

School: Crescent Primary School
Meeting title: Spring term meeting of the governing body
Date and time: Wednesday 1 February 2023 at 6:00pm
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)
A Kevin Broadhead
Lisa Harris (associate member)
Vacancy – co-opted governor
Alison Screamon
Carly Baines
Edward Harris
Rachel Spray (headteacher)

In attendance Kerry Palmer (clerk to the governors)

GB/01/23 Apologies for absence

Action

Apologies for absence due to other commitments were received from:

- Ellen Colley
- Kevin Broadbent

It was

resolved

that the governing body consent to these absences.

GB/02/23 Declaration of interest

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

GB/03/23 Review of membership and terms of office ending in the next 12 months

The clerk highlighted the following vacancies on the governing body:

2 co-opted governors

Governors were encouraged to consider possible candidates with skills or experience that might enhance effective governance at the school. The skills audit, currently being completed, may indicate areas of particular need.

All gov.

The clerk confirmed that none of the current governors come to the end of their present term of office until February 2024.

GB/04/23 Approval of minutes of autumn term meeting

The minutes of the autumn term meeting held on 5 October 2022 having been previously circulated were confirmed and will be signed by the chair electronically.

GB/05/23 Receipt of minutes and approval of policies from committees

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

The minutes of the meetings held on 22 November 2022 having been circulated on GovernorHub to all governors for scrutiny, were noted.

The next meetings are planned for 21 March 2023.

Review of actions

- Governors discussed the practicalities of ensuring that all Y6 children have the opportunity to achieve a 25 mtr. swimming award. The possibility of funding additional sessions/transport is to be explored.
- Governors commented on the significant improvement to the foundation outdoor play area following the removal of a tree.

HT

It was confirmed that all policies were now available on 'I Am Compliant', where governors are asked to read and approve them. Following this, the School Business Manager is able to track who has read and signed policies which is a practical way of keeping them all in one folder and crucial evidence that they have been read and approved by the governing board.

All gov.

Policies ratifies this term:

- Appraisals Policy (RS)
- Child Protection Policy(RS)
- Complaints Policy/Procedure (RS)
- Curriculum Policy(SH/RS)
- Emergency Plan (AB)
- Data Protection Policy (PM/AB)
- Behaviour/Self Regulation Policy (SLT)
- Health & Safety Policy (AB)
- Home Learning Policy (RS)
- KCSiE 2022 (RS)
- Medicine Policy (KB)
- ECT Policy (RS)
- Pay Policy (AB)
- PE Health & Safety Policy (YC)
- PE Policy (YC)
- Child on Child Abuse Policy (RS)
- Physical Intervention Policy (RS)
- Pupil Mental Health and Wellbeing Policy (LS/SS)

- School Offsite Visits Policy (AB)
- School Led Tutoring Policy (AB)
- SEND Policy and Report (LS)
- Staff Wellbeing Policy (AB/LS/SS)
- Confidential reporting & whistle blowing Policy (RS)
- Social Media Policy (SH)
- Recruitment and Selection of school Staff Procedure 22 (AB)
- Disciplinary & managing Allegations Part 2 (AB) 2022
- Online Safety Policy (SH)
- Cyber response plan (SH RS AB)
- Suspension & Exclusion Policy
- Key Holder Policy
- Volunteer policy
- Staff Induction Policy
- Attendance management for school staff guidance & toolkit
Jul22

GB/06/23 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.

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

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.

Governors were pleased to recognise the return of school to its pre-pandemic enthusiastic promotion of a broad, balanced and rich curriculum.

Recently, this has included exciting Christmas activities throughout the school, social and fundraising events organised by the Friends of Crescent, support of the local community via the food bank, food parcels and food box distribution.

Governor praised school leaders and staff for willingly and effectively accommodating changes to routine due to staff changes.

They recognised that the school's positive reputation in the community is illustrated by record numbers on roll and the likely list of appeals following new intake decisions.

Governors asked about comparative attendance data. The HT responded that, whilst not quite at national average, 93% was similar to the schools in the collaboration and the family support worker continues to address particularly persistent absence.

Governors agreed that persistent absence is difficult to successfully address as it is often related to parental attitudes. They heard that a new strategy, using the ARNA pathway is being trialled to address 'anxiety related non-attendance'.

Governors recognised the frustration of school staff at the limited support engendered by the referral of safeguarding concerns to specialist agencies and the consequent pressure on staff time and school resources.

The quality of Crescent's support for children with SEND has been recognised by the secondment of the school SENCO to be family SENDCO for two terms. At the time of reporting, 22% (95 children) are on the schools SEN register.

More detailed SEN information has been circulated to governors on 'SEN in a nutshell'.

Governors were pleased to hear that behaviour throughout the school, which is now approached through nurturing strategies, continues to improve and gained information about the range of support available.

The HT made reference to the 'Assessment on a Page' document circulated with her report. This gives a full picture of children's progress and attainment, information used to focus school improvement priorities.

Governors commented on the level of deprivation in the area, as illustrated by 44% of pupils eligible for pupil premium support. Full details of the PP strategy are available on the school website.

Development of the curriculum, with a focus on subject leadership, continues to be a priority in the school improvement plan. All staff have been allocated time in the spring term for curriculum monitoring. An awareness of curriculum drivers is a current focus.

Governors welcomed the post-covid return of a wide range of school visits and enrichment activities.

Staff CPD in on-going through courses. On-line training and staff meeting sessions.

The 'I am Compliant' system is gradually becoming embedded and will prove an invaluable source of evidence.

The HT was thanked for a full and informative report.

GB/07/23 Overseeing Financial Performance – Financial reporting

School budget

It was noted that the school's financial situation has been scrutinised in detail at committee and it was reported that:

The LA finance adviser had visited school on 4.11.22 and produced an explanatory report to sit alongside the budget plan. This shows increased funding received against funds initially approved in May.

Details were outlined:

- Early Years – a gain of £5894 as opposed to a loss
- 30 Hour Funding increase of £16,500
- Moderation payment
- More AFN than expected
- FSM & recovery school led tutoring funding of £52,426 (estimated at £22,907)

As reported by the HT, governors also received a 5 year re-forecast. **This indicates that year 3 of the forecast budget looks to be in deficit but governors were assured that this is usual at this time and is expected to be a surplus as pupil numbers increase as well as funding.** The surplus carry forward anticipated going into 2023.24 is now estimated at £230,827 compared to £272,646 estimated at the beginning of the year.

Changes to staffing have been included in the re-forecast and again as changes happen after this date. **Governors were pleased to note that the school budget overall is still looking positive as pupil numbers into school continue increasing.**

The budget plan is due to be reviewed on 10.3.23 with Sara Coupe along with budget setting draft for 2023.24. Fund allocations for the next financial year will become available at the end of February.

Scheme of Delegation for 2022/2023

It was confirmed that the scheme of delegation was completed in the autumn term and is available on GovernorHub.

GB/08/23 Update on appraisal process for headteacher and staff including an update on the wellbeing of the headteacher and staff

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

As reported by the HT, it was confirmed that all staff had appraisal reviews in the autumn term and review meeting are programmed to support target completion. The school has enrolled for Mental Health Accreditation which is led by Louise Smith (SENDSCO), with a target of completion and assessment in February. The 'change team' in school are working towards compiling evidence to support the award. Children's Mental Health week is being celebrated in school, week beginning 6 February, with support from the NSPCC (assembly and activities) and culminating in a 'Number Day' on the 3rd Feb - fundraiser for the NSPCC. Brew Monday 16.1.23 took place for staff well-being and donations to 'Samaritans' as a spin on the 'blue Monday' suggested as the most depressing day of the year!

Governors asked about staff morale. The response from all staff members present was that the atmosphere is currently very positive and happy.

GB/09/23 Academisation

Governors agreed that it was important to monitor government policy developments and confirmed the value of schools within the local collaboration continuing to work together. It was noted that Intake Farm have begun a 'trial year' with the Redhill Academy Trust and Farmilo are actively exploring the possibility.

GB/10/23 Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems (CP confidential file audit)

Governors were referred to the information circulated on GovernorHub and expanded in the latest edition of the governor newsletter.

It was agreed that the spring child protection and safeguarding annual audit is a useful check of policy and practice. It has been completed by Alison Screaton as safeguarding link governor.

Ratification of the Safeguarding Children in Education annual self-audit tool 2022-23

The completed audit was submitted to the LA at the end of the autumn term and having been circulated to all governors for scrutiny. It was unanimously approved.

GB/11/23 Information from the Corporate Director for consideration and action

School Attendance

The Department for Education are introducing several important changes to the non-statutory guidance, policy framework and statutory regulations related to school attendance and the use of legal interventions. The policy and legislative changes will set an expectation for local authorities to take on a more strategic role in relation to school attendance. Schools will be expected to develop and publish a school attendance policy covering attendance expectations, named attendance

staff contacts, day-to-day attendance management processes, their strategy for using attendance data, their strategy for reducing persistent and severe absence, and the point at which sanctions will be used.

The Secretary of State for Education will introduce a statutory requirement for schools to sign up to data returns to be collected by a company called Wonde from September 2023. Currently, 60%+ of schools are doing so.

Schools are encouraged to commence data sharing this academic year.

Action for governors - Questions governors will want to ask:

All govns.

1. How familiar is your school with the new non-statutory guidance for 2022-23?
2. Does the school have an attendance policy in place that will meet the requirements set out above?
3. How effective are school leaders in tracking pupil attendance?
4. What are the school's current arrangements for the use of Education Penalty Notices for unauthorised absences in term time?
5. Has the school begun to share attendance data with the Department for Education using Wonde?

Harm outside the home toolkit

The Harm Outside the Home Toolkit was created with the aim of supporting schools in developing their capacity as a protective factor for children at risk of harm. Examples are: child sexual abuse, radicalisation, street violence, child on child abuse and criminal exploitation. It includes an abundance of relevant resources.

Creation of the toolkit was one strand of Nottinghamshire's involvement in the DfE's regional Practice Solution Project which involved working in partnership with Lincolnshire and Leicestershire.

A co-production approach was adopted drawing together teams from across Children's and Families Services.

The aim of the toolkit was to create something meaningful and useful; grounded in evidence-based practice, mindful of what our children and young people have said, and what our schools and settings have reflected whilst at the same time ensuring it is purposeful across different contexts, different settings, and across counties. The toolkit is published on the Em-ed website and will also feature in the regional website once completed. Links to each are below:

<http://www.em-edsupport.org.uk/harm-outside-the-home>

[https://www.childexploitationeastmidlands.org.uk/ Action for governors](https://www.childexploitationeastmidlands.org.uk/Action%20for%20governors)

To support the longevity of this project, Governing Bodies and Trust Boards are requested to monitor use of the toolkit in their schools and across their organisations.

All govns.

GB/12/23

Communication received and updates

From Chair

- SFVS agreement

Having completed the School Finance Value Statement, the chair reported that the checklist indicated that school financial systems are in good order. He commented on the importance of clear links between expenditure and school improvement priorities and benchmarking expenditure against similar schools.

- The chair reported that, in consultation with the HT, one request for unpaid leave of absence had been granted.

From Headteacher - none

From Clerk - Governor Newsletters

The clerk drew governors' attention to useful information in the latest Governor Newsletter and encouraged them to browse through these useful documents. He drew particular attention to:

- Annual governor conference at Eastwood Hall on 4 March 2023 with Richard McCann as key-note speaker.
The chair and training coordinator noted that this was a very useful event with some excellent speakers. The school has two free places as part of their training package. Enquiries are to be made about the 'purchase' of additional places.
- An Environmental Pathway for schools towards net zero carbon.
- HR updates includes advice regarding staffing reductions, industrial action, additional bank holidays and HR training opportunities.
- Safeguarding updates include a reminder that governors should receive appropriate safeguarding training at induction, information regarding managing allegations training and the spring term audit for CP and confidential file records. Plus information about the safeguarding governor focus group.
- An article about apprenticeship gives information about opportunities and funding arrangements for schools to access.

clerk

GB/13/23 Report from training co-ordinator including a skills audit and review of governor training requirements for 2023

The training coordinator thanked governors who had completed the skills audit and reported that additional financial expertise and training would be valuable. It was suggested that this might be a focus for collaboration joint training.

Governors were encouraged to make use of the wide range of on-line governor training available.

Governors were reminded of the importance of filing evidence of appropriate safeguarding training.

GB/14/23 General Data Protection Regulations

Review and confirm the appointment of the Data Protection Officer (DPO) and Senior Information and Risk Owner (SIRO)

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

Report from the DPO and Information Governance Governor

Governors were referred to the detailed report circulated on GovernorHub.

Key points noted included:

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 (01/09/22).

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.

The Data Protection Policy is up to date and privacy notices are available on the website.

Document B1 (reporting tool spreadsheet completed and can be viewed on TEAMS>Staff>GDPR

but is awaiting information from schools ICT supplier regarding elements such as data storage at the time of writing.

There has been 3 data breach since the previous report.(see end of report).

There have been 0 subject access request and Freedom of Information request since the last full Governors Meeting.

New INFORMATION GOVERNANCE FRAMEWORK used for this report.

DPO (PM) is currently undertaking further training – “New to GDPR: Data Protection Officer Training” online provided by Notts CC.

PM was thanked for a detailed and informative report.

GB/15/23 Review of governor monitoring visit reports – key actions for governing body

Governor SIP link responsibilities were confirmed as:

Objective 1:	Sally Hamilton	shamilton@crescent.notts.sch.uk
Quality of	Martin Senior	martinjsenior@live.co.uk
Education	Emma Somers	esomers@crescent.notts.sch.uk

Objective 2:	Louise Smith	lsmith@crescent.notts.sch.uk
Behaviour and	Sue Senior	ssenior@crescent.notts.sch.uk
Attitudes	Ellen Colley	ellencolley3@sky.com
	Lisa Harris	lharris@crescent.notts.sch.uk

Objective 3:	Sally Hamilton	shamilton@crescent.notts.sch.uk
Personal	Ed Harris	ed.harris@volkerrail.co.uk
Development		

Objective 4:	Rachel Spray	head@crescent.notts.sch.uk
Leadership and	Sally Hamilton	shamilton@crescent.notts.sch.uk
Management	Martin Senior	martinjsenior@live.co.uk
	Kev Broadhead	kevinjbroadhead@gmail.com

Objective 5:	Kim Campbell-Short	
Quality of	kcampbell@crescent.notts.sch.uk	
Education in	Carly Baines	carly.28@hotmail.co.uk
the Early Years		

Governors not directly linked to the SIP:

GB/16/23

- Safeguarding – Alison Screaton & Lisa Harris
- Anti-Bullying – Alison Screaton
- SEND & LAC – Ellen Colley
- Health & Safety – Ed Harris
- Quality Assurance linked to Appraisal – Alison Screaton

Reports of monitoring visits area available on GovernorHub.

Evidence of governing body impact on school improvement and review of how the governing body has held the school’s leaders to account

- Strategic development with school leaders of school improvement priorities with regular, termly review of milestones.
- Active involvement of all governors in a programme of link governor scrutiny of all key priorities in the School Improvement Plan and circulating of monitoring reports
- Close scrutiny of financial practice as evidenced by review of monthly budget statements and proposals for new blinds throughout the school.

GB/17/23

Confirmation of dates

The governing body

agreed

Summer term – Wednesday 19 July 2023 at 6pm

2023-24

Autumn term – 4 October 2023 at 6pm

Spring term - 31 January 2024 at 6pm

Summer term – 17 July 2024 at 6pm

GB/87/23

Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 7.20pm.



Signed (chair) Date17.07.23.....