



MINUTES OF MEETING



**Nottinghamshire
County Council**

School: Crescent Primary School
Meeting title: Autumn term meeting of the governing body
Date and time: Wednesday, 8th October 2025 at 6:00pm
Location: At the school & via Teams

Membership

'A' denotes absence

Teams
Emma Somers
Martin Senior (chair)
Mark Beresford
Sue Senior (training coordinator)
Kevin Broadhead
Rachel Spray (headteacher)
Bob Randle
Bethany Parris
Bobbie Crowder
Vacancy – parent governor
Edward Harris (vice-chair)
Lisa Harris (associate member)
Alison Scream (associate member)

In attendance

Sally Hamilton (DHT)
Kerry Palmer (clerk to the governors)

GB/40/25 Apologies for absence Action

There were no apologies for absence as all governors were present.

GB/41/25 Declaration of interest

Confirmation of completion of governor annual declarations (updates to school website and GIAS)

It was confirmed that governor annual declarations have been completed, and the GIAS is up to date.

Declaration of interest regarding agenda item

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

Review and sign 2025/2026 Register of Business Interest, Declaration of Eligibility and Governor Code of Conduct

It was confirmed that governors will ensure that these documents will be/have been reviewed and signed on 'I am Compliant'. (before half-term)

All gov's

GB/42/25 Review of membership and terms of office ending in the next 12 months (confirm completion of DBS and section 128 for new governors)

The clerk highlighted the following vacancies on the governing body:

One parent governor vacancy

Governors agreed to retain this vacancy until a candidate with relevant skills and experience comes forward.

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

Emma Somers – staff governor 21.11.25

The vacancy will be advertised and elections arranged if necessary.

HT

Martin Senior – LA governor 05.07.25

GB/43/25 Determination of term of office for chair and vice-chair

It was unanimously agreed that the chair and vice chair be elected for a term of 3 years.

GB/44/25 Election of chair of governors

Martin Senior was nominated and unanimously elected as chair.

GB/45/25 Election of vice-chair of governors

Ed Harris was nominated and unanimously elected as vice chair.

GB/46/25 Approval of minutes of summer term FGB meeting

The minutes of the summer term meeting held on 9th July 2025, having been previously circulated, were confirmed with one amendment and signed will have the chair's e-signature placed on them.

Ref. Washroom refurbishment: Governors accepted the quote from Hankinson Whittle not Nexus.

Review of actions

- CCTV has been installed to improve site security
- Quotes for an outside trampoline were more than expected so the project has been put on hold.
- Washroom refurbishment is due to begin at half-term along with re-upholstery and carpet replacement as agreed at committee.
- School website improvements have been completed, and the enhanced provision is due to go on-line 10.10.25

Confirmation of completion of annual planning documents - policy check list and annual planner

See summer '25 FGB minutes

Approval of 2025/2026 scheme of delegation

See summer '25 FGB minutes

GB/47/25 Receipt of minutes and approval of policies from committees

Finance and General Purposes and Personnel Committee (FGP&P)
Strategic Development and Pupils Committee(SD&P)

Committee minutes are available on GovernorHub.

Future committee meetings are planned for:

25th November 2025

24th March 2026

19th May 2026

Approval of policies (including model policies provided by NCC if available):

It was confirmed that the following policies, having been circulated for scrutiny prior to the meeting were unanimously approved:

- updated Child Protection
- HR Pay
- new Complaints

Governors were referred to a number of updated policies circulated on 'I am Compliant' for scrutiny and approval. Should any queries arise, governors were asked to refer to the HT.

GB/48/25 Overseeing Financial Performance - Financial reporting

Schools Financial Value Standard (SFVS) 2025/2026

The SFVS for 2025-26 is now available to schools for completion and return to the LA by 31st March 2026.

Year-end re-forecast

As reported by the HT:

'Governors will receive via Governorhub the latest re-forecast budget plan, 5 years governors forecast and chart of accounts report (from FMS) etc at FGP&P on 25.11.25. A visit to support the re-forecast process is planned on 13th November (A Brown & Sara Coupe). Changes to staffing, expenditure and income/funding are updated on the Budget planner regularly.'

cttee

GB/49/25 Holding executive leaders to account:

Summary of the Executive Headteacher's report including governors' questions and challenge

The EHT spoke to her report, which had been circulated to all governors prior to the meeting for scrutiny along with reports and data, including Attendance, Behaviour, Pupil premium, Safeguarding and SEND update.

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 introductory executive summary summarised a very positive start to the new school year.

Governors noted that the two introductory INSET days in September had enabled a wealth of essential training to be completed.

Admissions

The number on roll remains healthy with very few vacancies in all age groups except Y1 where 19 places reflects a general demographic dip.

Attendance

Whole school attendance is 95.15% at the time of reporting, just below the target of 96%. Weekly attendance reviews identify families where attendance is a concern and support measures put in place. Persistent absence at the time of reporting is 13.72%. Good attendance was celebrated at the end of the summer term with the presentation of certificates.

There are seven children currently on reduced timetables.

Cttee.

Governors will scrutinise the circumstances at committee when considering the Corporate Director's report.

Safeguarding

Safeguarding continues to be a priority with 2 children currently on a Child Protection Plan and 8 on an EHAF. Further referrals to the Neurodevelopment team are regularly made but there is a 2 year wait for this service.

Governors were referred to detailed information in 'Safeguarding on a page', circulated with the HT's report on GovernorHub.

SEND & LAC

There are currently no LAC on roll but 4 with a Special Guardianship Order.

Governors were referred to detailed information in 'SEND on a page', circulated with the HT's report on GovernorHub.

Behaviour

Whilst behaviour in lesson times is observed to be very good. Issues in unstructured time, playtimes and lunchtimes, continue to arise. Provisional timetables, devised with input from Y6 children have been well received by parents and a range of strategies have been introduced with good effect.

A governor asked about incidents of physical violence against adults. The HT responded that this is still a concern and proposed discussing behaviour related strategies more fully at committee.

Cttee.

The establishment of the 'Jellyfish' room for a group of six Y2 children with significant behaviour concerns has started very positively with excellent staffing and parental support.

Pupil wellbeing

Almost all the children begin the school day with a bagel or attendance at breakfast club. 30 – 40 children attend breakfast club and 20 – 25 after school care provision.

A wide range of strategies are used, including support from outside agencies. The HT stated, *'Our flexibility and ability to promote positive mental health and wellbeing for our children in a strength of the school'.*

Pupil attainment and progress

INSIGHT, a customised software system has been introduced this term to store, analyse and report on pupil attainment. This will improve all relevant staff's ability to track pupil progress against learning objectives and generate visual reports for better strategic decision making.

Pupil Premium

Governors were referred to detailed information in 'Pupil premium on a page' and 'Pupil premium strategy', circulated with the HT's report on GovernorHub.

Curriculum

Curriculum development continues to be driven by the SIP. Following a review in the summer, some teaching content has been modified with subject leaders and all staff updated on core areas as part of the INSET in September.

Staffing

Governors were updated on current staffing structure and new staff induction.

Confidential item**Finance**

A budget re-forecast meeting is planned for 25th November 2025. AWPU income will reflect a small drop in NOR in the next financial year. Some laptops will have to be replaced as current devices are not Window 11 compatible. The admin. team are training for the move from Scholarpack to Arbor. Scholarpack is still in classroom use for registers and parental communications. The anonymous donor of £500- over three years is being kept informed of the funds use to support needy families. LH continues to devote much time and effort to organising fundraising events. **The 2024-25 school fund audit will be shared at committee.**

Cttee.

Health & Safety + premises

As reported earlier, washroom refurbishment, upholstery repairs and carpet replacement will be completed in the next few weeks.

A Green team is to be formed as part of the school's developing climate action plan.

CPD

Governors noted a wide range of professional development training, meetings and policy reviews undertaken by staff.

The HT was thanked for a full and informative report.

GB/50/25

Update on appraisal process for headteacher

The HT appraisal team were confirmed as:

External adviser: Governors recognised that good practice recommends a change of external adviser every three years. It was therefore agreed that the HT and chair refer to the EMED list of recommended trained and experienced external advisers and book an initial session.

HT/Chair

Governor Appraisers: Martin Senior and Ed Harris

QA: Alison Sreaton

It was confirmed that relevant training has been completed by the appraisal team.

Confirm arrangements to receive the appraisal governors' pay recommendations effective from 1.9.25 for the headteacher in line with the scheme of delegation and the pay policy

This item was referred to committee.

Cttee

GB/51/25

Receive and scrutinise headteacher's annual report on whole school appraisal process

Review appraisal policy in line with recommended changes from HR Provider, when received

This item was referred to committee.

Cttee

Ensure effective appraisal arrangements are in place for all teaching and non-teaching staff

The HT reported that as pay progression is no longer linked to appraisal outcomes a more flexible approach is being adopted. Initial appraisal meetings with non-teaching staff have been completed and teacher appraisal will be completed before the October half-term break.

GB/52/25 Update on headteacher and staff wellbeing

As reported by the HT:

'The wellbeing and health services offered by our staff absence insurance scheme continues to be highlighted to staff and is being used. Four staff have already used this provision this term. The use of this was part of our INSET in September. All staff have completed Mental Health and Well-Being Training this term too, which included support for staffs own Mental Health.'

GB/53/25 Ensure clarity of vision, ethos and strategic direction, set by governors

Action - autumn term

Review and embed the vision, ethos and strategy of the school reflected in the School Improvement Plan (SIP)

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 2024). 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

Celebrate achievements

Responsible, co-operative, independent citizens

Enjoyment—happy, safe and supported

Success - fulfil our potential

Curriculum - broad, balanced, relevant & exciting!

Encouraging - self-belief and aspirational

Nurturing - high self-esteem - give & create smiles

Tolerance & understanding

Partnership with parents & the community

Respect - each other & the environment

Inclusive - value everyone's contribution!

Make progress! Achieve high standards

Attitude - positive, co-operative, thoughtful, questioning.

Realistic - high aims and expectations

You can do it! Be the best that you can be!

Approve the School Improvement Plan (SIP), as detailed in the scheme of delegation

It was confirmed that the SIP is available on GovernorHub for scrutiny and was approved at the summer term meeting.

Link governors were discussed for the four priorities. These were agreed as:

1. Curriculum – Martin Senior & Kevin Broadbent
2. Assessment -Ed Harris & Bob Randle
3. EYFS- Bobbie Crowder & Lisa Harris
4. Technology – Mark Beresford & Beth Parris

Governors discussed how to identify achievable objectives for each priority.

It was agreed that a more detailed action plan would be useful. Governors were encouraged to discuss achievable objectives with the staff leading their particular development priority.

School leaders stressed that the SIP is a working document which will be reviewed and updated regularly by SLT.

It was agreed to discuss this item in more detail at committee.

Cttee.

GB/54/25

Corporate Director's Reports

1. Summary of Corporate Director's Report - HR - Safer Working (recruitment and selection) Teachers Pay and HR updates - September 2025

- **Recruitment and Selection Safer Working Documents 2025**

All Safer Recruitment HR Policies and procedures 2025 are updated and include updates regarding DBS identity checks - available on the School's Portal

- **Teacher's Pay Award September 2025 and related policy updates**

details available on the Schools Portal under the heading Pay Policy 2025. ·
Teachers: Flat 4% increase to all pay points and allowances from 1 Sept 2025. ·
Support Staff: Flat 3.2% increase backdated to 1 April 2025, paid in August payroll.

- **School Teacher's Review Body 2026 (STRB) and School Teachers' Pay and Conditions Document (STPCD) –**

Gathering of evidence and make recommendations on future teacher pay and conditions. No additional funding will be provided for any pay awards.

- **Employment Tribunal statistics**

- National ET claims up 32% (Jan–Mar 2025).
- 22% unfair dismissal adopted. such as the revised Pay and Appraisal Policies 2025 and any additional policies published throughout the year. (Ensure policies are personalised to reflect the specific context and needs of your school).

- **Safeguarding Compliance**

Confirm anyone working with children has read part 1 of KCSIE 2025 and governors have read all of KCSIE. Ensure robust systems are in place for recruitment checks (staff, governors, volunteers, contractors). Plan a review of the Single Central Record (SCR) and conduct a Pre-Ofsted Safer Working Check if needed. ·

- **DBS**

Ensure ID checkers follow the revised DBS procedures (effective from 1 April 2025). Maintain ID check records for two years.

- **Staff Conduct & Induction**

Include the School Employee Code of Conduct 2025 in start-of-term meetings. Ensure all staff (including new starters) sign to confirm understanding. Conduct staff inductions in line with school policy.

- **Staff Wellbeing**

Access wellbeing resources from the School Portal to support HT wellbeing.

Governor Actions

Review & Adopt Updated Policies by the FGB or committee as per the boards scheme of delegation. Ensure the 2025 Safer Recruitment and Selection documents are reviewed and adopted, such as the revised Pay and Appraisal Policies 2025 and any additional policies published throughout the year. (Ensure policies are personalised to reflect the specific context and needs of your school).

Safeguarding Compliance - Confirm anyone working with children has read part 1 of KCSIE 2025 and governors have read all of KCSIE. Ensure robust systems are in place for recruitment checks (staff, governors, volunteers, contractors). Plan a review of the Single Central Record (SCR) and conduct a Pre-Ofsted Safer Working Check if needed.

DBS - Ensure ID checkers follow the revised DBS procedures (effective from 1 April 2025). Maintain ID check records for two years.

Staff Conduct & Induction - Include the School Employee Code of Conduct 2025 in start-of-term meetings. Ensure all staff (including new starters) sign to confirm understanding. Conduct staff inductions in line with school policy.

Staff Wellbeing - Access wellbeing resources from the School Portal to support HT wellbeing. Ensure the school have plans to carry out a whole-school stress survey

2. Reduced timetable

All children of statutory school age are entitled to full-time education. Reduced timetables should only be used in exceptional circumstances, such as reintegration after absence, medical recovery, or to support SEND needs—not as a behaviour management tool.

They must be agreed with parents/carers and include a clear reintegration plan with review dates.

Schools must ensure safeguarding and legal responsibilities are met, avoiding any form of illegal exclusion.

Accurate records, including signed parental agreement, must be kept.

Vulnerable pupils (e.g. those with EHCPs, LAC, CIN, or CP plans) require close monitoring. Attendance must be recorded correctly:

- Code C: agreed absence under a reduced timetable.
- Code B: supervised off-site education only—never for unsupervised or home-based learning.
- Schools must notify the Local Authority via the Schools Portal when implementing a reduced timetable. A senior leader should oversee the provision and ensure it remains effective. If not, alternative strategies must be explored, and referrals made where necessary (e.g. Health Related Education Team).
- Governors should ensure registers are accurate and that reduced timetables are used appropriately and safely.

Questions Governors will want to ask:

- In cases where a reduced timetable is implemented, is this appropriate for the needs of the child and with clear objectives?
- Are Governors satisfied that the school has sought parental/carers consent and that there is regular review of provision? ·
- Is a named senior leader responsible for overseeing the provision of students on a reduced timetable and decisions relating to it? ·
- Is the reduced timetable effectively and regularly reviewed? ·
- Are students on a reduced timetable being marked correctly on the attendance register? ·
- Is Nottinghamshire County Council being notified of all children and young people who have a reduced provision offer via the School's Portal, and are further requests for information being met? ·
- Has the school followed a full graduated response for the child? ·

Governors will specifically want to ask the Headteacher about children and young people with an EHCP, who are LAC, CIN or CP and who have a reduced timetable, and be satisfied that these students do not have increased vulnerability due to being placed on a reduced timetable.

ACTION

It was agreed that governors scrutinise this report carefully and consideration added as an agenda item at the next committee meeting.

**All govs.
Cttee.**

GB/56/25

Safeguarding information for consideration and action:

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

It was confirmed that the 2025 NCC and NSCP child protection policy toolkit has been tailored to the school's own safeguarding arrangements.

Safeguarding Children in Education: self-audit tool 2025/2026

It was confirmed that Alison Screaton as safeguarding governor, will complete the safeguarding self-audit later this term.

AS

Confirmation that all governors have read all of KCSiE 2025

It was confirmed that all governors have recorded the fact that they have read KCSiE 2025.

Confirm all governors have refreshed their safeguarding knowledge each year, as required by KCSiE

It was confirmed that all governors will complete on-line 'Safeguarding refresher for governors' training **this term and ensure that all training is logged on GovernorHub.**

All govs.

GB/57/25

General Data Protection Regulations - Receive report from Data Protection Officer and Information Governance governor including:

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

Governors were referred to the detailed DPO report circulated for scrutiny on GovernorHub.

Governors appreciated the time and effort involved in completing this task.

FOI requests and data protection breaches – actions and recommendations

The DPO reported that all monitoring is up to date and training has been completed with staff. There have been no FOI requests or reportable data protection breaches since the last meeting.

Audit/risk register updates: (Data protection and Cyber Security arrangements etc)

It was confirmed that the school GDPR risk register is up to date and available to governors for scrutiny.

Training undertaken

It was confirmed that staff receive regular GDPR refresher training and updates shared by the DPO with governors.

Governors were reminded that guidelines direct that all governor related email communications should use their school email address.

All gobs.

GB/58/25

Communication received and updates

From Chair

The chair gave governors an update on recent MAC activity: Since re-constituting recently, with two additional schools, the benefits go from strength to strength, particularly collaborative QA, now linked to the new Ofsted priorities.

From Headteacher

1. The HT reported that a communication had been received relating to the use of appropriate texts in school to promote integration and diversity. the issue as referred to the SDP committee for consideration.
2. The HT was pleased to present a congratulatory certificate to Martin Senior in recognition of his long service as a governor.

Cttee.

From Clerk – Governor Newsletter key points and actions

The clerk drew governors' attention to the latest edition of the Governor Newsletter available on GovernorHub. This includes information and action for governors including:

- Launch of the 2025 model complaints policy
- Welcome to the new SCIEO, Zain Iqbal (Cheryl Stollery)
- Keeping Children Safe in Education 2025
- A new model NSCP child protection policy and the safeguarding audit
- Prevent Duty training for governors/trustees and best practices for managing images and videos on school websites.
- HR updates – as per the directors' report
- Budget reforecasts
- Early Years Foundation Stage (EYFS) Statutory Framework 2025
- The DfE new Writing Framework (2025) – key messages in article and questions to support governor monitoring.

- Improving School Attendance
- Effective Governance
- Strengthening Headteacher Appraisal with EM-Ed Support
- Using AI in Education
- National Updates
- Ofsted Restructure for Inspection Teams
- Training for Governors and Trustees
- Messages from the Nottinghamshire Association of Governors (NAGs)
- East Midlands Education Support (EM-Ed) Service – Governor Training Update
- Holiday Activities and Food (HAF) programme – updates

Action for governors

Governors confirmed that they will note items of particular relevance to the school and raise them at committee. All gobs.

GB/59/25 Report from training co-ordinator

Governor skills audit update and gap analysis

The suitability of a GovernorHub skills audit format is being explored.

Review of governor training requirements (including safeguarding) for 2025/2026

SS, training coordinator, informed the meeting that, now SIP link responsibilities have been confirmed, she will prioritise on-line training courses for each governor. SS

A governor commented that, in the past, this has been very useful and welcome.

GB/60/25 Required monitoring reports from all link governors – (including Safeguarding, SEND, PP and link governors attached to school improvement priorities)

Governors agreed that it was useful to circulate link governor reports to inform other governors and as a record of monitoring activity.
It was agreed to review the format of a standard report proforma to implement on future monitoring visits.

GB/61/25 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

- Continued concern and support for the wellbeing and mental health of staff and pupils.
- Delegation of governor responsibilities for monitoring current school improvement priorities and related action plans.
- Close scrutiny of attendance data to confirm the positive impact of successful strategies to maintain and improve attendance levels and ensure legitimate use of reduced timetables.

GB/62/25 Confirmation of dates for 2026 to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

FGB meetings:

Wednesday 4 February 2026

Wednesday 8 July 2026

FGB meetings in school at **5pm** (note change of time)

Committee meetings:

25th November 2025

24th March 2026

19th May 2026

GB/63/25 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 7.55pm.

Signed



..... (chair)

Date04.02.26.....