



MINUTES OF MEETING



School: Crescent Primary School
Meeting title: Spring term meeting of the governing body
Date and time: Wednesday 4th February 2026 at 5:00pm
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)
	Kevin Broadhead
	Rachel Spray (headteacher)
A	Bob Randle
	Bethany Parris
	Bobbie Crowder
	Vacancy – parent governor
	Edward Harris (vice-chair)
	Lisa Harris (associate member)
	Alison Screaton (associate member)

In attendance

Kerry Palmer (clerk to the governors)

GB/01/26

Apologies for absence

Action

MS had tendered his apologies for late arrival due to work commitments, and the meeting was initially led by EH, vice-chair.

Apologies for absence, with reasons, were received from:

- Mark Beresford
- Bob Randle

It was.

resolved

that the governing body consent to these absences.

Actions required

GB/02/26

Declaration of interest

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.

GB/03/26 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:

Martin Senior – LA Governor – 05.07.26

MS confirmed that he is willing to serve for a further term as LA governor and will complete the on-line application form in due course.

MS

Governors recognised the on-going contribution of Lisa Harris to effective governance and unanimously agreed that she be re-appointed as associate member for a further term of four years.

GB/04/26 Approval of minutes of autumn term meeting

The minutes of the autumn term meeting held on 8th October 2025 having been previously circulated were confirmed and will have the chair's e-signature placed on them.

Review of actions

- It was confirmed that Governors were updated at the FGP&P on 25.11.25 with the mid-term re-forecast plan showing an estimated surplus at the end of March 26 £135,013 to carry over into 2026.27 budget.
- It was confirmed that governors had scrutinised the school's use of reduced timetables and are satisfied that school practice is fully compliant with LA guidance.
- It was noted that Richard Chapman has been appointed the new HT appraisal external adviser.
- It was confirmed that all governors have completed on-line 'Safeguarding refresher for governors' training.
- It was confirmed that a review of all link governor responsibilities, including SIP priorities, has been completed and circulated. on GovernorHub.

GB/05/26 FGB accountability - receipt of minutes and approval of policies from committees and working parties

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

Committee minutes, 25.11.25 were noted and are available on GovernorHub.

Future committee meetings are planned for:

24th March 2026

19th May 2026

A governor suggested the use of AI to minute meetings and generate action plans. It was agreed to trial this at a committee meeting.

HT

Notification of approval of any policies by committees

It was confirmed that the following policies, having been circulated for scrutiny and approved at committee, were unanimously ratified and adopted:

Finance Policy – following LA model
 Anti-Bullying Policy 22/09/2025
 Appraisal Policy 14/11/2025
 Attendance Management of School Staff 20/11/2025
 Attendance Policy (pupils) 09/09/2025 Behaviour Policy 15/09/2025
 Child on Child Abuse Policy 05/11/2025
 Children with health needs who cannot attend school 09/09/2025 Code of Conduct
 for Parents, Carers and Visitors 24/11/2025
 Complaints Procedure 22/09/2025
 Confidential Reporting & Whistleblowing Policy 19/11/2025
 Curriculum Policy 11/09/2025
 Cyber Response Plan 19/11/2025 Data Protection Policy 02/10/2025
 Dealing with Bodily Fluids Risk Assessment 19/09/2025 Disciplinary Procedure -
 Part 2 09/09/2025
 Disciplinary Procedures for school staff Part 1 09/09/2025
 Disqualification under the Childcare Act 2006 school policy & guidance
 18/09/2025
 ECT Induction Policy 09/09/2025
 Effectively Managing Stress and Promoting Wellbeing in the Workplace
 09/09/2025
 Emergency Plan 07/10/2025
 Employee Code of Conduct 02/09/2025 Employee guide to Attendance
 Management in Schools 19/11/2025
 EYFS Policy 10/09/2025 Fire Procedures & Policy 24/09/2025
 Flexible Working Policy 09/09/2025
 Governor Allowances Policy 09/09/2025
 Grievance Procedure 09/09/2025
 Harassment Guidance and Policy 09/09/2025
 Health & Safety Audit from NCC 19/11/2025
 Health & Safety Policy 07/10/2025
 Home and School Agreement 09/09/2025
 Home Learning Guide 12/09/2025
 ICT and Acceptable Use Policy 24/11/2025
 Key Holder Policy 20/11/2025
 Lettings Policy 19/11/2025
 Manual Handling of Objects Risk Assessment 15/09/2025 Nursery Admissions
 Policy 22/09/2025
 Offsite visits policy 19/11/2025
 Online Safety Policy 22/09/2025
 Parent Code of Conduct 09/09/2025 Pay Policy 20/11/2025
 PE Health & Safety Policy 12/09/2025 PE Policy 12/09/2025 Phonics Policy
 15/09/2025 Action
 SD&P/24/25
 SD&P/25/25
 SD&P/26/25 SD&P/27/25
 Physical Intervention and Restrictive Practice Policy 10/09/2025
 Premises Management Policy 19/11/2025 Pupil Mental Health and Well-Being
 Policy 16/09/2025
 Recruitment & Selection of school staff policy 09/09/2025 Remote Learning Policy
 22/09/2025
 Risk Assessment policy 20/11/2025
 SEND Information Report 24/11/2025
 SEND Policy 24/11/2025
 Social Media Policy 22/09/2025
 Staff Induction Policy 22/09/2025
 Suspension and Exclusion Policy 10/09/2025
 Toileting in Nursery Policy 25/09/2025

Violence to Staff Risk Assessment 15/09/2025 Vision and Values 09/09/2025
 Volunteer Policy 16/09/2025
 Whole School Child Protection Policy 08/09/202

Governors welcomed the introduction of a focussed presentation at each committee meeting and discussed priorities for the future.

GB/06/26 Holding executive leaders to account:

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 Pupil Premium Strategy 2025-27, mental health pathway, Attendance v similar schools, Behaviour, Safeguarding and SEND on a page updates.

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.

Executive Summary

The summary reviewed a very busy school since the last report, particularly during the festive season. Festive performances and community engagement included a variety of performances, gifts for food bank families and 430 selection boxes donated by Areana Church for Santa (thanks to Governor Bob!) to deliver. Curriculum development continues and end of term assessments completed. These are discussed with staff at pupil progress meetings which are now considered supportive rather than threatening. The school continues to be an example of good practice for others, and the collaboration actively promotes sharing of good practice.

The summary concludes: *'The past few months have been filled with enriching experiences for our children and the wider community. The collaborative efforts of staff, families, and community partners have played a crucial role in our successes. We look forward to continuing this positive trajectory as we embrace the challenges and opportunities that lie ahead.'*

Admissions

There are 428 children currently on roll with very few vacant places in each year group

Attendance

At 94.43% this is close to the national average with data closely monitored and particular focus on persistent absentees.

Full details have been shared on 'Attendance on a page'.

Reference was also made to the new DfE half-termly comparative data reports.

Safeguarding & SEN

Safeguarding continues to be a priority. There are currently 3 children on a child protection plan and 8 on a EHAF. There are no LAC but 4 who live with 'other family members'.

Governors were dismayed to hear of the school's frustration with the new Early Help process and poor communication with support agencies. It was agreed that a letter be sent to the LA expressing strongly the apparent lack of focus on what's best for the child.

HT/chair

Behaviour

The HT reported that learning walks and observations show that attitudes and behaviour in lesson times is very good. Children are positive and enjoy the varied teaching and learning opportunities provided to them. Some Y6 pupils receive

additional provision in unstructured times and plans are in hand to enhance their transition experience to secondary school in the summer. Other supportive provision includes additional staffing at playtimes, SAP and work on 'zones of regulation'.

5.30pm: Martin Senior arrived and led the remainder of the meeting.

Well-being

SLT consider staff well-being to be good with strong mutual support.

The HT reported on well-being support:

- A Mental Health Pathway for pupils has been created to ensure clarity and direction with referrals regarding Mental Health – details were circulated on GovernorHub along with the HT's report.
- SAS continues to be used well by staff to support health and well-being. Children's Mental Health Week will be recognised in school (9th -15th Feb)

A governor asked what evidence could be shared to support the SLT's positive judgement of staff well-being. Several staff present shared examples mutual staff support and sensitivity to individual needs and appropriate responses.

A governor asked if new staff received any induction or mentoring. Staff responded that there is structured support and a team culture –'that's how we are!'

Governors welcomed KB's offered to informally chat to a variety of staff about this issue and feedback to governors.

KB

Pupil attainment and progress

Governors learnt that the new INSIGHT programme was used to share core subject and attendance assessments with parents, but not all staff were fully aware of this intention.

Staffing update

Full details of recent and forthcoming staffing changes were shared along with a range of training and apprenticeship placements. Staff absence is closely monitored with significant illness at the start of the spring term.

Fundraising

The Friends of Crescent Primary, coordinated by LH continues to arrange many successful events. A bingo night is next on 27th February.

H&S and premises

Washroom refurbishment is almost complete. Aging boilers have been maintained and outdoor play equipment repaired. Sandwich hall ceiling tiles are to be replaced in the February half-term break.

CPD

All staff training is now recorded on excel and available on Teams.

The HT was thanked for a full and informative report.

Jellyfish Update

AS updated governors on the positive impact of the jellyfish initiative established at the start of the current school year to give additional support to a small group of children in Y1 and 2 with very significant special needs and dysregulated behaviours whose education may well continue in a special school setting in coming years. However, it is recognised that alternative provision is scarce and jellyfish children may well have to be re-integrated into mainstream classes in coming years.

The 'jellyfish model' is recognised by the LA as an example of good practice with the combined focus on social skills, core subjects and wider curriculum. Additional staff training is also benefiting the school as it is cascaded through the staff team.

Governors were impressed by the quality of children's work in books shared, noting evidence of progression and continuity. They recognised the

huge benefits to the children's education which, whilst requiring significant staffing and resources input, they considered value for money for the children concerned and the mainstream classes they have been withdrawn from.

Governors recognised, however, future problems of sustainability and cost.

AS was congratulated on the amazing work she and the staff team are doing and thanked for an informative presentation.

GB/07/26 Overseeing Financial Performance - Financial reporting

School budget, Services for Schools and year-end re-forecast

As reported by the HT:

'A visit to support the budget 2025.26 year end forecast is planned for 19th March (A Brown & Sara Coupe). Updates to staffing, expenditure and income/funding are regularly updated on the Budget planner. Governors will receive via Governorhub the year end forecast budget plan 2025.26 at the FGP&P committee meeting in March along with the 5-year governors forecast and chart of accounts report (from FMS). Governors were updated at the FGP&P on 25.11.25 with the mid-term re-forecast plan showing an estimated surplus at the end of March 26 £135,013 to carry over into 2026.27 budget.'

Scheme of Delegation 2025/2026

Approved at previous meeting.

Schools Financial Value Standard (SFVS) for 2025/2026

The completed SFVS for 2025-26, having been circulated prior to the meeting for scrutiny, was unanimously approved and a signed copy will be forwarded to the LA.

HT

GB/08/26 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: Richard Chapman

Governor Appraisers: Martin Senior and Ed Harris

QA: Alison Screaton

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

It was confirmed that staff appraisal reviews are being completed and the HT's appraisal review is planned for March 2026,

Well-being support – see HT's Report

GB/09/26 Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems (CP confidential file audit)

It was confirmed that Alison Screaton, as safeguarding governor, has completed the review of the Single Central Record, safeguarding self-audit and confidential file audit.

It was reported that school practice is fully compliant with LA guidance and no significant issues were identified.

GB/10/26 Corporate Director's reports

Working Together to Improve School Attendance:

Both Overall and persistent absence rates increased significantly after the pandemic both nationally and within Nottinghamshire. Whilst they are gradually starting to fall in Nottinghamshire, they remain high compared to pre-pandemic levels.

Attendance Baseline Improvement Expectations (ABIE):

Attendance Baseline Improvement Expectations are new minimum attendance expectations that the government is setting every school. ABIE's are being set with the intention to improve school attendance to pre-pandemic levels. A school's ABIE is the minimum improvement expected for a school during the academic year.

Schools will receive their minimum expectations on a "test and learn" basis for 2025-26 with an official rollout during the 2026-27 academic year.

Targeting Support Meetings:

Local Authorities are expected to organise Targeting Support Meetings with each school in their area.

Nottinghamshire Education and Attendance team began offering these meetings during the 2024-25 academic year.

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View your education data (VYED) is a platform for interactive dashboards, tools and reports for the data schools submit to the Department for Education.

The reports now include a set of Similar schools' comparison reports on attendance. Each report compares a school's attendance to around 20 schools with similar character.

RISE Attendance and Behaviour Hubs programme

The local authority would like to highlight the latest support offer the Department for Education has developed to help responsible bodies improve attendance. The newly announced **RISE Attendance and Behaviour Hubs** programme offers schools practical, school-led support to improve attendance and behaviour.

Department for Education School Attendance Campaign:

The Local authority has partnered with the Department for Education communications team to pilot a new communications approach to improve school attendance locally.

Action for governors

- Governors familiarise themselves with the Attendance Baseline Improvement Expectations (ABIE) for their school and what actions are being taken to achieve the target
- Governors to check that their schools have access the Targeting Support meeting with a member of the Education and Attendance Team within the local authority.
- Consider with Senior leaders whether your school would benefit from the support available through the RISE Attendance and Behaviour Hubs programme

Governor actions/referral to a committee

The HT referred to the school first half-termly DfE Live Data and Report received and circulated for governor review on GovernorHub. She commented that it provides useful data, but it arrived too late to prompt focussed responses.

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

**Action
All govs.**

GB/11/26

Communications

From chair

- Details of the LA governor conference to be held at Eastwood Hall 'Shaping Inclusive Education Together' on Friday 6th March 2026 were shared and governors asked to consider taking one of the two places allocated to the school.
- The Mansfield Area Collaboration continues to provide valuable support to partner schools. The HT cited mutual support within the site manager's What's app. Group providing the loan of equipment to replace ceiling tiles at Crescent in the near future. The new Family Support Network has also been welcomed.

All govs.

From headteacher

- The HT shared the fact that a Y5 pupil who had received life changing injuries in a car accident was very eager to return to school. School looks forward to his return but is frustrated by the lack of communication with relevant support agencies.
- Concerns about the increase in dangerous potholes in road near school has been shared amongst collaboration HTs. Governors agreed that this includes the road up to the school car park which is MDC's responsibility. **Governors went on to express concerns about unauthorised use of the school car parks to drop off children. It was agreed that email messages are not effective and clear signage recommended, including access to the minibuss garage.**
- **CONFIDENTIAL ITEM**

HT

From clerk - Governor Newsletter first spring term edition

ACTION FOR GOVERNORS:

Admissions Updates - Community and voluntary controlled schools will receive notification in the spring term confirming that NCC has determined the admission arrangements for 2027-2028 and governors must ensure this is noted and the school website updated.

Keeping Children Safe in Education Updates - Child Protection/Confidential Files Audit Tool is being refreshed, ready for rollout in early 2026. The updated version reflects the latest expectations under KCSIE 2025,

Working Together 2023, and UK GDPR. HR Updates – Information on how to support a headteacher who is absent. See article for further details.

Nottinghamshire Governor Conference – 'Shaping Inclusive Education Together,' Friday 6th March 2026 at Eastwood Hall. See article from Em-Ed for information on speakers and how to book a place.

ARTICLES FOR GOVERNORS' INFORMATION:

- Curriculum Assessment and Review
- NCC's Education Improvement Service
- New Governors – what is needed and induction guidance

- School Complaints – new toolkit available
- East Midlands Education Support Service (Em-Ed) – training updates
- Understanding Equality Duties
- Publishing Governance Data
- Role of the Chair – how to build and lead an effective team
- Governor Monitoring Visits – recording on GovernorHub
- DfE Updated Guidance and Regulations
- National Updates · Celebrating Governance – long service awards
- Message from the Chair of the Nottinghamshire Association of Governors
- Governor Termly Briefings – please access at a time that suits you
- Changes to NCC Early Help Services

GB/12/26 Report from training co-ordinator including review of governor training audit and training requirements for 2026/2027

Governors have completed the update of their declarations of interest, governor eligibility and confirmation of reading the latest KCSiE and signed off on GovernorHub at the meeting.

Governors were encouraged to review training modules on offer and sign up for relevant courses. They were also reminded to record training completed on GovernorHub.

GB/13/26 General Data Protection Regulations

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

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

Report from the DPO and Information Governance Governor

There have been no reportable GDPR breaches or Freedom of Information requests since the last FGB meeting.

Governors were reminded to only use their school email address for governor correspondence and to contact the school office if there are any problems.

GB/14/26 Review of all recent governor monitoring visit reports in line with the 2025 Ofsted inspection framework (Safeguarding, SEND, PP and LAC plus link governors to School Improvement Priorities)

Governors noted the agreed link governor responsibilities, including links to SIP priorities, circulated on GovernorHub.

Governors were referred to recent monitoring visits records on GovernorHub, accessed by: 'Crescent GovernorHub/Governing Board/Visits'.

Recent additions have included:

- Confidential File Audit
- Single Central Record check
- New term update
- Staff well-being

- Attendance
- Health & Safety
- KS2 Assembly

GB/15/26 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

- Continued scrutiny and challenge in relation to attendance, particularly in relation to comparative data, actions taken, and strategies to improve.
- Questions and challenge in relation to:
 - finance and staffing matters.
 - SFVS and school budget
 - Staff appraisal and wellbeing
- Consideration and review of policies, the Corporate Director's reports and the NCC governors' newsletter.

Accountability continues to be evidenced in all governing body and committee meetings through regular review of actions, question and investigation.

GB/16/26 Confirmation of dates for 2026/2027 to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

Committees:

24th March 2026

19th May 2026

Full Governing Body:

Wednesday 8 July 2026 in school at **5pm**

2026 –27: to be agreed

INSET Days 2026 -2027

The following dates were unanimously approved:

1st September 2026 (Admin Day)

2nd September 2026

- Health & Safety
- Safeguarding
- Preparation for the year

20th November 2026

- Mr P ICT (Collaboration INSET with Nettleworth and Newlands @ CPS)

12th February 2027

- SIP Focus

7th June 2027

- Teachers - Report Writing Day

GB/17/26 Determination of confidentiality of business

It was

resolved

one item of HT communication: GB/11/26, remain confidential

that all other papers and reports be made available as necessary.

The meeting closed at 7.45pm.



Signed

..... (chair) Date08.07.26.....

School Display