Ofsted. The School was very much focussed on preparing for Ofsted at the development day in July.

The roles should be reviewed annually, which was done in July. Mrs Hesford suggested that this be reviewed again July 2023 and progress reported to the FGB in Autumn 2023.

Linked governors do not have overall responsibility for the area but should be prepared to take the lead. Overall responsibility remains with the entire GB. The only roles specified are Development, Safeguarding, Health & Safety (H&S) and SEND. The School already has link Governors in those roles.

Mrs Hesford recommended the Board decide on a clear definition of the purpose and expectation of the other roles.

The following was agreed at the development day in July:

- Mrs Hesford – Development, PE and Inclusion
- Mr Earl – SEND
- Mr Kokkinis – Safeguarding and H&S
- Mrs Garnett – Pupil Premium
- Ms Harrop – Pupil Personal Development
- Mr Curran – English
- Mr Pinnock - Maths

The HT recommend that if any Governors need clarification of their link role, they should approach her in the first instance.

Computing was highlighted as a role that was required given the emphasis on this in the SDP.

It was decided that Mrs Tallow would be link Governor for Computing.

There was a general discussion about a wellbeing role. The only other role remaining was Behaviour and Attitudes. The Chair agreed to approach Mr Earl to see if he is happy for this to be included as part of Inclusion. ACTION

With regards to English and Maths, the HT suggested the link Governors contact the subject leaders, Ms Nikki Jordan and Ms Clare Parker, in the first instance.

The HT noted that on 16th January, Mr Howard Bousfield is attending School for a curriculum day and Governors are welcome to attend.

c) Approval of Policy List

This was Approved.

d) Review of revised Governor Code of Conduct

Governors were referred to the previously circulated document. The Governing Board Code of Conduct 2022-23 was duly adopted.

The Chair drew the Board's attention to the 3 core functions and the suggested 4th, ensuring the voices of stakeholders are heard. The Chair also highlighted Governors' responsibilities under the Equality Act; working to advance equality of opportunity for all. The Chair noted that this requires thought and examination.

The SDP highlights protected characteristics being woven through the curriculum.

The Chair reiterated that in acting as Governors, individuals are part of the Governing Board but not representing any particular group i.e. parent governors.

e) Previous Governing Board Minutes, Actions & Matters Arising

It was RESOLVED that the minutes of the meeting held on 6th July, copies circulated previously, be approved and signed by the Chair and authorised for publication.

The actions from the summer term minutes were reviewed as follows:

MINUTE POINT	ACTION REQUIRED	ACTION FOR	UPDATE
5d.	Policies to be presented for approval at the Autumn Resources meeting; <ul style="list-style-type: none"> • Health & Safety • School Uniform 	Headteacher	Complete
6.e	Expressions of Interests in the roles of Chair, Vice Chair, Chairs of Committees to be sent to the clerk.	All	Complete
12.	H&S link governor report to be shared with the board.	NK	Chair did a walk with the previous Site Manager and SBM and all issues mentioned were addressed. HT will revisit issue in next Resources meeting for ongoing issues.

f) Approval of Policies

Governors considered and APPROVED the following policies which had been circulated prior to the meeting:

- Pay Policy - the HT confirmed there had been no comments from staff consultation. Pay Committee are meeting briefly post-meeting to ratify – the Policy is in line with the Model LA Policy. FGB unanimously APPROVED the Policy.
- Children with health needs
- Safeguarding – approved in resources
- Respect – approved in resources
- Exclusion and Attendance policies already done.

Happy to ratify safeguarding and respect policies.

There was a brief discussion about the pay process generally. The HT advised that the dispute is ongoing and there are a number of ballots currently going out. The Unions have suggested a 10% increase. There remains a potential for strikes.

Who decides if the School is safe if to remain open if staff strike?

The HT confirmed that would be a conversation with the Chair and Vice Chair; the LA would likely provide some guidance on supporting schools in that scenario.

g) Feedback on Governor Visits

Mrs Geramipoor undertook a visit this term and has written-up a report. Mrs Geramipoor confirmed she was very impressed; everyone was engaged and everything was calm. In particular, she noted that a previous pupil had made an award to say thank you for the support he had received at the School.

The HT advised that Mr Earl had been in to meet with Jenny Topham the SENco. In addition, some Governors attended the SEN coffee morning.

Governors were left with very good impressions from the coffee morning. Parents were there, along with agencies explaining what role they play so that the parents have the opportunity to speak with them too, not just the School staff. Jenny Topham was fabulous and brought things together very clearly.

The parents reported being very pleased with the care and attention their children were receiving.

The HT advised that the next events planned are for Year 2 and Year 3 parents to discuss transitions.

INSET days 2023/2024

The HT suggested that the 5th and 6th September be INSET days. Intended to have 22nd December as Twilights so can close the School that day and give people an extra day. The May Bank Holidays are non-negotiable, so there are going to be a very clunky couple of weeks in the run-up to SATS.

The HT requested consideration be given to making 30th July an INSET day. That means the children would only come in on the Monday; alternatively, the School could do only 1 INSET day in September and take two in July.

The wellbeing of staff is the priority and that first term can be a slog.

The HT confirmed she will liaise with the HT at the Infant site.

7. BOARD/STRATEGIC DEVELOPMENT

Governing Board Development Plan (Skills Audit, Induction, Training, Succession Plans)

The Chair deferred to Mrs Hesford on this point. Mrs Hesford confirmed that a new Governor Induction pack is available and will be published on the website. Mrs Hesford will conduct a skills audit in January.

Mrs Geramipoor had previously questioned whether Safeguarding should be part of the induction. The KCSIE document states that Safeguarding training should take place "at induction" but the Stockport model has induction lasting the first year. The HT reiterated that Governors are welcome to attend the in-school Safeguarding training.

Mrs Hesford and Ms Harrop Jenny to review the Governor Induction pack and ensure Safeguarding sits at the forefront of it.

Mrs Hesford noted that, as Development Governor, she has oversight of training undertaken and those sessions booked and as a Board, are very proactive in that regard. Governors were reminded that any courses taken through the NGA need to be added to their personal profile on GH.

Since the last FGB in July, NRJ Governors have attended 18 courses and over 20 are booked for the New Year. Governors resolved to use the buddy system to remind those new Governors who do not have any training recorded on GH to date.

Training records do not need to be updated on the School website but attendance at meetings Governors agreed to do this by way of a table format, on a percentage basis.

Finally, with regards to succession planning, there is currently one vacancy and the School would be keen to start recruiting in the new year.

Setting-up OFSTED working group

The HT confirmed that any working group should include Governors who are able to attend at short notice when Ofsted call. Governors need to be confident that they can answer the type of questions in the Ofsted training course. The HT confirmed she can facilitate Mr Howard Bousfield coming in and working with Governors around what those questions would look like.

There are several Governors not here tonight, so this discussion needs to be conveyed to them. The Chair will undertake to do this. ACTION

8. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

Governors noted the following:

- Governance update, governor development
- The White Paper and the LA's response
- School Effectiveness Update
- The New Inclusion Service
- DfE attendance guidance
- Revised DfE guidance on suspensions and permanent exclusions
- Keeping Children Safe in Education guidance 2022
- Schools Finance update
- Early Years update
- Pupil premium: new reporting requirements

CORE OBJECTIVE 2: HOLDING THE HEADTEACHER TO ACCOUNT FOR THE EDUCATIONAL PERFORMANCE OF THE SCHOOL AND ITS PUPILS

9. HEADTEACHER'S TERMLY REPORT

The Report had been previously circulated..

The HT invited questions on the areas of development set-out in the Report.

What are “EEF” materials?

The HT confirmed it stands for Education Endowment Foundation, which is a research group. This particular research is about the cost of TA's compared to the impact that they are having on children's outcomes.

Has the School sent out a questionnaire regarding staff wellbeing?

This has been discussed but not completed yet. Mrs Geramipoor offered to identify sample questions. ACTION

The HT confirmed that the red sections in the Report sets out what the School has done this term in relation to the bullet points. The HT invited questions regarding Quality of Education.

What is a decodable book?

The HT confirmed this is a new strategy for early reading. Decodable books are linked to the specific phonics sound the children are learning.

The HT advised that shortly after the Report was prepared, the DFE asked schools to share their attendance figures. National data for attendance this year is 94.6% against the School's 94.8%. Free school meal attendance is 93% against the School's 92%. SEN national attendance is 92.5% against the School's 92.4%.

There has been one racist incident involving two pupils and this was swiftly addressed.

The Chair wished to bring to Governors' attention that the School are offering more extra-curricular activities, which is a great reflection on the staff. The highlighted the International Club, which focusses on a different country every week and is specific to the School's SEN children.

Regarding Leadership & Management, the summer data was shared in the C&S meeting. The HT is in the process of doing a data catch-up and the outcomes will be shared at the Spring C&S meeting.

How is the definition of bullying determined?

The HT confirmed there is a definition. The School conducts an anti-bullying survey with the children. The HT is looking at reviewing the Bullying Policy after Christmas.

The HT will share information with Governors from the recent questionnaire that was sent to parents. ACTION

10. WELLBEING

The Chair suggested this issue be deferred to the Spring meeting. ACTION

11. CURRICULUM & STANDARDS**a) Committee Minutes**

The minutes of the committee meeting held on 11th October were noted by the Board.

b) Curriculum Update

Governors were encouraged to read the committee minutes. Key points were last term's SATs results and Ms Hancock, the Computing lead, provided an overview on the subject, including the new iPads that have been leased. The School held a staff meeting in November to support staff with their use.

There was a brief discussion of the other items still required. Previously, Computing was rated as Bronze on self-assessment and this forms part of the development towards Silver.

c) Ratification of policies

None.

CORE OBJECTIVE 3: OVERSEEING THE FINANCIAL PERFORMANCE OF THE SCHOOL & MAKING SURE ITS MONEY IS SPENT WELL

11. RESOURCES & BUDGET

a) Committee Minutes

The minutes of the committee meeting held on 8th November were noted by the Board.

b) Budget Update

Mrs Wong had asked the Chair to encourage the Board to read the minutes from the recent meeting. Key information was outlined as follows;

The latest budget encompasses the MPP. The budget looks ok for this financial year, however the School is currently forecast to be in debt in the 2023/24 financial year, although the School should be able to utilise surplus to cover the deficit. The budget is being monitored closely. Pupil numbers are up and there have been a large number of in-year applications. The main concern is energy costs and the School are taking actions to ensure the cost is managed.

MRs Wong advised the Chair prior to the meeting that the government has recently announced funding for energy efficiency upgrades in schools.

c) School Financial Value Standard (SFVS) Preparations

Governors discussed preparations for the completion of the SFVS paperwork and its return to the LA by 31st March 2023.

d) School Fund Audit Certificate OR Approval of School Fund Audit Arrangements

This item was not discussed.

e) Report on Pupil Premium (PP) & Sports Grant

Mrs Hesford provided an update. The key thing is swimming, which suffered greatly due to Covid and may suffer further due to energy costs. The School has to report on the number of pupils leaving Year 6 who can swim 25m and have a clear knowledge of swimming safely. Funding for 22/23 has been received and the remainder is due in April.

An update on PP funding was provided in the Autumn Resources meeting.

f) Ratification of policies

The following policies had been considered by the Resources committee and were RATIFIED by the board:

- SEND
- Safeguarding
- Respect

12. PREMISES & HEALTH & SAFETY (H&S)

The H&S Audit was discussed in the Autumn Resources meeting.

The SBM and Site Manager have been working on the improvement points. Post-Christmas, the Chair and HT, along with the SBM and Site Manager will conduct a walk around the School to check on the progress.

With regards to the new fire doors required, the SBM is obtaining new quotes.

The new Site Manager is making great progress on the improvements.

The HT confirmed there is a meeting next week regarding the heating system and will provide an update after that.

13. DATESa) Full Governing Board

- 15th March 2023

b) Committee Meetings

- C&S – 7th February 2023
- Resources – 28th February 2023

c) Pay Committee, Performance Management Committee & Joint Committee

Post-meeting.

14. ANY OTHER BUSINESS

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 7:23pm.

NEVILL ROAD JUNIOR SCHOOL
AUTUMN TERM 2022 GOVERNING BOARD MINUTES
MEETING ACTION POINTS

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
6b.	Chair to check with Mr Earl if he is happy for Behaviour & Attitudes to come under the remit of Inclusion	Chair	Post-meeting
7.	Chair to approach those Governors not present at Autumn FGB to invite interest in joining Ofsted working-group	Chair	Post-meeting
9.	To identify suitable questions for staff wellbeing questionnaire	Mrs Geramipoor	Post-meeting
9.	HT to send Governors information from recent questionnaire sent to parents	Headteacher	Post-meeting
10.	Wellbeing to be deferred to Spring meeting	All/GSO	Spring FGB

APPENDIX 1

Committee Membership

Curriculum and Standards

Headteacher Judi Cliff
Mr Paul Curran
Miss Jennie Harrop (Chair)
Nicola Jordan
Mr Nick Kokkinis
Ms Janine Garnett
Mrs Meeta Tallow

Joint Committee with NRI

Headteacher Judi Cliff
Mr Paul Curran
Miss Jennie Harrop

Pay

Mrs Rita Hesford
Mr Nick Kokkinis

Performance Management

Mrs Rita Hesford
Mr Nick Kokkinis

Resources

Headteacher Judi Cliff
Mrs Rita Hesford
Mr Nick Kokkinis
Cllr Linda Weekes-Holt
Mrs Anley Wong (Chair)
Mrs S Geramipoor
Mrs M Tallow

Steering Group

Headteacher Judi Cliff
Miss Jennie Harrop
Mrs Rita Hesford
Mr Nick Kokkinis

