

MINUTES OF MEETING



**Nottinghamshire
County Council**

School: Crescent Primary School
Meeting title: Spring term meeting of the governing body
Date and time: Wednesday 5 February 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
Mrs Bobbie Crowder
Vacancy – parent governor
Edward Harris (vice-chair)
Lisa Harris (associate member)
Mrs Alison Scream (associate member)

In attendance

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

GB/01/25

Apologies for absence

Action

Apologies for absence, with reasons, were received from:

- Mark Beresford
- Kevin Broadbent

It was

resolved

that the governing body consent to these absences.

GB/02/25

Declaration of interest

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

GB/03/25

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:

Kevin Broadbent – co-opted governor – 02.03.25

Governors agreed the KB be asked if his work commitments would allow his co-option for a further term and would welcome him back if the response is positive.

SH

GB/04/25 Approval of minutes of autumn term meeting

The minutes of the autumn term meeting held on 9th October 2024, having been previously circulated, were confirmed and will have the chair's e-signature placed on them.

Review of actions

- It was confirmed that all governors have now reviewed and signed 2024/2025 Register of Business Interest, Declaration of Eligibility and 2024 Governor Code of Conduct.
- It was confirmed that that when staff record a H&S concern, they now include a photograph where relevant.
- It was noted that staff rewards and recognition are 'built into' school policies.
- It was confirmed that the annual Safeguarding audit was completed by the link governor and a signed copy forwarded to the LA.

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

GB/05/25 Receipt of minutes and approval of policies from committees

Collaboration update including re-constitution

The on-line approval of the draft constitution of the MAC for 2025 – 2030, was unanimously ratified and adopted.

The chair and HT attend termly MAC representative meetings and governors noted that minutes of collaboration termly meetings are circulated on GovernorHub for scrutiny.

A governor asked about the key benefits to the school gained from the collaboration. The HT responded that the sharing of professional insights at all levels was invaluable, citing the example of a recent RE subject leader meeting which confirmed compatibility of expectations. HTs coordinate much of the activity which includes inter-school QA visits and reports, subject leader development of resources and monitoring of standards.

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

The minutes of the meeting held on Tuesday 26th November 2024 at 5.00pm, and circulated on GovernorHub for scrutiny, were noted.

- SH reported that the new school website has been built and is currently being populated. It was confirmed that this fully complies with all DfE requirements.
- A review of the school's vision statement and values is planned.
- As requested by governors, data from 'I am Compliant' was shared illustrating the alarming increase in incidents of pupil aggression against staff. This was discussed at length. The HT confirmed that this escalation has also been noted and discussed by HTs within the collaboration and is a common concern. **Governors recognised that an increase in**

negative parental attitudes and the continuing adverse effect of covid isolation are contributing factors. They expressed full support for school leaders and staff, recognising the understandable stress this causes, whilst giving an increasing amount of time to dealing with incidents detracts from the teaching and learning of the majority of children who are attentive and eager to learn.

Date of next meeting - Tuesday 25th March 2025

Strategic Development and Pupils Committee

The minutes of the meeting held on Tuesday 26th November 2024 @ 5pm, and circulated on GovernorHub for scrutiny, were noted.

- Link governor responsibilities were reviewed and agreed.
- SIP objectives and termly milestones were reviewed with governor monitoring links established.
- The SEF is currently being reviewed, given the 'outstanding' judgement of the latest Ofsted report.

Date of next meeting – 25th March 2025.

The following policies, having been circulated on 'Iamcompliant' for scrutiny by all governors and approved at committee were unanimously ratified and adopted:

Appraisal Policy
 Appraisal Policy Toolkit Autumn 2024
 Attendance Management for school staff
 Capability Procedure guidance & toolkit
 Complaints Procedure
 Confidential Reporting & Whistleblowing Policy
 Cyber Response Plan
 Data Protection Policy
 Disciplinary Procedure – Part 2
 Disciplinary Procedures for school staff Part 1
 Emergency Plan
 Employee (Midday staff) guide to Attendance
 Management in schools
 Employee Code of Conduct
 Employee guide to Attendance Management in
 Schools
 Governor Allowances Policy
 Grievance Procedure
 Harassment Guidance and Policy
 Health & Safety Policy
 Key Holder Policy
 Offsite visits policy
 Pay Policy
 PE & Sport Premium Funding Statement
 PE Health & Safety Policy
 Staff Induction Policy
 Volunteer Policy
 Anti-Bullying Policy
 Attendance Policy (pupils)
 Behaviour Policy
 Child on Child Abuse Policy
 Children who are Looked After Policy

Children with health needs who cannot attend school
 Curriculum Policy
 ECT Induction Policy
 EYFS Policy
 Guidance on Visitors in Schools
 Handwriting Policy
 Home and School Agreement
 Home Learning Guide
 ICT and Acceptable Use Policy
 Keeping Children Safe in Education
 Managing Stress and Providing Wellbeing
 Online Safety Policy
 Parent Code of Conduct
 PE Policy
 Personal Care and Intimate Care Policy
 Phonics Policy
 Physical Intervention and Restrictive Practice Policy
 Pupil Mental Health and Well-Being Policy
 School Leave of Absence
 Social Media Policy
 Supporting Children with Medical Conditions
 Suspension and Exclusion Policy
 Whole School Child Protection Policy

GB/06/25 Holding executive leaders to account

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

The HT spoke to her report, copies of which were circulated along with supporting papers and data including attendance on a page, pupil premium on a page & policy, data on a page, safeguarding on a page and updated 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.

Governors continue to be impressed by the truly inclusive focus of school activity which extends throughout the community and beyond. They commended the wide variety of activities which actively illustrate the application of the school's core values, ranging from festive food bags, choirs and presentations to fund-raising and a host of enrichment activities. All this alongside delivering a broad and engaging curriculum. They fully endorsed the HT's summary statement:

'We are proud of our school community – the children are a joy, and the dedication, commitment and hard work of the staff team is to be admired.'

Admissions – with 452 children on roll, numbers continue to increase with almost all year groups full.

A governor asked about the 17 places still available in YR. The HT responded that this reflects a demographic trend with birthrates low in the year. However, the

school in confident that additional children will join over time, given the school's high standing in the community.

Attendance – Governors were referred to the detailed information in 'Attendance on a Page' circulated with the HT's report. Weekly attendance reviews track children whose attendance is cause for concern with particular focus on persistent absentees. **Governors were pleased to note that, whilst overall attendance over the past term, at 94.67%, is below the school's target, persistent absence has reduced from 19% to 15%.**

Asked about children on reduced timetables, the HT explained the background and that a small number would be better served in a special school. However, the 'tick box' exercise necessary for the educational psychologist to recommend a place is demanding and parental permission is also a necessary requirement.

A governor asked about the duration of a fixed timetable. The HT responded that each case is reviewed fortnightly, and information has to be forwarded to the LA.

Safeguarding - Governors were referred to the detailed information in 'Safeguarding on a Page' circulated with the HT's report. There are two children on a Child Protection Plan and Education Health Care Plan. Many referrals have been made to the Neurodevelopment Behaviour Support Team but there is a two-year waiting list and changes to the referral system 'in the pipeline'.

SEND and CLA - As reported at committee:

- 21.6% of children are on the SEND register
 - 37.7% are Pupil Premium and 12 children have an EHCP
 - Communication and interaction continue to be the school's largest area of need 63% along with cognition and learning at 21%.
 - funding to support and interventions with SEND children continues to be a challenge despite almost all pupil premium support being used.
 - SEN children have increasing and different challenging needs that impact on staff in particular TA's who are supporting more of the children.
- Aggressive incidents are being closely monitored.

Further detailed information had been circulated to all governors in the 'SEND Report – January 2025'.

There are currently no Children Looked After pupils in school but 4 with a special guardianship order.

Behaviour – Attitudes and behaviour in lessons is good. Children are engaged and enthusiastic. Behaviour concerns that arise are invariably in unstructured time. As already discussed at committee, incidents of aggressive behaviour against staff have risen. Support from SAP and outside agencies is sought, and parents' engagement encouraged. TAs now work with MDS, focussing of children who need particular support at lunchtime.

Governors expressed concern that the necessary use of TA time to support individual children with complex needs detracts from the key function of educational interventions.

Wellbeing – Pupil wellbeing is supported by the breakfast club offer and the school is pleased to promote the uptake of school meals. The HT commended the school meals staff who know the children and cater for their individual likes, dislikes and dietary needs.

Governors learnt that the on-line payment system, Squid', will not be available in the future and alternatives are being explored. Currently, 'Parent Pay' seems the best option.

Responding to a governor question, the HT confirmed that parents would be kept abreast of planned changes.

The pastoral support team works with groups and individuals with ELSA groups, play leader training and drawing and talking groups.

Staff wellbeing is a priority, and an anonymous staff wellbeing survey is currently being undertaken. Pastoral support is offered to all along with access to SAS resources. **Governors unanimously supported the proposal that the INSET Day planned for 14 February, should be used flexibly by staff for their individual priorities.**

Pupil Attainment and Progress - governors were referred to 'Assessments on a Page', circulated along with the HT's report. These inform pupil progress meetings and data is monitored for all key areas.

Pupil premium Grant – governors were referred to the 'Pupil Premium Strategy' and 'Pupil Premium on a Page'. These share relevant data, and the impact of resources funded by PP grant. Most of this supports additional TA time.

A governor asked why the number of children in receipt of pupil premium support is dropping. The HT responded that an increased number of children on roll come from outside the catchment area and from EAL families.

Curriculum – in addition to the range of development opportunities already in place, the school has plans to facilitate observations by all subject leaders of their subject in lessons across the school as a basis for discussions with staff.

Staffing – Governors recognised the value of an established, dedicated staff raising no concerns and with no long-term absences.

Finance – In addition to budget information shared earlier in the meeting, governors were pleased to note:

- Pupil numbers continue to rise, and the next reception cohort is likely to meet Pupil Admissions Number.
- The SENDCO has submitted several successful bids for additional SEND funding. The cost of SEND funding continues to be a drain on the school budget.
- A grant from Tesco of £1500 has helped re-stock the food bank.
- The FOSPR, led by LH, continues to be very busy organising fundraising events. Funds raised are all used to enrich the children's lives.

Health & Safety + Premises – a successful fire drill on 28 January 2025 highlighted a need to review escape routes from the two buildings. Each practice helps refine the procedure and improve safety.

A governor asked if a lockdown routine is practiced. The HT responded that this has happened in the past but will be reviewed. The school is also introducing annual sessions for Y6 to raise awareness of knife crime incidents.

CPD – governors noted the wide range of relevant individual and group training undertaken by all staff.

The HT was thanked for a full and informative report.

HT

GB/07/25

Overseeing Financial Performance - Financial reporting

School budget

As reported at committee, current year end balances for the coming five years are estimated to be:

2024/2025	2025/2026	2026/2027	2027/2028	2028/2029
236,420	27,603	(200,631)	(523,249)	(963 684)

Budget setting, with the assistance of an LA financial advisor, is planned for 20 March 2025.

Schools Financial Value Standard (SFVS) for 2024/2025

It was confirmed that the SFVS has been completed, a copy forwarded to the LA and circulated to all governors on 'Iamcompliant'.

Year-end re-forecast

Following a visit from a LA. finance advisor, the revised estimated end of financial year surplus is £236,420.

Full details are available in committee minutes.

Services for Schools - Buy Back of NCC Services

LA contracts are currently being reviewed and compared with offers from alternative providers.

GB/08/25 Update on appraisal process for Headteacher and staff including an update on the wellbeing of the Headteacher and staff

The HT appraisal team were confirmed as:

External adviser: Bob Haywood

Governor Appraisers: Martin Senior and Ed Harris

QA: Alison Screaton

The HT confirmed that new targets for the current round of teacher appraisal have been set and review meeting planned for soon after the Easter break.

Governors heard that anonymised evidence, considered at committee, justifying pay progression for four staff and the HT, supporting the proposal that Teaching Standards had been met or exceeded. The committee decision to approve pay progression applications was unanimously agreed and ratified.

It was noted that future pay progression will no longer be linked to appraisal.

GB/09/25 Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems (CP confidential file audit)

It was reported that the review of recording and reporting systems was completed on 20 January 2025 and a copy forwarded to Cheryl Stollery, LA Safeguarding lead.

GB/10/25 Corporate Directors' reports

Headteacher Well-being

Governors recognising the increasing stresses and pressured on senior leaders and all staff and, in their continuing efforts to support well-being, welcome additional resources and will note the contents.

It was noted that an anonymised staff well-being questionnaire is currently being completed and the collated responses will be available shortly.

Staff are regularly reminded of the well-being support services available via the schools ASA insurance policy. The HT reported that several have found these useful.

Small school sustainability project

Whilst Crescent is clearly not a small school, governors recognised that the report contains some useful information to be noted.

GB/11/25 Communication received and updates

From Chair - none

From Headteacher

- £30 000 has been allocated for refurbishment of the sandwich hall and nursery toilets. Quotes have been invited, by the SBM, from relevant contractors and spending will be prioritised at committee.
- Governors are invited to parents' evenings planned for 18 & 19 March 2025 and could establish a 'stall' along with a variety of link and community groups in the Crescent Centre. Suggestions for additional stall holders would be welcome.

All gobs.

From Clerk - Governor Newsletter first spring term edition

The clerk encouraged governors to scan the contents of the current newsletter and seek further information about topics of particular interest.

Martin Senior plans to attend the Governor Conference in March and it is hoped a second governor may be available to join him.

All gobs.

GB/12/25 Report from training co-ordinator including review of governor training audit and training requirements for 2025/2026

Governors were reminded of the comprehensive range of training opportunities available from EMED and on GovernorHub.

All gobs.

It was confirmed that all new governors have now completed the LA induction package.

- *Governor skills audit*
Copies of the NGA skills audit were distributed and governors asked to complete and return to SS as soon as possible for collating. This data will provide a useful guide to future training needs.
- *Link governor responsibilities*
As discussed at committee, link governor responsibilities were confirmed as:

All gobs.

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 Scream, Kevin Broadbent & Lisa Harris

Anti-bullying – Alison Scream

SEND – Bethany Parris
 Equality – Sue Senior
 Children Looked After – Sue Senior
 Health & Safety – Ed Harris
 QA HT Appraisal – Alison Screaton
 PREVENT – Kev Broadbent
 GDPR – Martin Senior
 PE/premium – Bob Randle

Governors were asked to contact the HT directly to arrange mutually convenient times for monitoring visits.

All gobs.

- *Governor 'stall' at parents' evenings*
 As discussed earlier, governors plan to staff a stall during the forthcoming parents' evenings on 16 & 17 March 2025 in the Crescent Centre.
 Governor lanyards will make parents aware of their role.

GB/13/25 General Data Protection Regulations

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

The following responsibilities were confirmed for a further year:

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

Report from the DPO

Governors were referred to the detailed report from PM, DPO, circulated on GovernorHub for scrutiny.
 This indicates that GDPR compliance is still supported by LA resources, all training is up to date and one accidental data breach was addressed appropriately.

GB/14/25 Review of all recent governor monitoring visit reports (Safeguarding, SEND, PP and link governors - linked to School Improvement Priorities)

Ed Harris has undertaken a routine Health and Safety check, and findings recorded on 'IamCompliant'. Key issues included:

- Fire doors were replaced in Crescent Centre during October half term
- Successful fire drills were carried out in July and September
- Staff were reminded to check they have signed in
- Quotes invited for upgrading nursery toilets
- A Fire drill took place this term

Concern was raised that problems with drains are compounded by the fact that no plans of the drainage system seem to be available. The HT explained that the problem related to the fact that the present school is a combination of two neighbouring school buildings with a variety of additions and modifications in its 24year history.

Bob Randle has completed webinar training and spent time in school related to his link governor responsibility to monitor behaviour and attitudes. Reports are circulated on GovernorHub. He commented that he found children's behaviour a

credit to the school recognising that the irregular behaviour of a very small minority made some staff understandably by unnecessarily apologetic.

GB/15/25 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

- Continued prioritisation of active support for strategies and resources that alleviate the increasing pressures on staff well-being at every level.
- Link governing responsibilities confirmed to monitor milestones anticipated for each in the agreed school improvement priorities and report back on progress to the FGB.
- Continued close scrutiny of budgetary development and future planning to ensure best value for money in supporting outstanding education.

GB/16/25 Confirmation of dates for 2025-2026 to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

Full governing Body:

Summer term 2025 – Wednesday 9 July 2025

2025 -26

Wednesday 8 October 2025

Wednesday 4 February 2026

Wednesday 8 July 2026

All meetings in school at 6pm.

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

GB/17/25 Determination of confidentiality of business

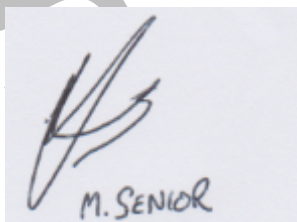
It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 7.55pm.

Signed



M. SENIOR

..... (chair)

Date09.07.25.....