



# MINUTES OF MEETING



**Nottinghamshire  
County Council**

**School:** Crescent Primary School  
**Meeting title:** Summer term meeting of the governing body  
**Date and time:** Wednesday 19 July 2023 at 6pm  
**Location:** At the School

## 'Happiness, success and learning for life'

**Membership**  
'A' denotes absence      A

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

**In attendance**

Sally Hamilton (DHT)  
Lisa Harris (associate member)  
Mr Kerry Palmer (clerk to the governors)

**GB/88/23      Apologies for absence      Action**

Apologies for absence were received from:

Ellen Colley

It was

**resolved**

that the governing body consent to this absence.

**GB/89/23      Declaration of interest**

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

**GB/90/23      Review of membership and terms of office ending in the next 12 months**

Governors were pleased to hear that Mr Mark Beresford has expressed an interest in becoming a co-opted governor. His presence at meetings would be split between face to face and on-line. Having noted that he has skills and experience that would contribute to effective governance, he was unanimously appointed co-opted governor for an initial term of four years.

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.

All gobs.

The clerk noted that no governor comes to the end of their current term of office until February 2024.

It was noted that one parent governor will join the school staff in September which makes the total % of staff on the governing body above the 30% threshold. The recruitment of an additional co-opted governor should rectify this situation.

### **GB/91/23 Approval of minutes of spring term meeting**

The minutes of the spring term meeting held on 1 February 2023 having been previously circulated were confirmed and will have the chair's e-signature placed on them.

#### *Matters arising/review of actions*

- Additional swimming sessions  
Having considered the possible options and costs, it has been agreed, with regret, to just book a nine-week programme for Y6, to fulfil curricular requirements.
- Governor approval of policies  
Governors were reminder to indicate their approval of new and updated policies as circulated on 'I Am Compliant'.
- Governor conference feedback  
The chair and training coordinator attended and reported that the key-note speaker was interesting and inspirational. Both workshops attended, 'GovernorHub opportunities' and 'energy efficiency' had provided useful information. Governors were encouraged to consider attending future conferences, particularly as the school is allocated two free places as part of the governor training package.

All gobs.

### **GB/92/23 Receipt of minutes and approval of policies from committees and working parties**

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

The minutes of the meetings held on 21 March 2023 having been circulated on GovernorHub to all governors for scrutiny, were noted.

The next meetings are planned for: 21 November 2023 from 5pm

### **GB/93/23 Financial reporting**

#### *Approval of school budget including Services for Schools*

Governors unanimously approved the budget plan for 2023-24 as discussed in detail and agreed at committee, details of which had been circulated for scrutiny.

*Governors consistent financial reporting out-turn statement including the intended use of balances (BO2) return*

Governors approved the allocation of the carry forward £319,135 from 2022-23 financial year to sustain staffing structure, noting that a smaller carry forward is currently predicted at the end of the current financial year of around £158,977 and a deficit the following year. However, governors agreed that there are many unpredictable financial changes ahead. Already, the per pupil allocation and pupil premium support have been increased.

## GB/94/23 Summary of headteacher's report and governors' questions and challenge

To include:

- Organisation Chart of staff- how staffing structure has changed for September 2023.

Governors were referred to the staffing plan for 2023-24 circulated along with the HT's report. It just remains to be updated with proposed TA link responsibilities.

- Capital spending opportunities:
  - Light replacement progress report
  - Replacement toilets
  - Small kitchen setup for wrap-around

The HT reported that all these improvements are in hand and work will be completed in the summer holidays.

The HT spoke to her report, which had been circulated on GovernorHub prior to the meeting along with supporting papers and data including the pupil premium strategy 2022-23, updated School Improvement Plan, Data Headlines, staffing structure 2023-24 SEND in a Nutshell and staff attendance monitoring report.

The Head's report included an executive summary and 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 HT began by thanking governors for their support at the recent school fair which raised £1700 for school funds and Autism awareness.

The office manager was praised for coping with the mountain of documentation associated with the recent appointment of 11 new staff.

**Governors were pleased to note that the school now has 449 pupils on role, an all-time record, a continuing testament to the school's popularity in the community.**

Governors were referred to the detailed attendance report circulated on GovernorHub.

It was reported that 40+ have achieved attendance of 96%+ which will be celebrated along with the 100% achievers.

The HT reported that the collaboration attendance network has been useful in sharing agreed standard documentation and strategies to improve attendance levels.

A weekly review of attendance data has proved useful in identifying patterns and trends.

**Governors recognised the significant and increasing safeguarding load for the SENDCO and Family support worker with significant time consumed by necessary related referral tasks.**

**Governors were pleased to hear that Zoe Sanderson, the recently appointed SENDCO, has already made some hand-over school visits and seems 'lovely'.**

More detail about SEND activity has been circulated in 'SEN in a nutshell' which keeps the whole staff 'in the picture'.

The HT updated governors about behaviour management. Whilst there is a more positive 'feel' about pupil behaviour this term, some concerns continue to be addressed.

The behaviour of one Y4 child, over a period of time has led to an Education Health Care Plan that advised specialist provision. This will be considered by a panel shortly.

Six additional Learning support Assistants have been recruited to provide 1:1 support for children whose needs demand individual supervision for the new school year. This is an indication of the level of need.

Two formal complaints have been addressed by the chair who explained the policy should a complaint escalate.

**Governors were referred to the Data Headlines document circulated prior to the meeting,** noting that the school now has a full assessment picture for all year groups in all core subjects which will provide an informed baseline for target setting into the next school year.

Y2 teacher assessed SATs results were in line with national averages, Y4 Tables test saw 20/25 children achieve a pass Y6 SATs results were higher than national averages except in reading. It has been noted that the reading test paper was particularly challenging.

The progress of children from Y2 to Y6 was excellent, a tribute to the staff's hard work and expertise.

The pupil premium report also shows that the gap between the achievement of PP and non-PP children is closing.

**Governors recognised the work of senior leaders in collating all this useful data, recognising that everything is moving forward, and the staff know in detail where each child is working. They found this very re-assuring.**

**Governors were referred to the updated SIP circulated on GovernorHub which indicates milestones achieved and work in progress** as the school moves forward.

The revised curriculum is bedding in with significantly increased evidence of subject leader effectiveness. A new writing scheme 'Pathways to Write' is being trialled in the autumn in the hope that it will promote quality writing across the school. A new phonics scheme is also being used in Y1 and Y2.

As part of a staffing update, the HT referred governors to the staff absence analysis circulated on GovernorHub. The chair that one staff request for holiday leave in term time had been declined.

A Health and Safety site inspection and fire drill were completed on 23 May 2023. A query has arisen over the ownership of the school playing field. With a view to addressing the need for fencing repairs, MDC and NCC were contacted, and it transpired that the field is actually owned by Pleasley Hill Farm. This raises urgent questions about 'off-site' visits and insurance. Enquiries are being made as a matter of urgency.

The Energy Efficiency Grant of £17 880 is to be used towards the cost of LED light replacement with the balance being paid from school budget, as agreed at committee.

The HT was thanked for a full and informative report.

### **GB/95/23 Update on appraisal process and wellbeing for headteacher and staff**

External adviser: Bob Haywood  
Governor Appraisers: Martin Senior and Ed Harris  
QA: Alison Screaton

The HT reported that mid-term HT and teacher reviews have been completed with no significant concerns arising. Some objectives have been modified to recognise changing staff responsibilities.

Staff remain mutually supportive, and well-being remains good despite the many pressures of the job.

**The school has recently been awarded the 'mental health and well-being' accreditation and staff have access to the SAS well-being package.**

The clerk referred governors to the guidance on the East Midlands Education Support Service website under the new package for governors to access.

### **GB/96/23 Information from the Corporate Director for consideration and action**

*The Department for Education's SEND and Alternative Provision Improvement Plan*

**England's Department for Education (DfE) published on 2 March 2023 the Special Educational Needs and Disabilities (SEND) and Alternative Provision (AP) Improvement Plan: Right Support, Right Place, Right Time.**

The Improvement Plan sets out a threefold mission to:

- (1) Fulfil children's potential
- (2) Build parent's trust
- (3) Provide financial sustainability.

The Implementation Plan's key proposals include:

- A national system underpinned by National Standard
- Introduce a national framework of banding and price tariff
- An integrated SEND and alternative provision system with an emphasis upstream rather than expensive long-term places. A 3-tier model for alternative provision:

#### **Action for governors**

Governors will have key role in supporting the implementation of the SEND and alternative provision implementation plan. To do this please ensure that:

- The school's SEND Policy is consistent with the vision of the Improvement Plan in offering every child and young person the support that they need to participate fully, thrive, and fulfil their potential.

- The school is inclusive and uses the graduated response for children and young people with SEND.
- The Improvement Plan highlights the importance of early identification of need and intervention.
- Children and young people with SEND and their parents and carers are fully engaged in the decisions made about them wherever possible. This is known to increase the trust of parents and carers one of the key aims of the Implementation Plan.

The clerk informed governors that an explanatory power-point presentation is available as part of the summer term governors' briefing presentation on Facebook.

**GB/97/23 General Data Protection Regulations – report from the DPO/Information Governance Link Governor**

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

Governors were referred to the GDPR report circulated on GovernorHub for scrutiny. One breach was recorded which was swiftly addressed.

**GB/98/23 Receive report from the Designated CLA (Children who are Looked After) teacher**

Governors were referred to the CLA report circulated on GovernorHub for scrutiny. This reports that there are currently 4 CLA on roll. All four of the children are in the care of grandparents. The attendance of the Y1 child has improved since becoming a CLA and the remaining three are all above average. All four children have been supported by the ELSA programme. All are making good academic progress.

**GB/99/23 Communication**

*From Chair*

The chair updated governors about recent collaboration developments including that Nettleworth Infants and Newlands Junior may well be joining as Intake farm and Farmilo develop closer links with the Redhill MAT.

*From Headteacher – confidential item*

*From Clerk - Governor Newsletter*

The clerk drew attention to items of particular interest in the latest Governor Newsletter and encouraged governors to keep updated on current developments.

**GB/100/23 Approval of in-service training days 2023-2024**

Governors unanimously approved in-service days proposed for:

4 & 5 September 2023  
20 October 2023  
19 February 2024  
3 June 2024

**GB/101/23 Review of planning document: delegation and organisation of committees:**

*Agree committee structure and membership of committees*

It was agreed to continue with the current committee structure, membership and meeting arrangements.

*Approval of scheme of delegation 2023-2024*

This will be completed in the autumn term.

HT  
agenda

*Note annual planner 2023-2024 to support agenda setting*

Governors noted the value of the annual planner in setting appropriate agenda priorities.

*Policy checklist 2023-2024 – statutory policies for schools*

Governors note the policy checklist which ensures school compliance with statutory and recommended guidance.

*Review of and appointment to link governor roles*

Current link governor responsibilities will be reviewed with reference to the next SIP in the autumn term.

HT/chair  
agenda

**GB/102/23 Report from training co-ordinator of impact of training undertaken and review of governor training requirements (including safeguarding)**

The training coordinator drew governors' attention to the new East Midlands governor training offer and encouraged all governors to sign up for relevant on-line sessions.

The latest Governor Newsletter has information regarding the content of the training package which the school has purchased.

**GB/103/23 Review of governor monitoring visit reports – key actions for governing body**

Governors regularly visit school to monitor activities and support enrichment events and special occasions,

It was agreed to review the format and timetabling of future monitoring activities.

Cttee/chair

**GB/104/23 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account**

**GB/105/23 Confirmation of dates for 2023-24**

The governing body

**agreed**

Committees: 21 November 2023 at 5pm / 7.45pm

FGB: 2023-24

Autumn term – 4 October 2023 at 6pm

Spring term - 31 January 2024 at 6pm

Summer term – 17 July 2024 at 6pm

**GB/106/23 Determination of confidentiality of business**

It was

**resolved**

that all papers and reports be made available as necessary.

**The meeting closed at 8.10pm.**



M. SENIOR

Signed ..... (chair) Date .....04.10.23.....

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