**NEVILL ROAD JUNIOR SCHOOL GOVERNING BOARD MINUTES**

**SUMMER TERM 2022**

Date: 6th July

Time: 6pm

Venue: School

GOVERNORS PRESENT

Mr N Kokkinis (Chair), Mrs Cliff (Headteacher), Mr P Curran, Mr A Earl, Ms S Geramipoor, Miss J Harrop, Mrs R Hesford, Mrs N Jordan and Mrs A Wong.

IN ATTENDANCE

Mrs C Heaney Governor Support Officer

*The meeting began at 6:07pm*

**Bold=Governor comment/question**

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| 1. | WELCOME AND APOLOGIES |
| a) | Welcome |
|  | The Chair opened the meeting by congratulating the staff and pupils on the recent SATs results.  Governors were welcomed to the meeting by the Chair. Apologies for absence were received from Mrs J Garnett, Mrs C Wilke, Mr B Pinnock and Ms M Tallow and accepted by the governing board. There were no apologies received from Cllr L Weekes-Holt. |
| b) | Resignation |
|  | Governors noted the resignation of Miss E Owen. Governors thanked Miss Owen for her service to the school and made particular mention to her contributions in relation to SEND. |
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| 2. | DECLARATION OF ANY OTHER BUSINESS (AOB) |
|  | The Chair invited governors to declare any items for discussion under AOB.   * Financing the boiler replacement to be discussed in agenda item 11. * School Development day. |
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| 3. | DECLARATIONS OF INTERESTS |
|  | Governors were asked to declare any business, financial or personal interests in any agenda items; no declarations were made.  Miss Harrop - Family connection to Harfield Components Ltd who had undertaken work for the school.  Mrs Jordan – Governor at Norbury Hall Primary School |
|  | Governors were reminded that they should declare any interest which arose during the meeting. |
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|  | **CORE OBJECTIVE 1: ENSURING CLARITY OF VISION, ETHOS & STRATEGIC DIRECTION** |
| 4. | SCHOOL DEVELOPMENT PLAN (SDP) |
|  | Governors reviewed the progress of the SDP which was uploaded to GovernorHub prior to the meeting. It was noted that interventions would be analysed to determine the impact. Furthermore, the publication of the IDSR in the Autumn term would provide higher quality analysis of progress. |
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| 5. | CORE BUSINESS |
| a) | Previous Governing Board Minutes, Actions & Matters Arising |
|  | It was RESOLVED that the minutes of the meeting held on 16th March and 29th March, copies circulated previously, be approved and signed by the Chair and authorised for publication.  The actions from the spring term minutes were reviewed as follows: |
|  | |  |  |  |  | | --- | --- | --- | --- | | **MINUTE POINT** | **ACTION REQUIRED** | **ACTION FOR** | **UPDATE** | | 5h | Investigate the setting of delegation limits and whether governors have an input. | Head | COMPLETE | | 5f | Identify the School Fund Auditor | Head | Updated below | | 14c | Volunteer requested to manage the governance section of the school website | All | Updated below | | 14d | Headteacher to update the board in relation to the £1 increment to Teachers pay | Head | Updated below | |
|  | Minute point 5f  The School Fund Auditor was confirmed as Mr Male.  Minute point 14c  Mrs Hesford agreed to take on responsibility for this role from September.  Minute point 14d  The Headteacher provided an overview for the benefit of governors who were not at the previous meeting. It was noted that there were no affected school staff. |
| c) | Pay Committee Membership |
|  | The Pay committee membership was considered and agreed as Mr Kokkinis, Mrs Hesford and Mr A Earl. |
| d) | Policies |
|  | The following policies would be deferred to the Autumn Resources meeting; **ACTION**   * Health & Safety * School Uniform |
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| 6. | BOARD/STRATEGIC DEVELOPMENT |
| a) | Governing Board Development Plan (Skills Audit, Induction, Training, Succession Plans) |
|  | The Development governor was invited to provide an update;  Records indicated that the board had recently attended fifteen different training courses. Governors were reminded to ensure any additional relevant training was added to the record on GovernorHub.  Three governors attended the GOVAS 2022 conference.  A handbook had been developed for new governors and would be distributed from the next academic year. Buddies were asked to ensure that they liaised with new governors to ensure attendance at the new governor sessions in the Autumn term.  Training needs were being assessed and would be distributed between governors.  Mr Earl was thanked for the recent training which was provided to governors. |
| b) | End of Term of Office |
|  | Governors noted the upcoming end of term of office;   * Cllr L Weekes-Holt (30th December 2022) |
| c) | Board Vacancies |
|  | Governors considered the Co-opted vacancy on the governing board: |
|  | Governors duly RESOLVED that Ms S Geramipoor be appointed to the governing board for a four-year term of office from 6th July 2022 to 5th July 2026. |
| d) | Terms of Office for Chair and Vice Chair |
|  | Governors duly AGREED a continuation of the current arrangements. Terms of office to remain at one year from the date of the autumn term meeting 2022; the Chair and Vice Chair to remain in office until the date of the autumn term meeting 2023. |
| e) | Expressions of Interests in the Roles of Chair, Vice Chair, Chairs of Committees |
|  | Mr Kokkinis expressed an interest in the role of Chair.  Miss Harrop expressed an interest in the role of Vice-Chair.  Governors were invited to give some thought to the roles and contact the Clerk prior to the autumn term full governing board meeting in order to express an interest. **ACTION** |
| f) | Feedback on Governor Visits |
|  | Governors were invited to share details in relation to recent link visits;  Miss Harrop, Mrs Hesford and Mrs Wilke had attended the curriculum day. This had provided opportunities to talk to pupils and the subject leaders for PE, Music and Science  Mr Kokkinis and Ms Tallow had met with the School Improvement Advisor (SIA) and Senior Leadership team to consider PSHE, Geography and Computing. This had provided an opportunity to talk to pupils and Subject leaders regarding those areas. It was felt that subject knowledge was excellent and there was clear development of individual areas. Overall, it had been noted that pupils enjoyed each subject area.  It was noted that not all pupils were able to recall information effectively. Governors heard that some subjects had been delivered online and that techniques for recall had been discussed with the SIA. Governors briefly discussed the expectation for subject recall and the links with curriculum sequencing.  The SIA would produce a report which would be circulated with governors.  **In response to a governor question,** an overview was provided in relation to Ofsted’s assessment of non-core subject areas. **In response to a further governor question,** the Headteacher provided an overview of the likely format of an Ofsted inspection. |
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| 7. | BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY |
|  | Governors noted the updates;   * Governance update and governor development * Recent DfE White and Green Papers * Guidance on Headteacher Pay * New Guidance on School Uniform * DfE Updates for Schools   Governors discussed the following agenda item;   * Adaptive Teaching   An overview was provided in relation to the materials on offer.  **In response to a governor question,** the Headteacher explained that the training was offered to the senior leadership team and elements disseminated to school staff as required within the setting. **In response to a further governor question,** an overview was provided in relation to the SEND provision and the national increase in EHCP applications. It was felt that quality first teaching made the biggest impact to support SEND learners. |
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|  | **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 referred to the report which had been circulated prior to the meeting. Further key information was outlined and questions or comments were invited;  The impact of the priorities for the summer term had been indicated in red.  Quality of Education  Recent feedback had indicated that all staff should receive phonics training which had been scheduled for September.  One Education had completed a deep dive in Reading. There would be a renewed focus on the whole school reading model to ensure consistency across the school.  Links were encouraged with the Infant school to support a consistent approach. It was noted that there were benefits in staff understanding the key stage 1 curriculum offer.  Behaviour and Attitudes  There had been approximately 300 responses to the most recent anti-bullying questionnaire. Overall, there had been no identified trends or feedback of concern which was felt to be a positive. The school would continue to work on this area.  Governors were referred to the attendance data. It was noted that the patterns applied to all groups and there was no disproportionate impact on any one group.  Governors heard that attendance continued to improve and the steps that were taken within school to support good attendance were outlined. It was felt there were robust attendance systems in school.  An explanation of the acronyms used was provided for the benefit of new governors.  **There were 23 pupils classed as PA in the summer term, based on your experience, was that a reasonable number?** It was higher than we would like and in previous years it would not be as high as that. There were several pupils with medical needs and covid also continued to impact attendance. There were some pupils who had had covid three times. Several families with PA were in the TAC process and part of those discussions addresses attendance in conjunction with the EWO. Attendance was improving and the procedures that were in place were working.  **In response to a governor question,** the Headteacher outlined her responsibilities for attendance and how it was managed in school. Mention was made to the success of the medical action plans.  **In response to a governor question regarding non negotiable hospital appointments,** the Headteacher reminded governors that the school knew families well and recognised where there were situations out of their control.  There had been no exclusions since the last meeting.  There had been one incident of racism and one incident of bullying involving the same child. The Headteacher briefly outlined the steps taken and noted that the racist incident had been reported appropriately. It was noted that there had been no further incidents since that time.  Leadership and Management  Governors heard a brief overview regarding the year 4 multiplication check. It was noted that measurement between start and end points had identified significant progress.  Governors noted that many pupils, particularly SEND had found the process frustrating given the time available to answer individual questions.  It was noted that the SATs results were now available on the school website and would be shared in that week’s school newsletter. Individual pupil scores would be included on end of year reports along with teacher assessments.  Governors briefly discussed the likely impact of the latest SATs results on school admissions.  The Headteacher was thanked for the report. |
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| 9. | WELLBEING |
|  | It was noted that wellbeing was an agenda item at the upcoming governor development day. |
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| 10. | CURRICULUM & STANDARDS |
| a) | Committee Minutes |
|  | The minutes of the committee meeting held on 25th May were noted by the governing board. |
| b) | Ratification of Policies |
|  | The following policies were considered by the committee and duly RATIFIED by the governing board:   * Looked after children * Parent and Visitor behaviour * Positive relationships and behaviour * School Complaints procedure |
| c) | Educational Recovery Progress |
|  | This item was discussed in the Headteacher’s report. |
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|  | **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 15th June were noted by the governing board. |
| b) | Ratification of Policies |
|  | The following policies were considered by the committee and duly RATIFIED by the governing board:   * Medical conditions in school * Sickness leave/absence |
| c) | Approval of 2022-23 Budget |
|  | Governors noted that the 2022-23 budget had been APPROVED by the Resources committee. |
| d) | Budget Update |
|  | Update |
|  | Governors heard that the 2021-22 carry forward had been higher than originally forecast. However, falling infant pupil numbers meant there was a projected deficit from 2024-25. |
|  | Boiler replacement |
|  | Governors were reminded of the discussions that had taken place at the recent Resources committee meeting regarding the boiler replacement and options for payment. It was noted that the school had to fund £125,000 of the overall replacement.  A document was circulated indicating the projection for interest on borrowing dependant on the level of deposit using DFC monies.  **What was your view on which would be the preferred option?** (Head) Having spoken to the SBM, it was felt that using all the DFC money would be the better option as those monies were ringfenced for particular expenditure. The school budget could be used for any other unexpected costs which might arise. The school had not used the DFC budget for quite some time.  Governors discussed the available options and noted that using DFC monies would save £6,000 in interest over the 7-year term.  Governors duly APPROVED the use of the full DFC balance for the boiler replacement. |
| e) | Evaluation of Pupil Premium, Sports Grant, Covid Catch Up Spending |
|  | The Headteacher noted that as the SATs results had not yet been analysed, evaluation of the PP strategy would be shared in the Autumn term.  It was not known if further catch-up funding would be received. Impact of the funding could be seen in the SATs results although further analysis would take place for other year groups. The impact statement on the school website identified how the funding had been used.  **Some of those interventions had been very successful, was there anything the school still wanted to do despite the funding not being available?** There was a member of staff who would be picking up some year 6 intervention in the Autumn term. Additionally, there may be some Teaching Assistants who could offer tutoring although that would have an impact on the budget. All interventions would be evaluated, and we would identify those that had had the desired impact. We would hope that the majority of pupils had now got to where they needed to be, and we wouldn’t need to keep offering interventions. There were other interventions that were free, such as Reading at home which had had a significant impact. |
| f) | Residential Trips |
|  | The following residential trips were considered and APPROVED by the governing board subject to all appropriate Risk Assessments being in place:   * Castleton * Conwy |
| g) | Local Authority Buybacks |
|  | Buybacks had been APPROVED by the Resources committee. |
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| 12. | PREMISES & HEALTH & SAFETY (H&S) |
|  | The Headteacher noted that the actions raised within the H&S audit had now been addressed.  Further quotations were being sought in relation to the fire doors.  The Chair had undertaken a H&S walk and noted all documentation was up to date. A report would be published and shared with governors. **ACTION**  The Headteacher had recently attending H&S training. |
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| 13. | DATES |
| a) | Full Governing Board |
|  | Governors agreed for future meetings to begin at 5pm to support staff wellbeing.  7th December 2022, 15th March & 5th July 2023 |
| b) | Committee Meetings |
|  | Steering (10am) - 6th September 2022 , 10th January & 25th April 2023  Curriculum & Standards (3:30pm) – 11th October 2022, 7th February & 23rd May 2023  Resources (10am) – 8th November 2022, 28th February & 13th June 2023 |
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| 14. | ANY OTHER BUSINESS |
| a) | School Development Day |
|  | This would be taking place on Friday 7th July and a brief overview was heard. |
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|  | With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 7:53 pm. |

**NEVILL ROAD JUNIOR SCHOOL**

**SUMMER TERM 2022 GOVERNING BOARD MINUTES**

**MEETING ACTION POINTS**

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| **MINUTE POINT** | **ACTION REQUIRED** | **ACTION FOR** | **DATE ACTION TO BE COMPLETED** |
| 5d | Policies to be presented for approval at the Autumn Resources meeting;   * Health & Safety * School Uniform | Head | Autumn Resources |
| 6e | Expressions of Interests in the roles of Chair, Vice Chair, Chairs of Committees to be sent to the clerk. | All | Autumn FGB |
| 12. | H&S link governor report to be shared with the board. | NK | Autumn FGB. |