

NEVILL ROAD JUNIOR SCHOOL GOVERNING BOARD MINUTES

SPRING TERM 2022

Date: 16th March 2022

Time: 6pm

Venue: Teams

GOVERNORS PRESENT

Mr N Kokkinis (Chair), Mrs J Cliff (Headteacher), Mr P Curran, Mr A Earl, Mrs J Garnett, Miss J Harrop, Mrs R Hesford, Mr B Pinnock, Cllr Weekes-Holt, Ms M Tallow and Mrs C Wilke.

IN ATTENDANCE

Mrs C Heaney Governor Support Officer

Due to technical difficulties the meeting commenced at 6:12pm.

Bold=Governor comment/question

1. WELCOME AND APOLOGIES

a) Introduction and Consideration of Apologies for Absence

Governors were welcomed to the meeting by the Chair. Apologies for absence were received from Mrs Jordan, Miss Owen and Mrs Wong. Apologies for late arrival were received from Cllr Weekes-Holt. All apologies were accepted by the governing board. Ms Tallow, new parent governor, was warmly welcomed and personal introductions were made during the course of the meeting.

b) Appointment of Co-opted Governor

Governors considered the co-opted vacancy on the governing board.

Governors noted and discussed the individual merits of Mr A Earl, prospective candidate for co-option to the vacancy on the governing board.

Governors duly RESOLVED that Mr A Earl be appointed to the governing board for a four-year term of office with effect from 14th March 2022.

6:17pm *Mr A Earl joined the meeting.*

c) Welcome new governor

Mr A Earl, new Co-opted governor, was warmly welcomed and introductions were made during the course of the meeting.

2. DECLARATION OF ANY OTHER BUSINESS (AOB)

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

- War in Ukraine and effect on local community (discussed in agenda item 9)
- Format of summer term governor meetings
- Governor section on school website
- £1 increment to Teachers pay

3. 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.

b) Business Interest forms

The Headteacher confirmed that all Business Interest forms had been completed and returned.

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.

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

4. REVIEW SELF EVALUATION FORM (SEF)

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

Pupil numbers increased over time; a snapshot was taken every 6 months to consider how the numbers had changed.

The One Voice one page overview included the validated data from 2018 and 2019 along with teacher assessments since that time. SATs would be taking place this year although the results would not be published.

The school was judged to be 'good' during the last Ofsted inspection and there was confidence that it would continue to be judged as 'good' in all areas.

Governors noted the priorities from the previous inspection and the actions which had taken place since that time.

Impact statements indicated the data for Reading, Writing and Maths, however further information had been added in relation to the broader impact across the curriculum.

Did the school retain feedback forms from governors? Yes, I use snapshots from any feedback to populate relevant sections of the SEF and the original forms are kept as evidence.

What was the role of the Learning Mentor? They worked with vulnerable children and their families as well as external agencies. As part of their role they supported families with attendance issues. They also work closely with various staff around school including the SENDCo, Teaching Assistants and led at TAC meetings.

5. CORE BUSINESS

a) Previous Governing Board Minutes, Actions & Matters Arising

It was RESOLVED that the minutes of the meetings held on 1st December and 1st February, copies circulated previously, be approved, and signed by the Chair and authorised for publication.

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

MINUTE POINT	ACTION REQUIRED	ACTION FOR	UPDATE
4c	DBS and Section 128 checks to be arranged for new governors.	SBM	See agenda item 3b.
6c	Headteacher to share the policy list and review cycle	Head	See agenda item 5c.
7b	Governors to consider co-option to the board	JH & PC	COMPLETE

b) Approval of Policies

There were no policies which required approval at this time.

c) Policy Review timetable

Governors noted that this had been shared with committee Chairs to ensure policies were reviewed when necessary and that any new updates were considered at the appropriate time.

d) Pay Committee Recommendations

The Chair of the Pay committee confirmed that pay recommendations had been received from the Headteacher and considered by the committee.

e) Agreement of the Draft 2022-23 Budget

6:45pm *Cllr Weekes-Holt joined the meeting.*

Governors were referred to the draft budget which had been circulated prior to the meeting, comments or questions were invited;

The estimated costs for energy stay the same for the next 2 years? The SBM had confirmed that the £37,000 included the expected rise and going forward would depend on what the LA advised.

When will there be an update regarding ground sourced heat pumps and solar panels? More detail will be provided at the summer term Resources meeting. Several issues have been raised, which are due to be discussed during the upcoming meeting with the LA. Following this meeting, the school will have more information regarding the project, and this will be shared with governors.

A large deficit is shown in 2023-24 and 2024-25? These are projected figures based on pupil numbers coming into the school. There are currently 58 pupils in Reception at the Infant school, and this will impact our budget going forward. It is common for numbers to be lower in the Infant school and they then increase by the time they move into the Junior school. I continue to be mindful of those numbers in terms of recruitment and any contracts offered.

f) Delegation of Draft 2022-23 Budget

Governors AGREED to the delegation of the draft budget to the Resources committee for further scrutiny and approval prior to submission to the local authority by 31.5.22.

g) Approval of Inset Days 2022-23

Governors duly APPROVED the following INSET days for the academic year 2022/23:

- 1st & 2nd September 2022
- 21st October 2022
- 27th February 2023
- May election 2022 (TBC)

Governors noted that the dates matched those of the Infant School.

h) Approval of Finance Manual

The Finance Manual was recommended for approval by the Resources committee.

In response to a governor question, the Headteacher confirmed that the manual was an LA template and included the delegated financial limits.

Who made the decision in relation to the delegated limits; do they change each year? The limits have been the same since I became the Headteacher of the school. As far as I am aware, they were recommended by the LA.

Does the board have an input on those numbers? They have been presented to me, I can certainly ask. **ACTION**

Are you comfortable with the existing financial limits? Yes, I liaise with governors regularly in relation to any proposed spend and costings are considered then. It's rare for a financial decision to be made without the agreement of governors and the SBM.

Governors duly APPROVED the Finance Manual.

i) Feedback on Governor Visits

Link governors were invited to provide an overview regarding recent visits to the school; Miss Harrop, Mrs Hesford and Mrs Wilke had taken part in the subject deep dive with the Headteacher and School Improvement Advisor. Miss Harrop briefly outlined the activities in which they had been involved and referred to the benefits of the experience. It was noted that subject leaders had provided strong answers when questioned and feedback was very positive. The School Improvement Advisor had documented the actions which would be followed up.

Mrs Hesford noted that governors had spoken to pupils and referred to their confidence, honesty and articulate answers.

Mrs Wilke referred to the collaborative work being undertaken to improve links between the Infant school and Junior school. It was noted that governors at both schools were keen to develop those links.

Mr Kokkinis had attended an event with an author and commented on pupils' clear enthusiasm for reading.

6. BOARD/STRATEGIC DEVELOPMENTa) Governing Board Development Plan (Skills Audit, Induction, Training, Succession Plans)

The development governor commented on the current strength of the board, given the diverse skills set and overall enthusiasm from members.

Governors noted that the development governor and Miss Harrop had produced a governor induction which would be circulated to new members of the board.

Furthermore, a buddy system had been introduced to offer support to new members, which was felt to be particularly important for those who came from a non-educational background. Governors were encouraged to consider being a buddy.

The development governor encouraged the board to attend relevant training opportunities. Governors would be contacted if there was any statutory training which had not been attended.

In response to a governor question, the development governor confirmed that LA training sessions would be automatically updated on GovernorHub. The clerk outlined the steps to update personal records with any other relevant training details.

b) End of Term of Office

Governors noted the end of term of office;

- LA Governor - Cllr Weekes-Holt 30/12/22

c) Board Vacancies

There were currently no vacancies.

d) Stockport Governor Conference

Governors were encouraged to attend the 2022 GOVAS conference on 26th March at Marple Hall School.

7. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

Governors had discussed the following briefing items at recent committee meetings;

- Governance update and governor development
- School Uniform
- School Effectiveness
- School Sufficiency Investment Plan
- DfE Updates for Schools
- Early Years update

Governors were reminded the school did not have to publish the Early Years framework as they did not teach this age group.

- Holiday Activities and Food Programme (HAF)

What provision is there for a HAF club? The school does not have a HAF club on site, however we do signpost local provision and there are some families that take up the offer.

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

8. HEADTEACHER'S TERMLY REPORT

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

Governors were reminded that the format of the report consolidated the Ofsted framework, the SDP and the SEF.

The comments indicated in red identified the actions that had been taken since the last meeting.

One of the priorities was to measure the impact of the new phonics scheme; Are you able to explain what that means and what 'good' looks like? That is shown in

the data which was shared at the Curriculum & Standards committee meeting. The data is from the Autumn term and has not been updated since that meeting as we are currently in the process of undertaking assessments.

The Headteacher provided an overview in relation to the anti-bullying questionnaire and analysis of pupil answers.

Governors noted that Covid was not previously considered in attendance figures, whereas now it was classed as an illness. This had impacted overall attendance figures and given there was a large outbreak at school prior to Christmas, attendance had dropped.

The number of pupils with persistent absence (PA) had decreased which indicated that the strategies employed were being successful.

There had been one fixed-term exclusion since the last meeting, governors noted the support which had been put in place for this pupil and also the involvement of external agencies.

What was the school attendance target? Attendance was usually around 96-97% which was above national averages. Term 1 attendance was similar to normal, although it had dipped since then, which is quite unusual and can be directly linked to Covid cases. Our target is to maintain 96%. **A governor commented that attendance has dipped to a similar level across all groups which matched the perspective that it was linked to Covid.**

Teaching of the RSE policy would begin in the summer term and its impact would be considered after this time.

Implementation of the Equality objectives had focused on three subjects this year; History, Art and PSHE. In addition, the new RE curriculum incorporated several elements around diversity.

The most recent year 6 data was looking very positive and would be discussed in more detail at the summer term Curriculum & Standards meeting.

There being no further questions, the Headteacher was thanked for the report.

9. WELLBEING

The Chair referred to the long-term effects of Covid and whether there were any concerns at this time. Furthermore, the War in Ukraine and the possible effects on the school community.

The Headteacher noted that the situation in relation to Covid frequently changed and as a result the emotions experienced differed over time. It was noted that there were support mechanisms in place for staff and there was a strong community within the school. The Headteacher referred to the outbreak in the Autumn term and the difficulties experienced due to staff absence.

Governors heard that staff trusted the Headteacher to put the school community first and act appropriately on the latest guidance. Furthermore, parents had been kept up to date with the latest information.

Pupil absence impacted their learning although the school was adept at supporting children to catch up.

The Headteacher explained that the same approach had been taken in regard to the War in Ukraine. An overview was heard in relation to strategies being employed in school,

including asking staff to flag any pupils with family who may be affected and signposting staff to good resources.

Governors with children at the school were asked to comment on the points raised. Those present commented positively on the school's handling of both situations.

Furthermore, a governor noted that books listed in the 100-book list had been carefully chosen to address sensitive issues and this also benefited children.

Does the school need to be ready for any refugee children joining? Several children had recently joined from Hong Kong and those families had been supported. The school is always very mindful of people's circumstances and would support those families, as we would all school families. The LA would support us if refugee children were to join, and we would engage external agencies as appropriate. The school had just undertaken a huge project around refugees, so children would understand if any were to join.

In response to a governor question, the Headteacher briefly outlined the process for any children joining the school.

A governor praised the Headteacher and school staff for the positive community which had been built.

10. CURRICULUM AND STANDARDS

a) Committee Minutes

The minutes of the committee meeting held on 1st February were noted by the governing board.

b) Ratification of policies

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

- Capability of Staff (Teachers)
- Capability of Staff (Teaching Assistants)
- SEND Policy

c) Teaching & Learning/Curriculum Update

The Chair of the Curriculum & Standards committee provided a brief overview of the discussions which had taken place at the recent meeting.

d) Covid Recovery Progress

In addition to the information provided in the committee minutes, governors were encouraged to attend a future subject deep dive.

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 22nd February were noted by the governing board. As the Chair of the Resources committee was unable to attend the FGB meeting due to illness, the Chair of the board read notes from an email which had been sent. A brief overview of the discussions which had taken place at the recent meeting was heard.

b) Capital Project Contribution

Governors heard that the playground resurfacing cost £200,000. The LA had contributed, and the school had paid the remaining balance through a loan. The loan was £14,000 a year and was expected to be paid back by the end of 2025-26. This figure had been included in the budget.

c) Ratification of policies

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

- Health & Safety
- Charging and Remissions
- Data Protection

d) Budget Update

The Chair noted that once the end of the financial year was reached, there would be a clearer picture regarding the carry forward.

e) School Financial Value Standard (SFVS) Update

The Chair and SBM had liaised to ensure the documentation was submitted prior to the deadline.

f) School Fund Audit Certificate **OR** Approval of School Fund Audit Arrangements

This item would be discussed at the summer term meeting. **ACTION**

g) Local Authority Buybacks

The Headteacher confirmed that the latest buyback information had not yet been received. The school was satisfied with the services it had purchased and proposed that there were no changes.

Governors agreed with this action.

h) Scheme of Delegation

Governors considered and duly APPROVED the Scheme of Delegation 2022-23.

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

The Headteacher noted that a Health & Safety Audit had recently been completed and all actions had been addressed. In addition, there had been a Fire Audit and those actions were currently being addressed. Both audits had been discussed at the recent Resources meeting.

The Health & Safety link governor confirmed that a Health & Safety walk had been planned.

13. DATESa) Full Governing Board

6th July 6pm

8:13pm *Mr B Pinnock left the meeting.*

b) Committee Meetings

Curriculum & Standards 25th May 3:30pm

Resources 15th June 10:30am

14. ANY OTHER BUSINESS

a) Committee Membership

An overview of the committees was provided for the benefit of new governors. Ms Tallow and Mr Earl were encouraged to attend both to decide which they would like to join.

Mr Earl expressed a preference for Resources.

b) Meeting format

Governors discussed the format of meetings going forward. In response to a governor question, the Headteacher confirmed that hybrid meetings were possible and that face-to-face meetings were now acceptable with regards to the Risk Assessment.

Governors agreed to face-to-face meetings in the Summer term with the option to attend virtually if necessary.

c) School Website

The Chair asked for a volunteer to update the governance section of the school website. An overview was provided regarding the commitment required. As there were no volunteers at this time, governors were asked for their consideration and to contact the Chair if they could undertake the role. **ACTION**

d) £1 increment to Teachers pay

The Headteacher explained that there were concerns which had been raised that the pension of a small number of staff would be negatively impacted by the salary freeze during Covid. The SBM had been in contact with HR who were planning to realise information to all schools.

The suggestion had been to award the staff concerned a £1 pay rise to avoid pensions being impacted. HR have advised that there would not be any impact on staff pensions although the school was waiting for further information.

Governors noted that they were fully supportive of any action that needed to be taken to ensure staff pensions were not negatively affected.

The Headteacher undertook to update the board should any decisions need to be taken. **ACTION**

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 8:25pm.

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

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
5h	Investigate the setting of delegation limits and whether governors have an input.	Head	Summer FGB
5f	Identify the School Fund Auditor	Head	Summer FGB

14c	Volunteer requested to manage the governance section of the school website	All	Summer FGB
14d	Headteacher to update the board in relation to the £1 increment to Teachers pay	Head	Summer FGB