

MEETING MINUTES

'Be the best you can be.'



School: John Blow Primary School
Meeting title: 2nd Autumn term meeting of the governing body
Date and time: Wednesday 6th November 2024 at 6:00pm
Location: At the school

Membership

'A' denotes absence
'V' denotes virtual

| | |
|---|-----------------------------|
| | Mrs Adrienne Allcock |
| | Mr Ben Carver (Headteacher) |
| | Ms Claire Fawcett |
| A | Mrs Mary Hartshorne |
| | Mrs Sue Laplanche (chair) |
| | Mr Paul Nolan |
| | Mr Pete Smith |
| V | Mr Thomas Straw |
| | Mr Mark Tyler |
| | Mrs Emma Briggs-Price |
| A | Mr Cameron Lord |
| A | Mrs Kerry Round |

In attendance

Mrs Victoria Hayles (Clerk to the Governors)

Mr B Barnard (DHT and English Lead)

The meeting was preceded by a book scrutiny. A presentation from the English Lead was followed by governor questions. Action

GB/87/24 Apologies for absence

Apologies for absence were received from Mrs Hartshorne(holiday), Mrs Round(work) and Mr Lord (family). Governors resolved to accept these apologies.

GB/88/24 Declaration of interest

Staff members declared their interest in item 9. There were no other declarations of interest, either direct or indirect, for items of business on the agenda.

Governors confirmed that they had updated their annual declarations.

GB/89/24 Minutes of Autumn Term Meeting held on 9th October 2024

The minutes of the meeting held on 9th October 2024 having been previously circulated were confirmed and signed by the chair.

Review of actions

| Item | Action | Responsibility | Comments |
|------------------|--|----------------|-------------------------------|
| | | | |
| GB/57/24c | Mrs Briggs-Price to review the Equality policy on behalf of governors before final FGB approval. | EBP | Completed and review on Ghub. |
| GB/57/24b | BC to make suggestions on priorities to the income generation group. | BC | Completed |
| GB/61/24 | MT to undertake a GDPR visit before the end of term. | MT | Date agree |
| GB/78/24 | BC to discuss with HR withholding staff uplift payments/ salary uplifts. | BC | Completed |

GB/90/24 Finance and Resources Update- Overseeing Financial Performance **Mid-Year re-forecast**

The headteacher stated that the reforecast was due to take place on 18th November. It was agreed that governors with Finance links would meet after this date to review the budget.

Two finance plans had been submitted to the LA finance team and had been received positively. Increasing pupil numbers would help the deficit budget and future forecasts showed that 25/26 would have a positive out turn at the end of the financial year.

The school were being very careful with expenditure however, some additional costs had been included in the budget for the reforecast. This included some plumbing costs.

Governor challenge: Would it have been possible to assign this to the DFC?

The headteacher explained that it was not possible.

Budget Report – Actual v Budgeted.

Governor challenge: Is it possible to have a printout of actual spend against budget?

The headteacher stated that this would be available after the reforecast and would be circulated to governors. The new office manager was being trained on the finance systems and would be able to run reports for governor meetings.

Governors discussed the impact of increasing pupil numbers on the budget. It was noted that there were an additional 8 children classed as pupil premium, two of whom were post LAC.

Governors discussed pupil numbers and the predictions for intake in September 2025, which were looking very positive.

Approval of virements

There were no virements to approve.

Approval of expenditure – delegated amounts

There was no expenditure above delegated amounts to approve.

Schools Financial Value Standard (SFVS) 2024/2025

Governors noted that this needed to be completed during the spring term.

ACTION: Finance to be placed on the January agenda

Agenda

GB/91/24 Verbal Update from Headteacher - Holding executive leaders to account:

Approval of Teaching and Learning Policy

Governors discussed the teaching and learning policy making comment that it was very detailed and a more succinct version may provide greater clarity for staff.

The headteacher and staff governor explained that the document had been created with staff and that it had been requested that all the information in the policy be provided in one document. Staff meetings and training sessions had been used and were being used to develop and reinforce the principles in the policy.

Governors discussed the difficulty in monitoring the policy when it contained so much information. It was suggested that an executive summary could be provided.

Governors approved the teaching and learning policy.

Approval of Charging and Remissions policy

It was noted that this was a NCC policy.

Governors discussed payment for trips and the wording of trip letters to encourage parental contributions. The school had been advised during a recent audit that overpaying by some parents to support trips was not good practice.

Governors discussed the issue and agreed that the wording could be to "sponsor" another child. The support of the Friends of John Blow in helping finance trips was acknowledged.

Governors approved the Charging and Remissions Policy.

Parental Survey

The headteacher updated governors on the parental survey which had seen a relatively low number of responses, however these had been overwhelmingly positive. One response had been critical of the way school dealt with bullying. This had been an anonymous return

and the school had unsuccessfully made efforts to identify the respondent so that the concerns expressed could be addressed.

Governors discussed the low response to the survey and considered ways of increasing the number of responses. It was agreed that a paper copy of the survey would be included in end of term reports to parents.

Governors concluded that a lack of response was an indication that the parental body did not have any pressing concerns and it could be assumed that they were happy with the provision of the school.

Other methods of engaging parental feedback would be tried over the rest of the academic year.

Attendance data - Attendance Information

Updated attendance information had been circulated along with the half termly letters that the school sent to parents. An improvement in the attendance of pupils identified as PA in 23/24 could be seen. The school were looking at how the PP budget could be used to support PP children with low attendance.

Governor challenge: Are you keeping case studies of the work being undertaken and the impact on attendance?

The headteacher confirmed that that this was happening.

Governor challenge: Is it possible to have comparison data between different academic years to see the impact of actions on attendance?

The headteacher explained that this was possible and the data had been supplied in the past in this format. He would endeavour to provide this information at the next meeting.

GB/92/24 Staffing

Attendance

The headteacher stated that he had no concerns currently about staff attendance. Monitoring of absence took place and actions would be undertaken to support staff if attendance became an issue.

Updates

The headteacher informed governors that the SENCO had resigned and would be leaving the school for a new school at the end of the term. An advert had been written advertising a teaching post, this would go live next week.

The advert would be for teacher with an interest in being the SENCO as an addition. It was important to get the right person for the school. The role of SENCO could be discussed later and in the meantime the

leadership team had a plan on how they would be covering this position.

Governors expressed concern that the Year 2 cohort would be disrupted. The headteacher explained that there were different scenarios that could be put in place depending on when new staff were appointed.

Governor challenge: How is the job being advertised? And when would the person be able to start?

The headteacher explained that the vacancy would be advertised on Nottinghamshire and Lincolnshire job pages. The start date for a potential candidate would depend on their situation. A teacher would be able to start in January if they did not need to work a notice period otherwise it would be Easter.

Governor challenge: Will this have an impact on the budget?

The headteacher explained that there could be a positive impact on the budget. The post would need to be covered if a new recruit could not start until Easter and this would incur a cost but it could be lower than the salary being paid.

AA and SL agreed to liaise with the headteacher regarding availability for the interview panel.

GB/93/24 Working Party

Preschool

The headteacher informed governors that DFE funding was available to develop preschool places in maintained schools. The application form had been downloaded and a strong grant application would be required. The closing date was the end of this term so work needed to be undertaken at pace.

Governors asked EBP if she would be available to offer expertise in support of the application. EBP agreed to support.

Governors discussed the proposed application and the need for the bid to facilitate the development of EYFS and preschool.

Governors discussed various options for the relocation of classes including the use of the kitchen as a potential new classroom. The implications on catering and the provision of school meals were also considered.

Governor challenge: Are we placing ourselves at risk if we do not have a kitchen?

The headteacher stated that catering companies could ship meals into school and that not having a kitchen would not be a disadvantage.

Governor challenge: Would not having a kitchen impact on the ability of holiday clubs to provide meals?

The headteacher stated that he would look for catering providers who were willing to provide food during holiday periods.

Governors suggested that getting the LA EYFS team on board would strengthen the application.

A meeting with preschool was planned for the 20th November.

Governor challenge: Would funding from the parish council and preschool still be sought?

The headteacher explained that the funding which had been discussed previously would still be required to provide resources, furniture and some internal modifications.

All staff members left the meeting for the following item.

GB/94/24 Pay committee feedback.

The chair of the pay committee informed governors of the following:

Update from HR on pay progression.

The headteacher had spoken to HR and had shared the response with the pay committee that he had received. *"In terms of appraisals these will need conducting in terms with the policy, what I mean from that is if your teachers have met all their objectives then their pay will reflect this without limitations this year and next year."*

The chair stated that the implications on the budget had been discussed by the committee.

Pay committee

The pay committee had met and discussed the recommendations of the headteacher and headteacher appraisal governors. The committee had approved the recommendations made.

All staff members returned to the meeting.

GB/95/24 Health, Safety and Wellbeing

The headteacher informed governors that all the building work had been completed and signed off.

Governor challenge: Has all the asbestos been removed from the building?

The headteacher explained that there was still asbestos in the building but where work had taken place it had been removed. The exception to this was some asbestos which had been sealed behind panels as the cost to remove was prohibitive to the work taking place. This had been clearly labelled.

As a result of asbestos being removed the LAMP was being updated by NCC.

GB/96/24 General Data Protection Regulations - Receive report from Data Protection Officer and Information Governance governor.

[GDPR Report, audit and actions.](#)

The headteacher had circulated his report prior to the meeting. This outlined the actions and progress that had been made against them following the previous audit.

The headteacher noted the impact of having three office managers in 3 years on the ability of the school to make further progress towards achieving all areas of the audit.

Governor challenge: Have the concerns regarding ATOM been solved?

The headteacher explained that he had met with a director of ATOM at school and shared his concerns. As a result, things had improved. Firewalls were in place to ensure compliance with KCSIE and GDPR.

It was agreed that MT would attend the feedback at the end of audit.

[FOI requests and data protection breaches – actions and recommendations.](#)

The headteacher stated that there had been one FOI request regarding vaping from an external agency.

[Training undertaken \(staff and governors\)](#)

The headteacher explained that the school received updates and that these were circulated for staff.

Governor challenge: Have staff undertaken cybersecurity training?

The headteacher stated that they had not but it was something that he would investigate.

Governor challenge: Does the privacy notice cover the online surveys and forms that the school uses?

The headteacher confirmed that it did.

GB/97/24 Clerk's Items

Items from Newsletter 2 were shared.

Governors discussed prevent training, inclusive and diverse books provided by the ELS and the safeguarding focus group.

The headteacher confirmed that he had completed the school survey.

GB/98/24 Communication

From Chair

Nothing to report.

From Headteacher

Nothing to report.

GB/99/24 Report from training co-ordinator

Mr Lord was not present at the meeting.

Governors discussed Prevent and Cybersecurity training.

It was agreed that as the SENCO was leaving at the end of term the training session planned for the spring term should be postponed. A session on Maths would be provided instead.

GB/100/24 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account.

Governors' challenges have been recorded throughout the minutes. These challenges help to support school improvement alongside training and discussion.

- Performance management
- Finance
- Preschool
- Policies
- GDPR
- Staffing
- Health and Safety
- Attendance

GB/101/24 Confirmation of dates

Spring 2025

- Spring 1 – 22nd January
- Spring 2 – 5th March
- Budget Setting Meeting - 19th March.

Summer 2025

- Summer 1 – 14th May
- Summer 2 – 11th June

GB/102/2 Determination of confidentiality of business.

4 It was resolved that all papers and reports be made available, as necessary.

The meeting closed at 7.50pm

Signed

s Lapuncho

Date 22.01.25

School Display