



MINUTES OF MEETING



Nottinghamshire
County Council

School: Crescent Primary School
Meeting title: Summer term meeting of the governing body
Date and time: Wednesday, 9th July 2025 at 6:00pm
Location: At the School

‘Happiness, success and learning for life’

Membership

‘A’ denotes absence

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

In attendance

Angela Brown (School Business Manager)
Sally Hamilton (DHT)
Kerry Palmer (clerk to the governors)

Angela Brown, SBM, was welcomed to the meeting to share information about quotes for the proposed washroom refurbishment in lower school-boys and girls, sandwich hall and nursery - part of agenda item GB/24/25. She explained that, as with all contracts likely to exceed £25 000, a formal tendering process was informed by YOP via the Proactis procurement site. Although a number of contractors had expressed interest and visited the site, just 2 quotes were received by the deadline of 3rd July 2025.

Action

Governors scrutinised detail of the tender documents. Questions asked included:

Has due diligence been carried out? AB confirmed that this is a standard part of the tendering process.

Is a penalty clause for delays included? It was confirmed that this is standard practice for projects of this scale.

When is it planned to carry out the work? It has been made clear that the work must be completed in school holiday breaks. Optimistically, this could be in the summer break, but it may have to be split over autumn half-term and Christmas closure.

Are both quotes for a common specification? It was confirmed that this was the case and included re-decoration.

The HT commented £53 000 had been allocated for this project in the current budget and mentioned that historic drainage problems would have to be borne in mind.

Having satisfied themselves that the two quotes received offered the same specification and were from reliable contractors, Governors unanimously

agreed that the significantly lower quote of £41 465 from Hankinson Whittle be accepted.

A governors noted that this leaves a significant sum from the budget allocation to cover any unplanned for additional work.

AB was thanked for the work involved in obtaining the quotes and giving the time to meet with governors.

6.25pm AB left the meeting.

GB/18/25 Apologies for absence

Apologies for absence, with reasons, were received from:

- Mark Beresford
- Kevin Broadbent
- Bobbie Crowder

It was

resolved

that the governing body consent to these absences.

GB/19/25 Declaration of interest

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

GB/20/25 Review of membership and terms of office ending in the next 12 months

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 in the autumn and elections arranged if necessary. **HT**

GB/21/25 Approval of minutes of spring term meeting

The minutes of the spring term meeting held on 5th February 2025, having been previously circulated, were confirmed with one amendment and will have the chair's e-signature placed on them

Review of actions

It was confirmed that all actions have been addressed or appear later on the agenda.

GB/22/25 Receipt of minutes and approval of policies from committees

Finance and General Purposes and Personnel Committee (FGP&P)

The minutes of the meeting held on Tuesday 20th May 2025 at 5.00pm, and circulated on GovernorHub for scrutiny, were noted.

Date and time of the next meeting – 25th November 2025 at 4.30pm

Strategic Development and Pupils Committee

The minutes of the meeting held on Tuesday 20th May 2025 @ 5pm, and circulated on GovernorHub for scrutiny, were noted.

Date of next meeting – 25th November 2025.

Review of Actions

- It was confirmed that a lock-down routine has been rehearsed.
- The school website is currently statutorily compliant but will be reviewed with new photographic and video material for the start of the next school year.
- Quotes for tree removal were prohibitive but EH and AS assured the meeting that the surrounding surfaces can be repaired satisfactorily.

SH.DHT

GB/23/25 Final collaboration agreement and update

Governors have all received a copy of the agreed renewed Mansfield Area Collaboration constitution which included two new local schools, Newlands Junior and Nettleworth Infants and runs for five years.

The chair reported that one other local primary school has expressed an interest in joining.

Both HT and chair confirmed the mutual benefits gained by participating schools. Recently, the HT has undertaken a safeguarding and attendance QA at Nettleworth and the Crescent English SL has reviewed writing. School leaders from Farmilo and Newlands recently did a 'spotlight' check on SEND as Crescent. It was good to note that staff are becoming increasingly comfortable with these inter-school QA activities.

GB/24/25 Financial reporting

The draft budget plan for 2025-26, including Services for Schools, details of which have been circulated to all governors on GovernorHub for scrutiny and having been approved at committee was unanimously ratified and adopted.

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

(BO2) revenue balance from 2024-25 was £306 716

Having been discussed and agreed at committee, governors unanimously approved the allocation of:

£60 000 towards capital expenditure

£96 655 to support staffing structure

Finance Policy

Governors unanimously agreed to the ratification and adoption of the latest update of the school finance policy, based on LA guidance, which had been circulated for scrutiny on 'I am Compliant'.

Summary of headteacher's report and governors' questions and challenge

The HT 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 and safeguarding -on a page, chart of accounts review, update budget plan, update 5yr budget projections, pupil premium strategy and school improvement plan.

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 HT began by highlighting the many positive developments since the last FGB meeting. These included exceptionally positive statutory assessment results, recognition by the LA of the school as a source of CPD and collaborative support for other schools and school leaders, residential experiences including Y4 for the first time, the introduction of Insight from Arbor in place of Scholar Pack to enhance the assessment process and a range of summer term activities.

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

- **Admissions**

There are currently very limited places across the school, with 451 pupils on roll at 01.07.25. 20 spaces in YR reflects local and national demography. However, the reception cohort for September is currently 55 compared with 40 last year.

- **Attendance**

A detailed analysis of attendance data was shared on 'Attendance on a page'. Attendance over the school year is currently 94.45%. The national average is, with a school target of 96%. Persistent absence is 17.43%. LM, family support worker, leads weekly reviews and interventions with families. Collaboration and LA attendance networks continue to share information and mutual support.

A governor asked about the circumstances that necessitated part-time timetables for nine children. School leaders referred to the fact that all but one of these are in nursery or KS1. These are all children whose cognitive development does not match their actual age and full-time education would be too much of a challenge. In practice, monitoring of these children's development shows that they are thriving.

The one Y6 child has exceptional needs which have been supported by a number of interventions, including horse care, baking and SAP. The short timetables sessions are part of a transition package as the child prepares to move on to secondary education.

- **Safeguarding**

There are currently 2 children with a Child Protection Plan, 1 identified as a Child in Need and 7 with an Education Health Care Plan.

Governors were concerned to learn that there is currently a two-year waiting list for NBS referrals to be assessed.

- **Behaviour**

Governors agreed with the assessment that children's attitudes and behaviour in lesson times is very good. Children observed are positive and enjoy their learning.

However, behaviour remains a SIP priority with the focus on unstructured times. The HT summarised strategies and support in place including 'zones of regulation', ELSA, SAP and other support agencies.

- **Pupil and staff wellbeing**

Breakfast club and bagels start the children's school day off well and children's wellbeing is supported by many interventions and strategies. The school is confident that promoting positive mental health and wellbeing is a strength.

A governor asked about incidents of physical abuse by children. The HT responded that the number of incidents recorded has dropped with the generally successful support from parents.

A governor asked if the school has engaged with any domestic abuse training and made reference to DART training, a valuable scheme run by NSPCC. The school continues to support staff wellbeing with services included in the staff absence insurance cover. Active support from SLT and a team spirit promote staff resilience, evidenced by good attendance data.

- **Attainment and progress**

Governors were delighted to acknowledge the tremendous achievements of Y6 children in their recent outstanding SATS results, shared at the beginning of the meeting, which they recognised as the culmination of dedicated and skilful teaching throughout the school.

They noted that progress, throughout the school has continuously accelerated from attainment on entry far below national expectations to Y6 where children are achieving combined SATs scores above the national average.

The HT commented that every child has something to be proud of and the school celebrates their success with banners praise and parental involvement.

The chair asked that all staff be congratulated on behalf of the governors.

HT

End of Term data shows that only 48% of children in foundation, as they enter school, achieve a Good Level of Development, but by Y1 75% achieve the expected level in phonics and in Y4 76% achieved 20+ and 35% full marks in the multiplication check.

Governors were also referred to 'Assessment on a Page' which summarises data scrutinised recently at committee.

- **Pupil premium grant**

Governors were referred to the school pupil premium strategy and 'Pupil Premium on a Page' circulated prior to the meeting.

- **Curriculum**

The current curriculum has been in place for two years but is under continuous review. A new termly star rating system, devised by SH, DHT and curriculum lead, to ensure the curriculum continues to be 'inspiring to teach and learn'. Staff are confident that the curriculum structure is fit for purpose but the flexibility remains to ensure staff are happy with content.

All govts.

Core knowledge has also been reviewed with the intention of using statements as assessment tools in the autumn term.

- **Staffing**

As part of a staffing update, the HT reported on several apprenticeship developments and the fact that the scheme is working well.

The resignation of a valued member of the pastoral team will be a loss but her responsibilities are being re-allocated with a particular concern for music.

A governor asked about a replacement. The HT responded that it is planned to cover the role internally and assess needs as the new school year develops.

- **Finance**

Budget details were shared as a separate agenda item.

- ICT upgrades – SH explained that a number of existing laptops in use by staff will have to be replaced. Or in some cases upgraded, ready for the introduction of Windows 11 in the autumn. Future use is currently being rationalised and quotes for possible upgrades and replacements currently being negotiated with Atom, the school's IT supplier. There will be, as yet undetermined budget implications for this necessary work.
- Washroom refurbishment -see notes from the start of the meeting.
- Fundraising – The Friends of CPS, coordinated by LH, continue to organise successful fundraising events. The courtyard sensory garden has been completed and **governor support at the forthcoming summer fair would be welcome.**
- £5000 donation – **Governors were delighted to hear details about the promise of a generous donation of £5000 over three years, by a relation of a member of staff, to be used at the school's discretion to support children in need.**

Governors agreed that LH, family support worker is best placed to identify deserving recipients as she knows family circumstances well. Support could well be for uniform, book bags or contributing towards the cost of residential.

- **Health & Safety**

- CCTV – Quotes have been sought for the installation of two CCTV cameras, a number of dummies and related signage. Cost is likely to be under £5000.
- Re-upholstery – some of the worn and tatty CC seating is being re-covered in the autumn.
- Remodelling of The Ark – as reported earlier, this room is being remodelled to house a small SEN specialist unit.
- **CPD**

Governors acknowledged that school's commitment to continuous professional development and reviewed the range of training recently undertaken, noting that staff training is now recorded and available on Teams.

The HT was thanked for a full and informative report.

GB/26/25 Update on appraisal process and wellbeing for headteacher and staff

The HT appraisal team were confirmed as:

External adviser: Bob Haywood

Governor Appraisers: Martin Senior and Ed Harris

QA: Alison Screaton

Governors noted that all teacher mid-year reviews have been completed and reviews for TAs are scheduled.

A meeting of HT appraisal governors will be scheduled shortly to confirm targets for the coming school year.

It was confirmed that staff have access to well-being support via the staff absence insurance policy, as outlined in the HT's report.

GB/27/25 Information from the Corporate Director

1. Education Improvement Service Updates and Ofsted

The Education Improvement Service (EIS) focuses on partnerships to utilise funding and resources effectively, empowering schools for continuous improvement. EIS Support Levels are:

- Universal Support: Available to all LA maintained schools.
- Targeted Support: Tailored to specific areas of improvement and unique challenges.
- Enhanced Support: Intensive support for schools facing significant challenges, involving deeper intervention and ongoing monitoring.

Ofsted Updates (from September 2024):

- No single overarching grade: evaluations are made across sub-categories.
- Ungraded inspections (Section 8) assess maintenance of previous standards.
- Inspectors can suspend inspections for safeguarding issues.
- Schools with 'requires improvement' judgments may undergo monitoring.
- Schools with inadequate key judgments or ineffective safeguarding are placed in a formal category of concern.

ACTIONS FOR GOVERNORS

- Governors should ask informed questions about school improvement with focus on specific areas of the School Improvement Plan and with an understanding of the support currently being provided by EIS.
- Governors should ask questions which demonstrate their understanding of their role in holding leaders to account for the quality of education.
- Governors should consider whether collaboration or networking with local schools might be appropriate.

2. Building Relational Schools

Attachment Aware and Trauma Informed Schools

This is an initiative by Nottinghamshire County Council's Virtual School and Educational Psychology Service, which aims to create a safe, inclusive

environment where children feel secure, develop trust in adults, and experience meaningful connections. This approach is based on psychology and evidence-based practices, emphasising relational models like Responding in the Moment and Emotion Coaching to support children's emotional regulation and repair relationships.

The initiative provides headteachers and school leaders with knowledge, frameworks, strategies, and follow-up supervision to implement relational practices tailored to their schools' needs. An action research model with supervision sessions helps school leaders adapt these practices to their specific contexts. Nottinghamshire County Council is dedicated to promoting relational practices to support the behaviour and inclusion of all children and the wellbeing of staff.

ACTION FOR GOVERNORS

- Governors should familiarise themselves with the training and guide headteachers to utilise it for whole school inclusion.

BACKGROUND INFORMATION

This approach aligns with Nottinghamshire County Council's Strengths Based Approach, aiming to enhance the strengths of schools, foster stronger relationships, and ensure high-quality education for children, young people, families, and communities. Building Relational Schools is part of the council's broader inclusion strategy, benefiting all children, especially those who have experienced trauma, including looked-after children. Governing Bodies are responsible for ensuring school policies reflect the needs of looked-after and previously looked-after children and advocating for their wellbeing.

GB/28/25

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 DPO report circulated on GovernorHub. This states that all monitoring is up to date and training has been completed with staff. No GDPR breaches reported this term.
One Subject Access Request (SAR) from a parent

Governors noted the inordinate amount of time needed to address a subject access request.

GB/29/25

Receive report from the Designated CLA (Children who are Looked After) teacher (presented at least once per year)

There are currently no Children Looked After on roll.

GB/30/25

Communication

From Chair

The chair mentioned that he has addressed one informal complaint which has been settled amicably.

From Headteacher

- Critical incident policy
The HT referred governors to this new policy, recently shared within the collaboration and stated that, sadly it had already guided responses to two recent incidents.

- Asthma Policy
The HT referred governors to this new policy and stated that the school has achieved accreditation as an asthma friendly school.

From Clerk - Governor Newsletter and actions for governing boards

The clerk drew attention to key items in the current Governor Newsletter.

Actions for Governors:

- Early Years Funding Provision
- Improving School Attendance
- Advice and Guidance Subscription
- School Climate Action plan
- Young People and Vaping

Information and Updates:

- Preparation for Starting School
- Retention of Documentation
- National Updates
- NAGS
- Learning and Development

GB/31/25 Approval of in-service training days (5) 2025-2026

Governors unanimously approved INSET days proposed for:

- 1st September 2025
- 2nd September 2025
- 13th February 2026
- 1st June 2026
- 27th July 2026

GB/32/25 Review of planning document: delegation and organisation of committees

Agree committee structure and membership of committees and committee Chairs, as per the scheme of delegation

It was agreed that the current pattern of delegated responsibilities is effective and to continue with the two-committee structure and current membership.

Note annual planner & policy checklist 2025-2026 to support agenda setting

Governors welcomed the annual planner and policy checklist as useful guidance in ensuring they address all key issues, responsibilities and statutory requirements.

Approval of scheme of delegation 2025-2026

The Scheme of delegation for 2025-26, having been circulated to governors for scrutiny was unanimously ratified and adopted.

Review of and appointment to link governor roles

As agreed earlier in the year, link governor responsibilities will continue as:

School Improvement Plan
 Priority One – QA Education – Mark Beresford
 Priority Two – Behaviour 7 Attitudes – Bab Randle
 Priority Three – Personal development – Bethany Parris
 Priority Four – Leadership & management – Martin Senior
 Priority Five – QA/EYFS – Bobbie Crowder

Safeguarding – Alison Screation, Kevin Broadbent & Lisa Harris
 Anti-bullying – Alison Screation
 SEND – Bethany Parris
 Equality – Sue Senior
 Children Looked After – Sue Senior
 Health & Safety – Ed Harris
 QA HT Appraisal – Alison Screation
 PREVENT – Kev Broadbent
 GDPR – Martin Senior
 PE/premium – Bob Randle

GB/33/25 Pupil Attendance

Governors should be aware of the attendance rates for each group - as per View Your Education Data (VYED) This data should drive governor questions governors to be able to ask.

It was agreed that this item had been scrutinised fully as part of the HT's report and in 'Attendance on a Page'.

GB/34/25 Report from training co-ordinator of impact of training undertaken and review of governor training requirements

SS, training coordinator, stated that she is planning a governor training schedule for 2025-26 which links governors to SIP priorities.

Governors were also encouraged to explore the wealth of useful training modules and information in the Knowledge section of GovernorHub.

GB/35/25 Review of governor monitoring visit reports

Governors regularly visit school to observe teaching in action and gather information relating to their link responsibilities.

MB has visited to monitor progress towards SIP priority One – Quality of Education milestones.

BP reported that she has recently met with the SENDCO and discussed support for children transferring to secondary school and the proposed use of the Ark. It was explained that plans are in-hand to re-model the Ark to house a new unit which will cater for a small group of children with complex needs and dis-regulatory behaviour.

Governors asked:

Which children and how many? – the plan is for the unit to cater for up to 6 KS1 children whose needs are so challenging that they are likely to be suitable candidates for Special School in KS2.

What is the proposed staffing ratio? – it is planned for 3.5 adults to staff the unit.

Will the children spend some time in classes? – no, school assessment is that they would not cope in a full class environment.

Governors heard that the new arrangements will be reviewed at the end of September.

GB/36/25 Confirmation that the school website is compliant with the statutory requirements

As reported earlier, the website is compliant but will be refreshed for the start of the next school year.

SH

GB/37/25 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

- Continued close scrutiny of budgetary development and future planning to ensure best value for money in supporting outstanding education.
- Continued prioritisation of active support for strategies and resources that address the needs of families with financial, social and community challenges.
- Link governing responsibilities confirmed to monitor milestones anticipated for each in the agreed school improvement priorities and report back on progress to the FGB.

GB/38/25 Confirmation of dates for 2025-2026 to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

Wednesday 8 October 2025
Wednesday 4 February 2026
Wednesday 8 July 2026

All meetings in school at 5pm. (note change of time)

Committee meeting dates for 2025-26 are circulated on GovernorHub.

GB/39/25 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 8.00pm.



Signed

..... (chair)

Date08.10.15.....