

## NEVILL ROAD JUNIOR SCHOOL GOVERNING BOARD MINUTES

### AUTUMN TERM 2020

Date: 4<sup>TH</sup> November

Time: 1pm

Venue: Video Conference

#### GOVERNORS PRESENT

Mr N Kokkinis (Chair), Mrs J Cliff (Headteacher), Mr A Baguley, Mr P Curran, Miss J Harrop, Mrs R Hesford, Ms S Kreitzman, Miss E Owen, Cllr Weekes-Holt, Mrs C Wilke and Mrs A Wong.

#### IN ATTENDANCE

Mrs N Jordan

Associate Member

Mrs C Heaney

Governor Support Officer

*Items were discussed in the following order; 1-7a, 7c-12c, 7b.*

#### 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.

A vote was taken and it was unanimously RESOLVED that Mr N Kokkinis be elected Chair for the agreed term.

**Mr Kokkinis in the chair.**

#### 1. WELCOME AND APOLOGIES

Governors were welcomed to the meeting by the Chair. No apologies for absence were received from Ms J McGahan.

Governors noted that Mrs G Simm had resigned from the board and thanks were expressed for her service to the school. Governors agreed that a card and flowers would be sent on behalf of the board.

#### 2. LENGTH OF TERM OF OFFICE

Governors duly AGREED a continuation of the current arrangements. 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 2021.

#### 3. ELECTION OF VICE CHAIR

It was noted that Miss J 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.

A vote was taken and it was unanimously RESOLVED that Miss J Harrop be elected Vice Chair for the agreed term.

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.

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 Form

Copies of the Business Interest form 2020-21 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 undertook to check that DBS checks were in place for all governors and that Section 128 checks have been carried out. **ACTION**

5. CHAIR'S ACTION

There had been no requirement to take any Chair's Action since the Summer term meeting.

6. HEADTEACHER'S TERMLY REPORT

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

The recovery curriculum had been discussed in detail at the Curriculum and Standards committee meeting.

**Could you tell us more about the path of hope?** The school had Aspire days which were whole day opportunities for pupils to fully immerse in a particular subject area. The most recent day was Art and pupils had produced butterflies and were also given a pebble to decorate. These pebbles would then be used to create the Path of Hope. Photos would be added to Twitter and some would be included on the newsletter.

**Had pupils been forthcoming about how they were feeling during the daily circles?** (Mrs Jordan) They had been very open and honest. The news over the weekend had led to more anxiety this week and they had wanted to talk about it. (Mr Baguley) year 6 were having morning and afternoon check ins during their isolation. Lots of questions had been asked, particularly around whether school would be changing. I feel it had been important for their wellbeing to have this time during the day to share their feelings.

The Headteacher referred Governors to the attendance document which had been shared prior to the meeting.

**Overall attendance was 97%, which was higher than this time last year. However, persistent absenteeism (PA) had increased. Could you explain this?** The school

had a few more PAs. The figures depended on the percentage of those children, if they had lower attendance then it impacted on the overall data. We continued to work with those families and organised meetings to discuss absenteeism. There had been a lot of absence due to Covid, although this was shown as authorised absence using the appropriate codes. The school continued to keep up to date with latest EWO guidelines for reporting absence accurately.

Some year 6 assessments had taken place and governors were referred to the data on page 6 of the report. It was noted that the current data for Reading and GD were already higher than at the end of year in 2019.

There had not yet been enough time to complete Writing assessments. More assessments were planned for December.

There was more work to be done in Maths. Mrs Jordan was working with the year 6 team and supporting additional booster classes. After Christmas, an additional teacher will be responsible for the catch-up program and year 6 maths would be a key element of this.

**Were booster sessions being led by school staff?** Yes, I will lead Reading, Mrs Jordan will take Maths and the year 6 team were doing Reading and Maths between them. The catch-up teacher was taking a year 6 booster class. They had already worked with these pupils when they were in year 5.

**Was the low figure for Maths due to the 6 months the pupils weren't in the school, or was this related to their progress before the lockdown?** (Mrs Jordan) Some was due to lost learning during school closure, some was linked to progress in spring. Some of it was that not all areas of the Curriculum had yet been covered. We were identifying those who needed additional intervention.

**How do you feel about the current data, is it what you would have expected?** We were really pleased with the Reading and SPAG data. It was difficult to judge what they would have retained and we didn't know where they would be. Pupils had worked hard whilst learning remotely. In terms of projections, of those who had not met EXS+, many were extremely close to the threshold, having achieved 98 when they needed 100. Maths data tended to look lower at this point anyway, due to subject coverage. It was harder for pupils to retain difficult mathematical concepts without teaching staff support. We have planned additional support in Maths.

**What was the current thinking on whether the SATS will go ahead?** Schools had been advised that they will be going ahead as normal, and this was what we are planning for.

**Had there been any parental concerns raised about the SATs?** There had been nothing so far. We were going to run our SATs meeting for parents soon, which gave advice on how to support children. We were planning for SATs and supporting pupils as normal. (Mr Baguley) All pupils had been engaging with the remote learning and the work which was submitted was of a good standard. There were varying levels of support at home, although some pupils had benefitted from the additional one to one support from parents during isolation.

Governors thanked the Headteacher for the report.

## 7. BOARD DEVELOPMENT

### a) Governing Board Development Plan

The Development Governor described a variety of online training opportunities which were currently available. It was noted that the board had attended a variety of training

courses previously. New Governors were encouraged to attend both parts of the new governor training offered by the LA.

The Development Governor was advised that the following courses had been attended:

- Mrs Wong - New Governor Training Programme parts 1 and 2

b) End of Term of Office

The meeting was informed that the following Co-opted governor's term of office were due to end on 18<sup>th</sup> January;

- Mr N Kokkinis
- Mrs R Hesford

It was noted that they were both eligible for re-appointment. Both Governors had expressed an interest in continuing for an agreed term. Governors considered the re-appointments and following a brief discussion, the appointments were duly APPROVED by the governing board.

c) Consideration of Vacancies

Governors noted the following vacancies on the governing board:

- Two Co-opted Governors

The Headteacher undertook to send information to parents. **ACTION**

Governors held a brief discussion around various ways that potential governors could be sought. It was agreed that advertising in the local area may be useful, along with contacting external agencies such as Governors 4 School and Inspiring Governance.

d) Induction, Training and Succession Planning

Discussed in agenda item 7a.

e) Stockport Governor Conference

The 2020 GOVAS conference was postponed due to Covid-19. A date for the 2021 conference will be circulated in due course.

8. RESOURCES

a) Budget Update

Governors were referred to the minutes from the recent Resources meeting. There were no comments or questions.

b) Presentation of School Fund Audit Certificate

The Headteacher undertook to confirm the date the certificate was due. **ACTION.**

**What information will Governors gain from the audit and how do we use it?** This was the audit of the school fund, which was separate from the Finance audit which had taken place last year. This fund was separate to the school budget and was only used on purchases for pupils, such as a visitor to school.

c) SFVS

Governors heard an overview of the SFVS and discussed preparations for the completion of the SFVS paperwork and its return to the LA by 31<sup>st</sup> March 2021.

9. BUSINESS

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

1:45pm *Miss E Owen joined the meeting*

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

Updated model committee remits had been circulated prior to the meeting. Governors agreed to consider these at the Spring term committee meetings. **ACTION**

Governors unanimously **RESOLVED** that Mr N Kokkinis be elected Chairperson of the Resources committee for the agreed term.

Governors unanimously **RESOLVED** that Miss J Harrop be elected Chairperson of the Curriculum and Standards committee for the agreed term.

b) Policy List

Governors considered the updated Policy List and the review date cycle.

c) Review of revised Governor Code of Conduct

Governors were referred to the previously circulated document and considered the proposed amendments. The Governing Board Code of Conduct 2020-21 was duly adopted.

d) Previous Governing Board Minutes

It was **RESOLVED** that the minutes of the meeting held on 8<sup>th</sup> July, copies circulated previously, be approved and electronically signed on behalf of the Chair and authorised for publication.

e) Action Points from Previous Meeting

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

<b>MINUTE POINT</b>	<b>ACTION REQUIRED</b>	<b>ACTION FOR</b>	<b>UPDATE</b>
7a	Clerk to provide a paper copy of the Spring FGB minutes for the Chair's signature	Clerk	Discussed in agenda item 6d
7b	To discuss and approve policies;  Governor Privacy Notice  Wellbeing	Steering  C & S	Not discussed  <b>ACTION</b>

7b	New governors to return noted information to Miss Harrop	PC, JM, AW, CW & JH	JM & AW to return. <b>ACTION</b>
7g	Governors to check personal information listed on GovernorHub for accuracy  Clerk to email governor information for GIAS website to the SBM	All  Clerk	COMPLETE  COMPLETE
8c	Skills Audit to be shared with Governors	Chair & Clerk	COMPLETE
10a	Curriculum and Standards handover to be arranged.	Chair & JH	COMPLETE

Minute point 7a – Miss Harrop agreed to upload a pdf version of the Spring and Summer 2020 minutes to the school website. **ACTION**

Minute point 7b – The Chair undertook to contact Mrs McGahan again. **ACTION**

f) Committee Minutes

The minutes of the Resources committee meeting held on 16<sup>th</sup> October were noted by the governing board.

g) Policies

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

- Appraisal
- Safeguarding

The Pay policy had been considered within the Pay committee and was recommended for ratification. The Headteacher confirmed that the consultation period was still taking place and would end on Friday 6<sup>th</sup> November.

The policy was duly RATIFIED by the governing board.

h) Keeping Children Safe in Education 2020

Governors undertook to read the revised document and confirm on GovernorHub.  
**ACTION**

10. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY  
Governance and Governor Development

Governors were invited to consider their own training and development needs and those of the whole governing board.

School Improvement 2020-21

Assessment Update

Schools Estates Update

DfE Update upon PSHE

SEND

SHAPES Alliance Update

The guidance was noted by the board.

Schools' Finance

Governors noted the requirement to submit the SFVS to the local authority by 31.3.21.

11. DATES

a) Full Governing Board

1pm 17<sup>th</sup> Mar & 3pm 8<sup>th</sup> July

b) Committee Meetings

Steering 14<sup>th</sup> Jan 1pm & 22<sup>nd</sup> Apr 2pm

Resources 26<sup>th</sup> Jan 1pm & 4<sup>th</sup> May 2pm

Curriculum and Standards 9<sup>th</sup> Feb 3:30pm & 18<sup>th</sup> May 3:30pm

12. ANY OTHER BUSINESS

a) Sharing Email Addresses with GOVAS and NGA

Governors AGREED to share their email addresses with GOVAS and the NGA.

b) Inclusion of Contact Details on GovernorHub

Governors were made aware that their contact details were visible on GovernorHub to all members of the governing board. The Clerk outlined the procedure for restricting visibility and advised that the LA must have a postal address to contact governors.

c) School Website Compliance

Governors were advised of two new finance-related requirements detailed within the guidance *What Maintained Schools Must Publish Online*.

The Chair thanked everyone for attending.

2:35pm *Mr N Kokkinis & Mrs R Hesford left the meeting*

d) Governors discussed agenda item 7b.

With no further business to discuss, the meeting closed at 2:36 pm.

**NEVILL ROAD JUNIOR SCHOOL  
AUTUMN TERM 2020 GOVERNING BOARD MINUTES  
MEETING ACTION POINTS**

<b>MINUTE POINT</b>	<b>ACTION REQUIRED</b>	<b>ACTION FOR</b>	<b>DATE ACTION TO BE COMPLETED</b>
4c.	Confirm that DBS checks are in place for all governors and that Section 128 checks have been carried out.	Head	Spring FGB
7c.	Promoting governor recruitment through the school newsletter and other means.	Head	Post meeting
8b	Confirming the school fund certificate date.	Head	Spring FGB
9a	Consideration of the Committee remits	C&S, Resources & Clerk	Spring meetings
9e	To discuss and approve policies; Governor Privacy Notice Wellbeing	Steering C&S	Spring meetings
9e	Chair to contact Mrs McGahan	Chair	Post meeting
9e	Governors to return pen profile and photograph to Miss Harrop	JM, AW & JH	Post meeting
9i	Governors to read the revised KCSIE and confirm on GovernorHub.	All	Post meeting

**APPENDIX 1**



Nevill Road Junior School  
Committees

Curriculum and Standards

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Mr Adam Baguley  
Headteacher Judi Cliff  
Mr Paul Curran  
Miss Jennie Harrop  
Nicola Jordan  
Mr Nick Kokkinis  
Miss Elizabeth Owen

Joint Committee with NRI

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Headteacher Judi Cliff  
Mr Paul Curran  
Miss Jennie Harrop

Pay

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Mrs Rita Hesford  
Mr Nick Kokkinis  
Ms Sophie Kreitzman

Performance Management

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Mrs Rita Hesford

Resources

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Headteacher Judi Cliff  
Mrs Rita Hesford  
Nicola Jordan  
Mr Nick Kokkinis  
Ms Sophie Kreitzman  
Mrs Anley Wong

Steering Group

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Headteacher Judi Cliff

Miss Jennie Harrop  
Mrs Rita Hesford  
Mr Nick Kokkinis

Nevil Road Junior School  
Governing Board Roles

Chair	Nick Kokkinis
Vice chair	Jennie Harrop
English Governor	Jennie Harrop
Development	Rita Hesford
H&S Governor	Caroline Wilke
Maths and Technology Governor	Anley Wong
S.E.N. Governor	Elizabeth Owen
Safeguarding	Nick Kokkinis