



MINUTES OF MEETING



**Nottinghamshire
County Council**

School: Crescent Primary School
Meeting title: Autumn term meeting of the governing body
Date and time: Wednesday 4 October 2023 at 6:00 pm
Location: At the school

'Happiness, success and learning for life'

Membership

'A' denotes absence

A	Emma Somers
	Ellen Colley
	Martin Senior (chair)
	Mark Beresford
	Sue Senior (training coordinator)
A	Kevin Broadhead
	Rachel Spray (headteacher)
	Vacancy – co-opted governor
	Alison Screamon
	Carly Baines
	Edward Harris

In attendance

Lisa Harris (associate member)
Kerry Palmer (clerk to the governors)

The chair welcomed everyone, particularly Mark Beresford, recently appointed co-opted governor, to the meeting and introductions were made.

Action

GB/107/23

Apologies for absence

Apologies for absence with reasons were received from:

- Ellen Colley
- Kevin Broadhead

It was

resolved

that the governing body consent to these absences.

GB/108/23

Declaration of interest – Governor annual declarations and agreements

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

Review and sign 2023/2024 Register of Business Interest and Declaration of Eligibility

All governors confirmed that they had reviewed and signed the Register of Business Interest and Declaration of Eligibility.

Review and sign Governor Code of Conduct

Governors were referred to the Governor Code of Conduct, updated in line with the new LA model on 'I am Compliant' and circulated on GovernorHub.

The revised Code of Conduct was unanimously approved and adopted.

All governors confirmed that they had read, understood and signed the school governors' code of conduct.

The clerk reminded governors that it is a statutory requirement that the school should ensure governor membership details are correct on the school website and on the DFE website "Get Information About Schools (GIAS)". **HT**

GB/109/23 Review of membership and terms of office ending in the next 12 months

The clerk highlighted the following vacancies on the governing body:

1 co-opted governor

Governors were encouraged to consider possible candidates with skills or experience that might enhance effective governance at the school and discuss them with the HT or chair. Several possibilities were suggested. **All gobs.**

The clerk brought to the attention of governors the following end of term of office:

Ellen Colley – co-opted governor – 21.02.24

Alison Screaton – parent governor – 02.02.24

The vacancy will be advertised, and an election arranged if necessary. **HT**

The clerk reminded governors that new governors and renewal of term of office that the school is responsible for ensuring that they are eligible to be a governor and have had DBS and section 128 checks. New governors must also undertake induction training that includes safeguarding as per the requirement of KCSiE. **HT**

GB/110/23 Approval of minutes of summer term

The minutes of the summer term meeting held on 19 July 2023 having been previously circulated were confirmed and signed by the chair.

These minutes will have the chair's e-signature placed on them.

Review of actions – including annual planning documents and approval of 2023/2024 scheme of delegation

- It was noted that the 2023-24 Scheme of Delegation is available on GovernorHub. **Governors unanimously approved and adopted the revised Scheme of Delegation.**
- The HT reported that:
'The school field ownership query has been resolved – owned by MDC but James Hodson Brown of Pleasley Hill Farm is the proprietor. RS has spoken to him and there was an informal agreement that the school could use the field and maintain it. We currently have the grass mowed regularly but would not be able to repair the fences due to the large area and public accessing the field.'

All other actions have been addressed or appear later on the agenda.

GB/111/23 Receipt of minutes and approval of policies from committees and working parties

The chair confirmed that all governors are members of the two committees which meet 'back-to- back' on the same evening.

Finance, General Purposes & Personnel Committee – 5pm
Strategic Development & Pupils Committee – 6pm

The next meetings are planned for: 21.11.23, 19.03.24 and 17.07.24, all from 5pm

The following policies, having been updated in line with LA and DfE guidance and circulated to governors for scrutiny on 'I am compliant' were approved and adopted:

- *Child Protection*
- *HR*
- *Complaints*

GB/112/23 Overseeing Financial Performance – Financial reporting

The HT reported that the annual LA audit is booked in November.

Schools Financial Value Standard (SFVS) 2023/24

The clerk reminded governors that it is a mandatory requirement that the annual SFVS has to be completed by 31 March 2024 and shared with all governors.

GB/113/23 Holding executive leaders to account: Summary of Headteacher's report and governors' questions and challenge

The HT spoke to her report, which had been circulated on GovernorHub prior to the meeting along with supporting papers and data. These include.....

The Head's report included information about admissions, attendance, safeguarding, SEND & LAC, behaviour, pupil and staff wellbeing, attainment, progress, catch-up spending, pupil premium, curriculum, contingency planning, health & safety and premises, finance, staffing, performance management, CPD and SIP.

Updates and additional information were given, where appropriate, and governors' questions answered.

- The new school year has begun well with new staff already feeling part of the team. Key statutory training was completed during the initial inset days. The children have made a good start and positive community links continue to grow.
It was reported that the recent harvest celebration enabled 18 local families to receive food parcels in addition to the regular foodbank activity. A new collaboration with Ashfield College will see 8 families engaged in cooking nourishing but cheap meals. It's planned for the scheme to be repeated if successful.

There are currently 428 children on roll with additional nursery starters expected in the new year. There have been a number of new starters throughout the school who have been welcomed. However, little information is received in advance of particular needs that need resourcing.

A governor asked if this was unusual. The HT responded it's not! Particularly amongst younger children there continue to be significant issues around socialisation and children with complex needs. It was also noted that there are now children with 24 different first languages in the school.

- Attendance is currently 95.26% with 13.99% persistent absent. A rigorous monitoring system includes referral to the LA enforcement team and court action. The latter is time consuming and expensive to the LA but has little effect on families concerned. Good attendance is also rewarded.
- The new SENDCO has made an excellent start and, along with the pastoral team has reviewed the entire SEND register., updated review meetings and targeted support.

Governors were referred to the SEND report on 'I am compliant'.

- Zones of Regulation, ELSA and pastoral support are used with targeted children whose behaviour might cause concern. The HT reported that three Y5/6 children had been suspended due to episodes of violence and loss of control, including in the presence of a parent. Re-integration has begun. Support has been requested from Sherwood Area Partnership.
- Pupil and staff well-being continues to be actively supported and staff were all reminded of the range of services available during recent inset days.

Governors were referred to the detailed pupil premium report, available on GovernorHub.

- Curriculum development continues to focus on reading and writing with new schemes introduced with accompanying staff training led by SH, DHT.

Confidential item

As part of a staffing update, governors recognised that the need to formal HR attendance programme resulting from long-term absence needs to be handles sensitively.

- Governors were pleased to hear that the budget is currently healthy. More detail will be available following the mid-year review planned for 10.11.23.
- A wide range of staff CPD was reported and a variety of extra- curricular and enrichment activities.

The HT was thanked for a full and informative report.

GB/114/23 Update on appraisal process for headteacher and staff including an update on the wellbeing of the headteacher and staff

Headteacher appraisers were confirmed for the current school year:

External adviser: Bob Haywood

Governor Appraisers: Martin Senior and Ed Harris

QA: Alison Screatton

GB/115/23 Receive and scrutinise headteacher's annual report on whole school appraisal process including:

Review appraisal policy in line with recommended changes from HR Provider

The clerk confirmed that the LA revised Appraisal Policy 2023 and Guidance Document 2023 are now available on the schools Portal.

The revised appraisal policy, circulated for scrutiny on 'I am compliant' was unanimously approved and adopted.

Governors were referred to the school appraisal policy, available on 'I am compliant', and reminded that there is a lot of guidance on the East Midlands Education Support Service (EMED) website under the package for governors to access.

Ensure effective appraisal arrangements for all staff are in place!

As reported by the HT:

As part of the appraisal process, new staff in school will have a well-being catch up with a member of the SLT.

Inset day 5.9.23 : All staff received information on the staff absence well-being package that is for all staff to access services such as counselling, physio, GP/nurse.

Ensure timetable in place for termly review

The HT confirmed that objectives and targets for all staff are in place and review meetings planned.

Confirm arrangements to consider/ratify headteacher pay recommendations for all staff in line with the scheme of delegation and the pay policy!

This item was referred to the next meeting of the finance committee.

Confirm arrangements to receive the appraisal governors pay recommendations for the Headteacher in line with the scheme of delegation and the pay policy

This item was referred to the next meeting of the finance committee.

GB/116/23 Ensure clarity of vision, ethos and strategic direction, set by governors!

Review and embed the vision, ethos and strategy of the school – reflected in the school improvement plan

Crescent Primary School has an agreed mission statement which encompasses our school aims and values which underpin the ethos at Crescent Primary School "Happiness, Success and Life-Long Learning".

VISION

Crescent Primary School aims to retain its' status as an 'Outstanding school' (OFSTED 2018). We aim to be amongst the largest, most sought-after schools within the Mansfield district and will achieve this by working in partnership with all school stakeholders and the local community.

AIMS AND VALUES

C elebrate achievements

R esponsible, co-operative, independent citizens

E njoyment—happy, safe and supported
S uccess - fulfil our potential
C urrericulum - broad, balanced, relevant & exciting!
E ncouraging - self-belief and aspirational
N urturing - high self-esteem - give & create smiles
T olerance & understanding
P artnership with parents & the community
R espect - each other & the environment
I nclusive - value everyone's contribution!
M ake progress! Achieve high standards
A ttitude - positive, co-operative, thoughtful, questioning.
R ealistic - high aims and expectations
Y ou can do it! Be the best that you can be!

Governors unanimously endorsed the school's vision and ethos statement which they believe is embedded in all aspects of school activity.

Governors discussed the possible impact of academisation on the school's unique character and were unanimously of the view that this should be protected.

Approve the School Improvement Plan as detailed in the scheme of delegation

Governors were referred to the draft SIP, circulated prior to the meeting for scrutiny.

This lists four key priorities for future development with actions proposed, time scale, lead staff, resource implications, monitoring responsibilities and success criteria,

OBJECTIVE 1 Quality of Education

- 1.1 To raise attainment in reading (phonics)
- 1.2 To raise attainment in writing

OBJECTIVE 2 Behaviour and Attitudes

- 2.1 To develop a whole school culture that promotes the benefits of high attendance

OBJECTIVE 3 Personal Development

- 3.1 To increase the efficacy of the curriculum in building pupils' Personal Development
- 3.2 To enhance the provision for children with EAL and their families at Crescent Primary School

OBJECTIVE 4: Leadership and Management

- 4.1 To enhance the provision for children with SEND and their families at Crescent Primary School
- 4.2 To empower all subject leaders to be effective in their role

OBJECTIVE 5: Quality of Education in the Early Years

After careful consideration, governors unanimously approved the SIP for 2023-24.

GB/117/23 Information from the Corporate Director for consideration and action

Nottinghamshire SEND Improvement Programme Summary of Report

Following the recent local area SEND inspection by Ofsted and the Care Quality Commission (CQC) in early 2023, the local area partnership has developed a

SEND Improvement Programme to ensure the experiences and outcomes for children and young people with Special Educational Needs and Disabilities (SEND) are improved.

A SEND Improvement Board has been established to oversee improvements arising from the inspection report, with Dame Christine Leneham (Director of the Council for Disabled Children), as its independent Chair.

Priority Action 1 - Leaders, NHS Nottingham and Nottinghamshire Integrated Care Board and education, health, and care providers should cooperate to urgently identify, assess, and provide for the needs of children and young people with SEND.

Priority Action 2 - Leaders, including commissioners and providers, should act urgently to identify and address the delays and gaps in access to some health services, particularly speech and language therapy, neurodevelopmental pathways, and equipment services.

Further details including a link to a power-point presentation is available in the directors' report for governors.

Questions governors will want to ask:

1. How familiar is your school with the local area SEND inspection and the outcomes?
2. How effectively does your school identify, meet and monitor children and young people with SEN Support?
3. How does your school engage children and young people with SEND and their parents and carers in the decisions made about them wherever possible?

Safer Working (recruitment and selection), Teachers Pay and other HR updates

Teachers Pay Award September 2023 - The school finance team has updated the budget planning tool over the summer, to include the new teachers pay salaries as recommended by School Teachers' Review Body (STRB) for September 2023.

Appraisal objectives for the new year 2023-24 should be set using the Appraisal policy and Guidance 2023.

Support Staff Pay award effective from 1 April 2023 - The pay award remains unresolved, and we will provide a further update as more information is available.

The School Pay Policy for 2023 - The HR Service will issue the pay related updated documents following completion of consultation with the local trade unions and final publication of the STPCD 2023 in November.

Updates to Recruitment and Selection Safer Working Documents 2023

This has been revised in line with Keeping Children Safe in Education 2023 (KCSIE 2023), Several HR policies and procedures, including contracts of employment and accompanying letters which can be accessed here.

The School's Employee Code of Conduct this document has been updated in line with changes to policies for all Nottinghamshire County Council employees regarding second employment and acceptance of gifts.

The School Induction Policy (updated Sept 2023)

schools are advised to refer to the policy when inducting new staff and use the checklists.

Counselling support for all school-based employees

governors are reminded that counselling intervention is available for employees through our new provider Health Assured – see school portal for more details.

Length of the School Week

The School White paper announced an expectation for all mainstream state-funded schools to deliver at least a 32.5-hour week by September 2023. This has now been extended and schools have until September 2024 to meet this expectation.

New SENCO Qualification requirements from September 2024

The Department for Education announced in the SEND and alternative provision improvement plan, published in March 2023 that a new leadership level national professional qualification for SENCOs will now replace the existing qualification 1.

Action for governors

To read the letter issued to all schools on 31 August 2023, providing draft interim guidance on the (a) ongoing consultation on the teachers' pay award 2023 and (b) continuing consultation on the pay award for school support staff;

Once appraisal outcomes for 2022-23 are determined, head teachers may prepare and present a report to the governing body setting out the recommended incremental pay progression for teachers, where applicable, using Pay Policy 2022 Toolkit Appendices 8 and 9. Schools do not need to delay these decisions until the Pay Policy 2023 is published.

To be aware of the proposed changes to staff pay (teachers and support staff) and assess the implications for the school budget;

To make arrangements for the appropriate committee of the governing body to meet to approve all new policies, guidance documents and toolkits as they are published. Remember, head teachers and governors must make policies school specific where required;

To ensure that all staff and governors have read the required elements of Keeping Children Safe in Education, 2023 and Annex A as required;

To ensure that the school policies and systems for undertaking the required safer recruitment checks for staff, governors, volunteers and contractors are robust. Plan to review your SCR and undertake a Pre-Ofsted Safer Working Check, if required;

To ensure that a DBS and Section 128 check has been carried out for all governors

To ensure that all appropriate HR policies and procedures have been adopted (Governor Policy Checklist, 2023), including the specific updates as described in this report; · Look out for updates on the School Pay Policy in October 2023 and apply the new rates in November, when agreed by Parliament.

GB/118/23 Safeguarding information for consideration and action

Assurance of statutory safeguarding arrangements in Nottinghamshire Schools, colleges, and independent providers

“Governing bodies and proprietors have a strategic leadership responsibility for their school’s or college’s safeguarding arrangements and must ensure that they comply with their duties under legislation. They must have regard to this guidance, ensuring policies, procedures and training in their schools or colleges are effective and comply with the law at all times”.

KCSIE 2023 The Department for Education published KCSiE 2023 on the 6th of June 2023,

This document has been circulated via email to all schools and to Governors through Governor Services via GovernorHub.

The clerk confirmed that all governors are required to read the full document.

A summary of the Key revisions to the KCSIE 2023 has been provided in an article by Cheryl Stollery, Safeguarding Children in Education Officer in the Autumn 2023 newsletter. These have been incorporated into all relevant LA model policies which are available on GovernorHub.

Safeguarding Children in Education: self-audit tool 2023/2024 plus supporting guidance

The 2023 model NCC and NSCP child protection policy toolkit should be tailored to the individual school's own safeguarding arrangements.

The clerk confirmed that a signposting document for governors' safeguarding training to help governors meet the KCSIE safeguarding induction and updating training requirements has been provided on Governorhub.

Further Information is available in the current issue of the Governor Newsletter.

GB/119/23 General Data Protection Regulations - Receive report from Data Protection Officer and Information Governance governor

Data Protection Officer: Paul Matthews
Senior Information Risk Owner: Rachel Spray
Information Governance Governor: Martin Senior

Governors were referred to the comprehensive DPO report circulated for scrutiny prior to the meeting. This states that:

'We are currently GDPR compliant and have a new checklist and timeline of when actions need to take place for GDPR.

All staff have had a GDPR updates in the INSET day at the beginning of September (05/09/23).

New staff Induction includes GDPR information and requirements.

GDPR breaches and latest information are shared with all teaching, learning and office staff in staff meetings and this is disseminated to other roles.'

It was confirmed that training is up to date and the school continues to use the LA toolkit and that there have been no reportable GDPR breaches or Freedom of Information requests since the last meeting.

GB/120/23 Communication received and updates

From Chair

The chair noted that four complaints have been referred to him since the last meeting and successfully addressed.

From Headteacher

The headteacher reported on the collaboration meeting held earlier today.
Particular points raised included:

- Joint governor training – is there continued value in joint governor training sessions, as organised in the past?

Governors discussed the issue and were generally of the view that, given the availability of training modules, from a variety of sources, the convenience of on-line training is a bonus. However, occasional 'networking gatherings' for governors would also be valued.

- Expanding the collaboration to include Newlands Junior School and Nettleworth Infant School.

It was explained that the HTs and governor reps from these two schools had expressed an interest in joining the collaboration and had been invited to the collaboration meeting for the matter to be discussed. The outcome of the discussion was the unanimous view that this would be a positive move for both parties and the formal procedure should be started. This includes each of the governing bodies concerned recording their assent.

After discussion:

The Crescent governing body unanimously approved the proposal that Nettleworth and Newlands join the Mansfield Area Collaboration.

From Clerk - Governor Newsletter

The clerk referred to the latest Governor Newsletter, available on GovernorHub which includes information about:

- School Admissions Information – key dates and admission arrangements for 2025-2026 **as recently circulated to all schools for publicity.**
- Safeguarding in Education - KCSiE2023 actions for governors and key changes **as referred to in the information from the corporate director.**
- DFE announcement re 2-year action plan for PE
- update re professional qualification for SENCOs.
- The Nottinghamshire Safeguarding Children Partnership (NSCP) Consultation Review of safeguarding practice
- Message from Chair of NAGS
- Updates from the National Governance Association conference,
- Frequently Asked Questions (FAQ) tab on Nottinghamshire Governor Services GovernorHub page.
- Dealing with Exclusions – Support for Headteachers and Governors
- Collaborations
- Can Governing Boards use WhatsApp or Messenger?
- The Education Library Service – updates
- Notts support governors – can you help?
- School Governors' right to time off work – employment law
- Governor recruitment- information and update

GB/121/23 Report from training co-ordinator including a skills audit and review of governor training requirements (including safeguarding) for 2023/24

SS confirmed that safeguarding training had been completed by all governors and referred governors to the numerous on-line training opportunities available from the National College, NGA, Key and the LA.

All gov.

Copies of the skills audit were distributed, and governors asked to complete them and return to school ASAP.

GB/122/23 Review of governor monitoring visit reports – key actions for governing body

School Improvement Link Governors were confirmed:

Objective 1: Quality of Education
Ed Harris & Mark Beresford

Objective 2: Behaviour and Attitudes
Sue Senior & Kev Broadhead

Objective 3: Personal Development
Lisa Harris & Alison Screaton

Objective 4: Leadership and Management
Rachel Spray, Sally Hamilton, Martin Senior & Carly Baines

Objective 5: Quality of Education in the Early Years
Emma Somers & Kev Broadhead

Other link responsibilities:

Safeguarding, SEND & CLA: Carly Baines
Health & Safety: Ed Harris
Child Protection & Anti-bullying: Alison Screaton

Governors were referred to the Governor Monitoring Folder and noted the comprehensive H&S report filed by Ed Harris on GovernorHub. It was agreed that only section of the reporting form relevant to a particular monitoring activity needed to be completed.

GB/123/23 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

- Governor monitoring responsibilities linked to school improvement priorities.
- Close scrutiny of HT's report and associated data.
- A continuing focus on well-being and welfare of children and staff.

GB/124/23 Confirmation of dates for 2023/24

The governing body - **agreed**

Spring term - 31 January 2024 at 6pm
Summer term – 17 July 2024 at 6pm

GB/125/23 Determination of confidentiality of business

It was - **resolved**

that all papers and reports be made available as necessary.

The meeting closed at 7.45pm.

Signed



M. SENIOR

..... (chair)

Date31.01.24.....

School Display