

MINUTES OF MEETING



**Nottinghamshire
County Council**

School: Crescent Primary School
Meeting title: Autumn term meeting of the governing body
Date and time: Wednesday 9 October 2024 at 6:00pm
Location: At the school & via TEAMS

‘Happiness, success and learning for life’

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
Mrs Bobbie Crowder
Carly Baines
Edward Harris (vice-chair)
Lisa Harris (associate member)
Mrs Alison Screatton

In attendance

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

GB/37/24 Apologies for absence Action

There were no apologies for absence as all governors were present

GB/38/24 Declaration of interest

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

It was confirmed that up-to-date declarations of interest are published on the DfE GIAS and school websites.

Declaration of interest regarding agenda item

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

Actions for governors

Review and sign 2024/2025 Register of Business Interest, Declaration of Eligibility and 2024 Governor Code of Conduct

It was noted that all these documents are available for confirmation on GovernorHub and that this process must be completed annually.

All gobs.

Governors who have not already done so will complete confirmations shortly.

The route is: GovernorHub – school – governing board – ‘your name’ -full profile – compliance – ‘then click arrow by the side of each document’s date to..’ confirm or re-confirm’.

GB/39/24 Review of membership and terms of office ending in the next 12 months

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

As noted at the last meeting, parent governor memberships Mrs Carly Baines, and Ed Harris end on 1 December 2024. The HT will advertise the vacancies and organise elections if necessary.

HT

GB/40/24 Approval of minutes of summer term

The minutes of the summer term meeting held on 10 July 2024 having been previously circulated were confirmed and signed electronically by the chair.

Review of actions

- It was confirmed that the new photocopiers have been installed and are in regular use.

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

- It was confirmed that LA annual planning documents are a useful guide to committee planning and agenda setting.
- The scheme of delegation for the current school year, having been published on Governorhub and reviewed by governors, was unanimously agreed and adopted.

GB/41/24 Receipt of minutes and approval of policies from committees

Collaboration update including re-constitution

Governors agreed that the Mansfield Area Collaboration has made a valuable contribution to the school’s development and staff CPD.

It was proposed that MAC be formally re-constituted with seven member schools.

To establish a formal collaboration between: Crescent Primary School, Farmilo Primary & Nursery School, Intake Farm Primary School, John T Rice Infant & Nursery School, Nettleworth Infant & Nursery School, Newlands Junior School and Northfield Primary & Nursery School

The governors agreed:

- to the formal collaboration of all seven schools.
- Membership of the Joint Collaboration Committee to be headteacher and two governors. Governing bodies may agree to rotate governor membership
- It was agreed that the original MAC aims and purposes remain relevant

It was explained that everybody had already received a copy of the previous MAC collaboration agreement via GovernorHub.

- It was proposed that the new collaboration agreement would run from 1st January 2025 until 31 December 2030.
- It was agreed that the new collaboration retain the name Mansfield Area Collaboration.

Governors asked about the benefits of the collaboration. School leaders emphasised the value of the sharing of expertise and mutual professional support. They also assured governors that the past five years of working more closely together had raised no negative challenges.

The proposal was unanimously agreed.

Approval of policies

The following policies, having been circulated to all governors for scrutiny were approved and adopted:

- Child Protection Policy
- NCC HR model policies

Policies filed on 'I Am Compliant' for governors to read:

All gobs.

- School Leave of Absence
- Managing Stress and Providing Wellbeing

It was noted that revised model Capability and Appraisal policies are expected from the LA shortly. These are being updated in the light of recent changes to DfE guidance on pay progression.

GB/42/24 Overseeing Financial Performance - Financial reporting

Schools Financial Value Standard (SFVS) 2024/2025

The clerk reminded governors that information relating to the spring term SFVS return is available on GovernorHub. The completed checklist must be returned to the LA by 30 March 2025.

Year-end re-forecast

Information about the revised year-end financial forecast will be available and shared with governors later this term following the review with a LA financial adviser planned for 14 November 2024. Information must be sent to the LA by 30 November 2024.

SBM/HT

A governor asked about any impact following the introduction of charges for after-school clubs. The HT responded that there has been no significant drop in numbers attendin(963 684)g.

The Book Bus visit had raised £322 for school funds.
The School Fund was £2023.24 in credit when audited in June 2024.
Thanks were expressed to the staff and volunteers who organise and run a variety of fundraising events throughout the year.

GB/43/24 Holding executive leaders to account

The HT spoke to her report, which had been circulated on GovernorHub prior to the meeting along with supporting papers and data.

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.

Governors were pleased to hear that a really positive start has been made to the new school year which started with two very positive INSET days. Consistent expectations were emphasised by each subject leader and mandatory training completed.

There are currently 432 children on roll with 41 children joining since the start of term. Most year groups are full and any vacancies are expected to be filled by half-term. **Governors recognised that this is a reflection of the school's high standing in the community.**

Attendance in September matched the school target of 96% and the FSW works effectively with the HT to address incidents of persistent absence. The attendance policy has been updated in the light of the latest DfE guidance.

Governors asked for further information about the children on reduced timetables. The HT explained the increasing evidence of children with complex needs who may well need places in a special school and gave examples of the challenges staff face daily.

Governors expressed concern about the well-being of SLT and staff given these increasing demands of children with complex needs. The HT accepted that it is a problem in many schools that support for children with significant special needs is increasingly challenging, locally and nationally, particularly given limitations in staffing caused by budgetary restraints and agency support that is stretched and understaffed.

She explained the range of informal and structured support given to staff who have to respond to a minority of children who can be physically and verbally aggressive.

A member of staff explained that the layout of the school, in three separate buildings, was an asset in that the impact of challenging incidents can more easily be contained.

The HT referred to the new LA well-being toolkit and the value of the SAS well-being support package which has supported a number of staff.

Governors agreed that support for staff well-being must continue to be a priority.

Governors recognised that, despite the challenges presented by a small number of children, the behaviour of the majority is exemplary and the school behaviour policy is applied effectively.

A governor asked about the response of the majority of children to incidents of dysregulated behaviour. The HT responded that the children are resilient and understanding. All the children know there is someone there to talk to if they have concerns.

A governor commented on the positive comments of the Book Bus manager who had remarked that Crescent children were delightful and far better behaved than at some other schools he visits.

Reviewing safeguarding data, governors asked if the low number of EHAF, Child Protection Plans and Child in Need Plans was a true reflection of the level of risk in the school. The HT responded that the threshold was high and the required support of families was not always forthcoming and many more concerns are monitored.

A governor asked about evidence recorded on CPOMS and if an analysis of data might be useful. The HT agreed that this may well be the case and agreed to bring further analysis to the next committee meeting.

HT

Governors were referred to ZC's detailed and informative SEND report, circulated prior to the meeting for scrutiny. There are currently 93 children on the school SEND register. The HT reported on the valuable inter-agency liaison enabled by the Mansfield Safeguarding Partnership.

Governors were referred to the Pupil Premium Strategy, circulated for scrutiny on GovernorHub, and noted that numbers of children eligible for support is down. It was recognised that this reduces the amount of support available.

Reviewing the staffing update, **governors noted the low levels of staff absence.**

EH reported that a recent Health and Safety inspection had highlighted just a few minor issues which will be recorded on 'I am Compliant' and followed up by the site manager.

EH requested that when staff record a H&S concern they include a photograph.

HT/staff

Fire doors in the Crescent Centre are to be replaced at half-term. Project planned include refurbishment of nursery toilets, an outdoor gym completion of upper building courtyard and refurb. Of the sensory room by Carie Austin.

A full record of staff CPD is available on TEAMS by request.

The HT was thanked for a full and informative report.

GB/44/24 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 Sreaton

It was reported that a date for the autumn review will be arranged shortly.

HT

GB/45/24 Receive and scrutinise headteacher's annual report on whole school appraisal process. (Pending updated of policy as a result of recent statutory changes). This includes:

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

Governors noted that statutory changes to the School Teachers Pay and Conditions Document were expected for 1.9.24. When further information is available this will be issued to all schools. This is likely to be later in the term owing to statutory consultation periods set out by the DfE.

Ensure effective appraisal arrangements for all teaching staff are in place

It was confirmed that appraisals are undertaken by the senior leadership team and a timetable of autumn review meetings is currently being completed.

Ensure appraisers are trained and that a timetable is in place for termly review

It was confirmed that appraisers have undertaken relevant training.

Confirm arrangements to consider/ratify headteacher pay recommendations for all staff in line with the scheme of delegation and the pay policy

A governor asked if proposed pay increases were budgeted for. The HT assured the meeting that this is the case.

Evidence supporting the HT's teacher pay recommendations, having been considered and agreed by the finance committee, decisions were unanimously ratified by the governing body.

GB/46/24 Ensure clarity of vision, ethos and strategic direction, set by governors

Review and embed the vision, ethos and strategy of the school reflected in the school improvement plan

Governors confirmed the school's vision, aims and values as expressed on the school website:

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 (or confirm arrangements to approve) the School Improvement Plan, as detailed in the scheme of delegation

Governors were referred to the current School Improvement Plan, circulated for scrutiny on GovernorHub. It was explained that this is a working document which is revised by the SLT to ensure that priorities continue to be focussed and relevant.

School Improvement Plan 2024-25

Objective 1: Quality of Education 1.1 - To identify the core knowledge in each subject area in each year group.

1.2 - To implement a consistent approach to the teaching of handwriting.

1.3 - To collect and share good practice in scaffolding in each subject area to foster independence.

1.4 – To identify what greater depth looks like in each subject area and provide challenge to 'Dream Big'.

1.5 - To further develop the continuous provision documents to staff and monitor its provision and progression.

1.6 - To introduce outdoor provision to the year 1 curriculum.

Objective 2: Behaviour and Attitudes

2.1-To improve the attendance of the children with persistent absenteeism to be below national figures (20% in 2024)

2.2 -To reduce the number of children who are regularly late to school to improve punctuality

2.3 -To raise the standards in behaviour and attitudes during unstructured times.

2.4 - To improve understanding of 'conduct' and expectations (positive and respectful).

Objective 3: Personal Development

3.1 To improve understanding and support of mental health and wellbeing in children, staff and parents / carers

3.2 To raise engagement of all groups within the school community

3.3 To support staff in completing qualifications for Continued Professional Development

Objective 4: Leadership and Management

4.1 To provide staff with provision maps to support all children with an EHCP or in receipt of additional funding and monitor provision

4.2 To complete half termly monitoring of all subject areas – identifying AFI and strengths to share.

4.3 To research current best practice in oracy; identify current roles in schools and complete an effective shared approach covering all areas

A governor referred to the role of school leaders in supporting school staff in maintaining well-being. A focus on rewards and recognition was suggested as important. It was also suggested that this might be an aspect of the personal development objective at appraisal reviews. School leaders agreed that a policy or plan might be a good idea and would give the matter consideration.

HT/SLT

Objective 5: Quality of Education in the Early Years

5.1 To support new members of the EYFS team to ensure EYFS subject knowledge is adequate and up to date through regular team meetings, training and support.

5.2 To develop and improve our understanding of quality interactions and

communication through training and leadership support.

5.3 To follow the ShREC approach to high quality interactions

5.4 To develop and monitor the provision for children with SEND in EYFS to raise progress and attainment

5.5 To audit and monitor the continuous provision currently available in the EYFS outdoor area, ensuring coverage of all areas of the EYFS curriculum

5.6 To develop and monitor an outdoor planning system to ensure high quality continuous provision is available with added enhancements that reflect topics being taught

Governors endorsed the priorities proposed and unanimously approved the SIP for 2024-25.

GB/47/24

Corporate Directors' reports

- **Safer Working (recruitment and selection), Teachers Pay and HR updates - September 2024**

Information relating to teachers' pay arrears, removal of link between appraisal and performance related pay. The pay settlement for other staff is still to come. Due to complex legislation, HR have not yet been able to provide a summary of actions for governors. This will be distributed as soon as Governor Services receive it.

- **Well-being support**

The clerk referred to governors to support materials, including a well-being survey available on the schools portal.

- **Exclusions and Suspensions:**

The Department for Education have issued revised guidance on suspensions and exclusions, which place significant responsibilities on governors to fulfil their role within the process. LA guidance will be circulated shortly.

Action for governors

1. Ensure that there are clear processes in place to comply with your school's legal duty to arrange suitable full-time provision for pupils of compulsory school age from the sixth consecutive school day of a suspension.
2. Ensure that the governing board understands the requirements to consider the reinstatement of a suspended or permanently excluded pupil.
3. Ensure that there are clear processes in place to keep a placement of off-site direction under review.
4. Consider all governors attend panel training webinar (NGA) and, if an exclusion panel is required, revisit this as a refresh prior to the meeting.

- **Working together to improve school attendance**

The Department for Education have issued revised statutory guidance for schools, academy trusts and local authorities entitled, 'Working together to improve school attendance'. The principle duties and expectations are set out in a Summary table of responsibilities for school attendance.

Action for governors

1. Ensure the school's attendance policy reflects the changes outlined in the new Statutory Guidance.

2. Ensure the school have communicated to parents any changes to the school attendance policy to meet the expectations of the new National Framework for legal intervention.
3. Ensure your school is familiar with the revised guidance and new attendance codes.

GB/48/24 Safeguarding information for consideration and action:

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

The clerk confirmed that ...“Governing bodies have a strategic leadership responsibility for their school’s or college’s safeguarding arrangements and must ensure that they comply with their duties under legislation. They must have regard to this guidance, ensuring policies, procedures and training in their schools or colleges are effective and comply with the law at all times”

Governors noted the information from Cheryl Stollery shared on GovernorHub and updates to the latest version of KCSiE. They confirmed that all governors have read the full document.

Action for governors

The clerk reminded governors that the next Safeguarding link governor on-line focus group is planned for 11.11.24

Governing bodies must ensure a robust Quality Assurance process is in place for accurate completion of the audit with evidence seen in order to confirm the statements in the audit (e.g. training certification).

- The NCC and NSCP child protection policy toolkit should be tailored to the individual school’s own safeguarding arrangements.
- Governors are required to read the whole of KCSiE 2024, as the whole board is responsible for safeguarding, and making sure school’s policies, procedures and governor safeguarding training is compliant.
- Governors must also comply with the duties outlined in Part 2 of KCSiE 2024 “The management of safeguarding, the responsibility of governing bodies, proprietors and management committees.

Safeguarding Children in Education: self-audit tool 2024/2025

It was confirmed that Carly Baines as safeguarding link governor, will complete the audit and a signed copy forwarded to Cheryl Stollery before the December 20 deadline. A copy will also be circulated on GovernorHub for the information of all governors. **CB**

GB/49/24 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 GDPR report from the DPO circulated for scrutiny on GovernorHub.

FOI requests and data protection breaches – actions and recommendations

It was confirmed that there have been no reportable GDPR breaches or Freedom of Information requests since the last meeting. However, the details of one breach in October 2024, about which NCC data protection team advice had been sought, is shared in the report.

Governor acknowledged that appropriate action had been taken.

Audit/risk register updates:

The school continues to be guided by the LA Data Protection Toolkit.

Training undertaken

Staff GDPR update training is planned for 27 November 2024. Office staff have undertaken GDPR training via 'I am compliant'.

GB/50/24 Communication received and updates

From Chair

- The chair reported that the investigation of a complaint had closed with no further action is envisaged.

From Headteacher

- The HT shared information about a recent incident where a parent had rung the school, at the end of the school day, to say that they were delayed on a return journey from a business appointment and would be late collecting their child. This did not happen until 6.50pm.

Governors agreed that, despite the circumstances, this was unreasonable and that future policy should be that in similar circumstances, the child be cared for by wraparound care staff and the parent be charged appropriately.

- Governors accepted, reluctantly, that following advice from the LA legal team, the school had to pay for an inadvertent copyright breach related to the use of an on-line illustration.

From Clerk - Governor Newsletter

The clerk referred all governors to the first autumn term governor newsletter, available on GovernorHub, which contains a wealth of useful information and links to a variety of relevant contacts.

GB/51/24 Report from training co-ordinator

Governor skills audit update and gap analysis

It was agreed that, given several changes in membership of the governing body a skills audit would be useful. SS is seeking a suitable format.

SS

Review of governor training requirements (including safeguarding) for 2024/2025

SS recommended the new governor induction package to recently appointed governors. She is also planning to circulate a list of recommended on-line training to all governors once the link governor list has been reviewed.

SS

GB/52/24 Review of all recent governor monitoring visit reports (Safeguarding, SEND, PP and link governors - linked to School Improvement Priorities)

The chair has made several visits since the start of the autumn term and reported that the new school year has started well.

BR reported that he had made a very interesting and useful induction visit.

Governors proposed that a 'governors' stall' at future parents' evenings, along with the increasing number of community and related agency stalls, would provide a useful opportunity to meet parents informally.

Govs.

It was agreed to review link governor responsibilities at the next committee meeting and circulate a list on GovernorHub.

cttee

GB/53/24 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

- Careful scrutiny of information related to the re-constitution of Mansfield Area Collaboration before agreeing to re-constitution.
- Active support for strategies to reduce staff stress related to children with complex needs and a determination to respond to pressures on staff well-being.
- Review and endorsement of SIP for the school year ahead with linked governor monitoring responsibilities.

GB/54/24 Confirmation of dates for 2024-2025 to be agreed at the meeting in conjunction with the clerk

The governing body **agreed**

Committees:

20 November 2024

FGB:

Spring 2025: 5 February

Summer 2025: 9 July

All meetings in school at 6pm

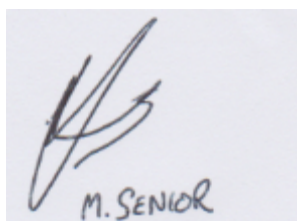
GB/55/24 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 7.40pm.



Signed (chair) Date05.02.25.....