

NEVILL ROAD JUNIOR SCHOOL GOVERNING BOARD MINUTES**AUTUMN TERM 2021**Date: 1st December

Time: 6pm

Venue: Video Conference

GOVERNORS PRESENT

Mr N Kokkinis (Chair), Mrs Cliff (Headteacher), Mr P Curran, Mrs J Garnett, Miss J Harrop, Mrs R Hesford, Mrs N Jordan, Miss E Owen, Mr B Pinnock, Mrs C Wilke and Mrs A Wong.

IN ATTENDANCE

Mrs C Heaney

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**a) **Appointment of Co-opted Governor**

Governors considered the co-opted vacancies on the governing board:

Governors noted and discussed the individual merits of Mr B Pinnock and Ms J Garnett, prospective candidates for co-option to the vacancies on the governing board.

Governors duly RESOLVED that Mr B Pinnock and Mrs J Garnett be appointed to the governing board for a four-year term of office with effect from 1st December 2021.

6:07pm *Mr Pinnock and Mrs Garnett joined the meeting.*

b) **Introduction and Consideration of Apologies for Absence**

Governors were welcomed to the meeting by the Chair. Apologies for absence were received from Cllr Weekes-Holt and accepted by the governing board.

Governors noted the resignation of Mr A Bagley and thanked him for his valuable contributions during his time as the staff governor. Mrs N Jordan, new staff governor, was warmly welcomed.

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.

Governors 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.

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. Governor at Nevill Road Infant School.

Miss Harrop - Family connection to Harfield Components Ltd who had undertaken work for the school.

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

6:17pm *Miss Owen joined the meeting.*

b) Business Interest Form

Copies of the Business Interest form 2021-22 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.

The Headteacher confirmed that the two new governors would be contacted regarding DBS and Section 128 checks. **ACTION**

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 Headteacher provided an overview in relation to the creation of the SDP. It was noted that the priorities were based on the SEF and the feedback from the most recent Ofsted inspection. Progress against the school priorities was monitored on a regular basis. Furthermore, all actions plans, staff appraisal targets and budget expenditure were linked to the SDP.

Governors were reminded that there had not been any externally verified data since 2019.

Governors noted that the Equality objectives had also been added to the document.

SEF

The SEF would continue to be closely monitored and updated following monitoring activities, including the feedback from the School Improvement Advisor (SIA) and any data captures.

Governors noted that a section had now been added for the recording of any feedback following governor visits to school.

The Headteacher briefly outlined the four priorities and noted that the school judgement was 'good'.

The Headteacher outlined the role of the SIA for the benefit of the new governors.

Senior Leaders are responsible for the content of those documents but do the rest of the staff have access to those; are they part of the review process? Yes, staff are a part of the review process. Every meeting and the subsequent feedback was linked to the SDP and SEF. Senior leaders complete the documentation, but staff were certainly aware of them.

If I was to ask a member of staff would they be aware of these documents and be able to talk about them? They would know what the key areas were and the actions that were in place.

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.

b) Appointment of Linked Governors

Governors discussed and AGREED link governor appointments as per Appendix 2.

The Vice-chair offered to support Mr Pinnock in his link role.

The Headteacher outlined the benefits of identifying a Pupil Premium (PP) link governor. Governors noted that there were approximately 60 PP children in school which was a significant proportion of the school population.

c) Policy List

The Headteacher undertook to share the Policy list and review date cycle. **ACTION**

d) Review of revised Governor Code of Conduct

Governors were referred to the previously circulated document. The Governing Board Code of Conduct 2021-22 was duly adopted.

e) Previous Governing Board Minutes, Actions & Matters Arising

It was RESOLVED that the minutes of the meeting held on 8th 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	DATE ACTION TO BE COMPLETED
6c	The clerk to investigate whether there are any suitable Governor applications through Governors For Schools.	Clerk	COMPLETE
6e	Link Roles to be discussed at the Autumn term FGB meeting.	All	See agenda item 6b.
6e	Expressions of interest for Chair, Vice Chair and Chairs of committees to be sent to the clerk.	All	COMPLETE
7e	Governors to check and update their personal details on GovernorHub. Clerk to send information to SBM for GIAS.	All Clerk	COMPLETE COMPLETE
7g	Governors to read the information circulated by NK in relation to the Equality Act ready for discussion in the Autumn term	All	COMPLETE
8c	Clarification regarding the budget surplus to be sought.	Head	See agenda item 11a

f) Approval of Policies

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

- Exclusion

Governors noted that the Behaviour policy had been adopted by both the Junior school and Infant School. The Headteacher recommended that the board considered the Exclusion policy in terms of this policy and the DfE guidance.

- Pay Policy

The Headteacher confirmed that a detailed and minuted consultation upon the 2021 Pay policy had been held with school staff. The Pay policy had been considered within the Pay committee and was recommended for ratification. The policy was duly RATIFIED by the governing board.

g) Feedback on Governor Visits

The Chair and Chairs of both committees had attended the recent meeting with the SIA and an overview was heard;

Governors had been able to visit various classes and meet curriculum leaders. Governor observations were reviewed and areas for any follow up were identified.

Governors had the opportunity to speak to the SIA and hear his views on the school's progress. It had been a very positive experience.

Furthermore, the SIA had been constructive and had provided helpful guidance to governors

The Chair and Vice Chair had met with the Headteacher in relation to Equality and an overview was provided;

Governors had looked at display materials around the school and pupil work to consider if Equality was being promoted and there was evidence of diversity.

The evidence seen was positive and required only a few small adjustments. There would be a further meeting arranged to assess progress made.

The link governor had spoken to the English lead in relation to curriculum plans for this term.

The RSHE link governor had represented the board at a recent parental meeting.

The SEND link governor provided an overview in relation to her recent visit;

Pupil voice and an English book scrutiny had taken place.

Pupil confidence and high-quality answers were witnessed during the pupil voice exercise.

Governors were encouraged to arrange link visits to the school. The Headteacher reminded governors to complete the feedback form and return it to school for incorporation into the SEF.

Governors were encouraged to attend the Writing deep dive with the SIA at 9am on 7th December.

h) Approval of Removal of One Contact Day from 2021-22 Term

Governors duly APPROVED the removal of 27th July 2022.

7. BOARD/STRATEGIC DEVELOPMENT

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

The Development Governor provided a training update. Governors were encouraged to attend available training, particular mention was made to Equality, SEND and Safeguarding.

The Development Governor and Miss Harrop were currently updating the induction pack for new governors.

New governors would be buddied up with existing members of the board for support and pairings were identified.

Mrs Wilke was thanked for sharing information in relation to an Ofsted inspection. Governors were encouraged to read the documentation to aid their understanding of inspection questioning.

b) Board Vacancies

Governors noted the two Co-opted vacancies.

Governors discussed the existing parent governors and their respective terms of office. It was noted that Miss Harrop and Mr Curran would not be eligible to reapply for the position of parent governor as they would no longer have children in the school.

Miss Harrop and Mr Curran were asked to consider the existing co-opted vacancies. **ACTION**

c) Stockport Governor Conference

Governors were encouraged to attend the 2022 GOVAS conference taking place on 26th March.

8. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

Governors noted the following:

- Governance update and governor development
- SEND 1
- SEND 2
- Safeguarding
- Schools Finance
- Early Years Update
- Procedure for School Trips
- DfE updates for schools

CORE OBJECTIVE 2: HOLDING THE HEADTEACHER TO ACCOUNT FOR THE EDUCATIONAL PERFORMANCE OF THE SCHOOL AND ITS PUPILS**9. HEADTEACHER'S TERMLY REPORT**

The Headteacher's Report had been circulated to governors prior to the meeting. Further key information was outlined, and questions or comments were invited:

An overview of the report was provided for the benefit of new governors.

Was SEND and PP an ongoing area of focus under Leadership and Management or was this a target which related to the most recent Ofsted inspection?

(Head) The data from the Summer term indicated that there was a gap in the progress being made by pupils with SEND and also PP versus non-PP children. A significant amount of money had been spent to ensure those children made good progress and they would continue to be a school focus.

Have Reading diaries been purchased for all year groups; how are you measuring impact?

They had been purchased for Challenge readers to encourage them to read high quality texts and be able to express their personal opinions. Impact has already been seen, as pupils have been able to talk about the books they had read, it was another way to encourage a love of reading.

In response to a governor question, the Headteacher confirmed that pupils could write a book review for any book that they had read. Also, that the 100 Book list was updated on a frequent basis.

The attendance figures shown did not include children who had Covid. Governors heard that some pupils were absent as they were worried about transmission. Persistent Absenteeism (PA) continued to be monitored. The number of PAs had reduced from 26 to 20 this term. Overall school attendance was higher than the national average.

There was a robust attendance system in school, families were supported and external support from the EWO was accessed where necessary.

In response to a governor question, the Headteacher outlined various reasons for PA and reminded governors that attendance figures were impacted by the short number of weeks that the school had been in session.

There had been no exclusions since the last meeting.

There had been no bullying incidents since the last meeting.

There had been two racist incidents since the last meeting. **In response to a governor question**, the Headteacher provided an overview in relation to the steps that had been taken. It was noted that the incidents had been fully investigated, the LA had been informed and support had been offered to all families involved. Governors were reminded that the school had a zero-tolerance approach to derogatory language. Furthermore, that there had not been any further racist behaviour from the children involved.

The current Risk Assessment had been circulated on GovernorHub. This continued to be updated on a regular basis and the school community was informed when necessary of any changes. Regular weekly staff briefings were held to share any new guidance was shared.

The Headteacher was thanked for her report.

10. WELLBEING

Governors heard that Wellbeing was a standing item on the weekly staff briefing and a brief overview was provided in relation to the support which had been offered to staff.

11. CURRICULUM & STANDARDS

a) Committee Minutes

The minutes of the committee meeting held on 12th October were noted by the governing board.

b) Curriculum Update

Governors were encouraged to read the committee minutes.

c) Covid Recovery Plan

In addition to the information shared in the Headteacher's report, governors were encouraged to read the committee minutes.

d) Ratification of policies

The following policies had been considered by the Curriculum & Standards committee and were RATIFIED by the board:

- Whistleblowing
- Feedback and Marking

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 2nd November were noted by the governing board.

b) Budget Update

The Chair of the Resources committee encouraged the board to read the minutes from the recent meeting. Key information was outlined;

The budget for this financial year was looking positive.

There was a predicted deficit in 2023-24 which was mainly due to decreased infant numbers joining the school. It was possible that an increased surplus would be carried over at the end of 2021-22.

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 2022.

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

This item was not discussed.

f) Ratification of policies

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

- Safeguarding
- Site Security

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

A successful Health and Safety audit had recently taken place. The Headteacher confirmed that any actions had already been addressed.

13. DATES

a) Full Governing Board

16th March & 6th July 2022 6pm

b) Committee Meetings

Steering

11th January 11am

29th April 10:30am

Resources

22nd February 10:30am

15th June 10:30am

Curriculum and Standards

1st February 3:30pm

24th May 3:30pm

c) Pay Committee, Performance Management Committee & Joint Committee

Pay committee - 9:30am 3rd December 2021

Joint committee - 28th February & 20th June 2022

14. ANY OTHER BUSINESS

There was no AOB.

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 8:14 pm.

NEVILL ROAD JUNIOR SCHOOL

AUTUMN TERM 2021 GOVERNING BOARD MINUTES

MEETING ACTION POINTS

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
4c	DBS and Section 128 checks to be arranged for new governors.	SBM	Post meeting
6c	Headteacher to share the policy list and review cycle	Head	Spring FGB
7b	Governors to consider co-option to the board	JH & PC	December 2021

APPENDIX 1

Committee Membership

Curriculum and Standards

Headteacher Judi Cliff

Mr Paul Curran

Miss Jennie Harrop (Chair)

Nicola Jordan

Mr Nick Kokkinis

Miss Elizabeth Owen

Ms Janine Garnett

Joint Committee with NRI

Headteacher Judi Cliff

Mr Paul Curran

Miss Jennie Harrop

Pay

Mrs Rita Hesford

Mr Nick Kokkinis

Miss Elizabeth Owen

Performance Management

Mrs Rita Hesford

Mr Nick Kokkinis

Resources

Headteacher Judi Cliff

Mrs Rita Hesford

Nicola Jordan

Mr Nick Kokkinis

Cllr Linda Weekes-Holt

Mrs Anley Wong (Chair)

Steering Group

Headteacher Judi Cliff

Miss Jennie Harrop

Mrs Rita Hesford

Mr Nick Kokkinis

Miss Elizabeth Owen

APPENDIX 1

Link Roles

Development Governor	Rita Hesford
English	Jennie Harrop
H&S Governor	Caroline Wilke
Maths	Ben Pinnock
S.E.N. Governor	Elizabeth Owen
Safeguarding	Nick Kokkinis
Pupil Premium	Janine Garnett