MINUTES OF MEETING

Nottinghamshire County Council

School:	**John Blow Primary School**
Meeting title:	**First autumn term meeting of the governing body**
Date and time:	**Wednesday 23 September 2026 at 6pm**
Location:	**At the school**

Membership 'A' denotes absence	A	Mrs Adrienne Allcock – Co-opted governor (Vice chair)
		Mrs Emma Briggs-Price – Co-opted governor
		Ms Mary Hartshorne – Co-opted governor
	A	Mr Cameron Lord – Co-opted governor (Training co-ordinator)
		Mrs Kerry Round – Co-opted governor
		Mrs Clare Stokes – Co-opted governor
		Mr Ben Carver – Headteacher
		Mr Paul Nolan – Local authority governor
		Ms Claire Fawcett – Parent governor (Chair)
		Mr Pete Smith – Parent governor
		Mrs Aimee Atkins – Staff governor
In attendance		Mr Colin Sawers (Clerk to the governors)

GB/75/26 **Apologies for absence – approved, not approved/not provided – quoracy confirmed** **Action**

Apologies for absence were received from Mrs Allcock and Mr Lord.

It was

resolved

that the governing body consent to these absences.

GB/76/26 **Declaration of interest – in relation to FGB agenda items**

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

Autumn Term Actions

Review and sign 2026/2027 Register of Business and Pecuniary Interest

Governors were reminded to complete the hard copy form with an ink signature and return to school. **All Govs**

Review and sign 2026/2027 Declaration of Governor Eligibility to be a School Governor

Governors were reminded to complete the hard copy form with an ink signature and return to school. **All Govs**

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Action

Review and sign 2026/2027 Governor Code of Conduct

A governor suggested that the code of conduct could have guidance for parent governors on their role appended to it. After **discussion** governors agreed this would be better suited to an induction pack. Mrs Round **agreed** to produce a draft and share with governors. **Mrs Round**

A governor questioned if the school has a social media policy? The headteacher confirmed yes.

Confirm current KCSIE has been read by all governors

It was **confirmed** that all governors have read the 2026 edition of KCSIE.

GB/77/26 Review of governing board membership and terms of office

The clerk highlighted the following vacancies on the governing body:

- 1 co-opted governor

Update from clerk to governors re vacancies and membership ending in the next 12 months

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

- Mrs Adrienne Allcock – co-opted governor – 15 November 2026
- Mrs Emma Briggs-Price – co-opted governor – 19 September 2027
- Ms Mary Hartshorne – co-opted governor – 2 July 2027
- Mrs Kerry Round – co-opted governor – 19 September 2026
- Mr Pete Smith – parent governor – 18 December 2026

Determination of term of office for chair and vice-chair – if due to expire (1-2 year term recommended)

Governors **agreed** to a 1-year term of office for the chair and vice chair.

Election of chair of governors (required post - if term of office has expired the vice-chair needs to act up as chair until a chair appointed)

The chair invited nominations for the role of chair of governors. Ms Fawcett self-nominated for the role of chair of the governing body. There were no other nominations.

Ms Fawcett left the meeting.

Governors considered the skills and expertise Ms Fawcett would bring to the role of chair.

Governors **noted** and **discussed** the information available and following a vote Mrs Fawcett was unanimously elected as chair of the governing body.

Ms Fawcett rejoined the meeting.

Ms Hartshorne joined the meeting.

Governors **requested** the clerk to provide a model role description for the role of chair. **Clerk**

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Election of vice-chair of governors (required post)

The chair invited nominations for the role of vice chair. In her absence the chair nominated Mrs Allcock the existing vice chair. There were no other nominations for the role.

Governors considered the skills and expertise of Mrs Allcock and the benefits her continued service as vice chair brought to the governing body. Governors elected Mrs Allcock unanimously as vice chair.

Governors **discussed** the current co-opted governor vacancy. The headteacher agreed to draft an advert for various community publications and noticeboards. **Head**

The headteacher also agreed to investigate advertising the vacancy with Boards for Education. **Head**

GB/78/26 Approval of minutes of previous term FGB meeting and any additional special governing body meetings

The minutes of the meeting held on Wednesday 1 July 2026 having been previously circulated and subject to the following corrections being made were confirmed and signed by the chair.

On page 8 the line “Mrs Stokes left the meeting at 7.36pm” would be replaced with “Ms Fawcett left the meeting at 7.36pm”.

Review of actions

Actions in the minutes were reviewed. It was **noted** that they had been undertaken or were to be discussed in the meeting.

Confirmation of completion of annual planning documents - provided in summer term

The clerk **confirmed** these had been completed at the summer 2 meeting of the governing body.

Approval of completed 2026/2027 scheme of delegation (model provided in summer)

The clerk **confirmed** this had been approved at the summer 2 meeting of the governing body.

GB/79/26 Receipt of minutes and approval of policies from committees and working parties, including JCC if part of a formal collaboration

There were no minutes to approve.

Review of actions from committee minutes. Approval of policies (including model policies – if provided by NCC):

Approval of updated Child Protection Policy

Governors **received, noted** and **approved** the updated child protection policy.

School Display

Action

Approval of updated HR Pay Policy

The headteacher requested to defer this item to the next meeting as the local authority have still not finalised the updated HR pay policy. **Clerk**

Approval of new Complaints Policy

Governors **received, noted** and **approved** the new complaints policy subject to the headteacher completing the template with the school specific information. **Head**

Governors **received, noted** and **approved** the following policies:

- Behaviour and Relationships Policy
- Behaviour and Relationships Procedure
- Monitoring and Evaluation Policy

GB/80/26 Core functions of governance – 1. Overseeing financial performance and ensuring money is well spent across a school (autumn term)

Confirm arrangements for governors to complete Schools Financial Value Standard (SFVS) for this financial year 2026/2027 (submitted in March)

Governors **confirmed** that the following Governors would complete the Schools Financial Value Standards document prior to presentation to governors for approval.

- Mrs Clare Stokes
- Mr Paul Nolan
- Ms Fawcett

Receive updates regarding the latest budget monitoring report and Year-end re-forecast

The headteacher had shared the latest budget statement in advance of the meeting. The headteacher **noted** a few budgets are overspent; however this relates to the flood and will be corrected when insurance payments are fully received. The local authority finance officer will visit shortly to review and update the finances.

A governor questioned that only 23 children have joined the foundation unit this year? The headteacher confirmed that they had expected 30 but there have already been children joining the school since term started.

A governor noted that IT support is more expensive than originally planned? The headteacher confirmed this related to some IT infrastructure that was damaged in the flood.

A governor questioned if the pay rises recently agreed were covered in full by the budget? The headteacher confirmed yes.

The headteacher confirmed that the Arbor finance system has now been installed and this system is much better for the school and parents as finances are now all in one place.

Received PP and additional funding strategies

School Display

The headteacher confirmed that the school has received £10,400 in inclusion funding and a strategy is currently being written.
A governor questioned if the funding is aligned to specific pupils? The headteacher confirmed yes, it is to meet the needs of specific children.

Governors **noted** that the previous chair was the pupil premium link governor. Governors **agreed** that Mrs Round would now take on this link role.

GB/81/26 **Core functions of governance – 2. Evidence holding the senior leadership to account – (Summary of headteacher's report and governors' robust questions and challenge)**

The headteacher had shared his report in advance of the meeting.

Governors **received** and **noted** the Headteacher's Report - September 2026. The report highlighted a mixed picture of pupil outcomes, with strengths in EYFS and KS2, while KS1, phonics, greater depth and outcomes for some pupil groups remain priorities for improvement. Governors **noted** the areas for development identified through the July Quality Assurance process, particularly consistency in teaching and curriculum implementation. Leadership, SEND and inclusion arrangements have been strengthened, alongside a new monitoring and evaluation approach and external school improvement support. Behaviour was reported as generally positive, with attendance continuing to be closely monitored. Governors will receive a further SEND update at the Autumn Term 2 meeting.

A governor questioned how improvement for the early years was being measured? The headteacher confirmed the SIP is being used to measure and drive improvement.

A governor questioned how staff are following these results? The headteacher confirmed that morale is good, staff were able to have the opportunity to reset over the summer break.

A governor requested if staff monitoring improvement in the school could write a report for a future meeting? The headteacher **agreed** and will ask the relevant staff to prepare a report for the spring term 1 meeting. **Head**

The headteacher **noted** that scrutiny and lesson observation have been taking place since the start of the school year to allow early corrections and improvements to be made to teaching and learning.

A governor questioned that the SIP does not say how things will be done? The headteacher confirmed that this will be detailed in the SEF, and this will then be updated each half term.

A governor questioned if staff feel they have better systems and tools now to support teaching and learning? The headteacher confirmed yes, as well as a better understanding of what is expected of them.

A governor questioned if we could find another school to work alongside? The headteacher confirmed that he had recently attended both the Bassetlaw Primary Behaviour Partnership Board and the Tuxford heads group and is hoping to work with East Markham Primary School.

A governor questioned if fines for absence are being consistently applied? The headteacher confirmed yes and that the first fine had been issued today. This must happen to meet the Ofsted requirement of expected standard for attendance.

School Display

Action

A governor questioned if the governing body had agreed to attendance fines? The headteacher confirmed yes.
A governor questioned if the school needs to do more to increase pupil numbers? The headteacher confirmed that the school is working on publicity.

A governor questioned that there are children known to social care in all year group and is this normal? The headteacher confirmed numbers for the school in comparison to the average are small and are for a range of situations supported by the DSL.

A governor questioned how the use of CPOMS is progressing? The headteacher confirmed that the consistency of how information is recorded is improving.

GB/82/26 Core Functions of governance – 3. Ensure clarity of vision, ethos and strategic direction (autumn term)

Approve the School Improvement Plan (SIP)

The headteacher had shared the SIP in advance of the meeting, however it had been necessary to issue a revised version on the day of the meeting.

Following a QA visit and report in the summer the SIP had been produced, however following a recent visit from the education improvement adviser at the local authority it had been suggested the SIP should be reduced in size. This means the SIP is now more in line with what the school wanted.

The SIP is still in a draft form but is being finalised tomorrow and will be presented to governors at the next meeting for approval. **Clerk**

A governor questioned the inclusion of ensuring the curriculum is implemented consistently? The headteacher felt that consistency is key across leadership, policies, curriculum and children's work. Data for early years is improving as are phonics using Little Wande.

A governor questioned what GLD is? The headteacher confirmed good level of development.

GB/83/26 Update on headteacher and staff wellbeing - (ensure effective policies, processes, resources and monitoring is taking place)

Governors **noted** that wellbeing had been discussed as part of the headteacher report.

GB/84/26 Update on appraisal process for headteacher – autumn term actions:

Confirm external adviser appointed for first HT appraisal meeting in autumn term

It was **confirmed** that Carolyn Brierley has been appointed as the external adviser. The first meeting will take place on 14 October 2026.

Confirm/appoint appraisal governors (cannot be staff) and confirm governors have completed training

Mrs Allcock and Ms Hartshorne were confirmed as the appraisal governors. It was **noted** that Ms Hartshorne has completed appraisal training.

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Confirmation of the Quality Assurance Governor arrangements, as per Appraisal Policy

It was **confirmed** that Mr Nolan would undertake the quality assurance governor role.

Confirm arrangements to receive the appraisal governors' pay recommendations effective from 1st September for the headteacher in line with the scheme of delegation and the pay policy

Governors **noted** that arrangements are in place for the pay committee to meet.

GB/85/26 Receive and scrutinise headteacher's annual report on whole school appraisal process (refer to agreed scheme of delegation)

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

The revised appraisal **policy** is still awaited from the local authority.

Ensure effective appraisal arrangements are in place for all teaching and non-teaching staff

The headteacher **confirmed** that teaching staff appraisal will be completed before half term with support staff appraisals after half term.

GB/86/26 Ofsted

Governors noted this had been covered under item GB/82/26.

GB/87/26 *General Data Protection Regulations (GDPR) -* report from The Data Protection Officer (DPO) on the implementation of the regulations and compliance

The headteacher had shared a report in advance of the meeting with the overall assessment of the school improving from limited assurance to adequate assurance.

GB/88/26 Governance and accountability

Receive termly link governor monitoring visit reports - as required of the governance role:

- Safeguarding link governor
- SEND link governor
- Data Protection/GDPR and cyber security link governor
- Governor training link governor/training co-ordinator - audit, confirm statutory training completed by all governors (including safeguarding for all governors and induction for new governors) and training opportunities
- Pupil attendance link governor
- All other link governors (Roles usually linked to school priorities)

Governors **noted** that at this early point in the academic year no visits have taken place.

Governors **agreed** the following link governor roles:

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- Pupil premium – Mrs Round
- Inclusion and SEND – Ms Hartshorne
- Safeguarding – Mrs Allcock
- Pupil attendance – Mrs Briggs-Price

A governor questioned where attendance sits as a link role? The headteacher confirmed it forms part of the inclusion and SEND role.

Autumn term

- Governing body self-review - updated and actions identified
- Scheme of delegation – confirm completed and uploaded to GovernorHub
- Termly planner – refer for FGB/committee agenda items
- Policy check list – confirmed completed
- Agreed link governors and plan monitoring visits for the year

Mrs Round agreed to share her own version of the governing body self-review and compile the results for the next meeting. **Mrs Round**

GB/89/26 Receive report from the Designated CLA (Children who are Looked After) teacher and consider the impact of how additional funding is used in school for these children

The headteacher had shared the report in advance of the meeting. Governors **noted** the school currently had one child who is looked after.

A governor questioned if there are plans to spend the funding for this child? The headteacher confirmed yes.

GB/90/26 Receive report from the DSL - Safeguarding information for consideration and action:

Assurance of statutory safeguarding arrangements in place.

Autumn term

- Safeguarding Children in Education: self-audit tool 2026/2027
- Confirmation that all governors have read all of KCSiE 2026
- Confirm all governors have undertaken safeguarding training as part of their induction, as required by KCSiE
- Confirm all governors have refreshed their safeguarding knowledge each year

The headteacher had shared his report in advance of the meeting.

It was **noted** that all governors confirmed that they have read KCSiE 2026.

There have been no new governors joining the governing body to complete training.

All governors will complete the safeguarding refresher training by the next meeting on 22 November 2026. **All govs**

GB/91/26 Pupil Attendance: Discussion and governor challenge re attendance rates for each group of children – as per "View Your Education Data" – VYED

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Governors **noted** this had been covered as part of the headteachers report as well as a more detailed report being provided in advance of the meeting.

GB/92/26 Update on Preschool and changing the school age

See confidential minutes.

GB/93/26 Admissions – autumn term

Review any LA or admission authority consultations on admission arrangements for 2028-2029 and submit comments if relevant

The governing body had no comments to make.

GB/94/26 Information from the NCC Corporate Director for consideration and action

Summary of key items of the reports and actions for governors - presented by Clerk to Governors

The clerk provided a summary of the content of the reports and drew governors' attention to the following:

Director's Report - Nottinghamshire SEND Reform Plan: Director's Report - Summary

Nottinghamshire's SEND Reform Plan, submitted to the Department for Education in June 2026, outlines how education, health and care partners will improve support for children and young people with SEND over the next three years. The plan focuses on earlier intervention, increased inclusion in mainstream schools and better access to local services. A key initiative is the "Experts at Hand" model, supported by £6 million government funding, which will expand specialist support for schools. The overall aim is to help more children and young people with SEND attend, belong, achieve and thrive within their local communities.

Actions for governors

- Share with governors/trustees.
- Consider implications for the school.
- Engage with future SEND updates and training.
- Strengthen inclusive practice and partnership working

Director's Report - Safer Working (recruitment and selection), teachers' pay and HR updates - September 2026 – Summary

Following the publication of *Keeping Children Safe in Education (KCSIE) 2026*, Nottinghamshire County Council has updated its Recruitment and Selection Safer Working Documents. Schools must ensure online searches of shortlisted candidates are conducted using an online search engine as part of pre-employment checks.

From 1 September 2026, volunteers undertaking regulated activity with children will require an Enhanced DBS check with Children's Barred List information. Schools should review volunteer roles and safeguarding checks immediately.

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Support staff probation periods have been reduced from six months to 12 weeks, with a possible four-week extension, to address performance concerns earlier.

Teachers will receive a 3.5% pay increase from 1 September 2026, while support staff will receive a 3.3% increase backdated to 1 April 2026.

Actions for governors and headteachers:

- adopt updated safer recruitment documents,
- ensure staff read KCSIE 2026,
- review safer recruitment checks and the Single Central Record,
- complete staff inductions,
- maintain the Employee Code of Conduct,
- undertake wellbeing surveys
- approve revised HR, pay and appraisal policies

A governor question if the Friends Group volunteers are DBS checked?
The headteacher confirmed that most are.

GB/95/26 Communication relating to governance

From clerk – (including governors' newsletter – key actions required by governors)

The clerk drew attention to the content of the first 2026 autumn term edition of the Nottinghamshire Governor e-newsletter and highlighted the following items:

Newsletter Autumn Term (1) 2026 - summary and required actions

Safeguarding Children in Education Updates - The Nottinghamshire Child Protection Policy (Whole School Safeguarding Policy) has been updated, reflecting the changes in KCSIE 2026 and feedback from schools

Governor Actions.

- Ratify the updated Child Protection Policy.
- Receive a briefing/attend training on KCSIE 2026 and safeguarding changes.
- Review arrangements for the annual safeguarding audit.

HR Updates - As per the directors' report **-** Teacher and Support Staff pay updates and, subject to final confirmation, draft STPCD 2026 which also includes wider changes to teachers' pay and conditions & TLR payments.

Governor Actions

- Ensure school staffing budgets account for the anticipated teacher and support staff pay increases.
- Seek assurance that the revised 12-week probation arrangements are being applied to newly appointed support staff.

Change to Regulated Activity and DBS Checks for Volunteers

Governor Actions

- Check that any volunteers undertaking regulated activity receive the correct enhanced DBS and barred list checks.

School Display

Finance Updates - Budget reforecasts **-** New monthly financial checklist has been created by the NCC Finance Team.

Governor Actions

- Scrutinise the school's autumn budget reforecast, including staffing, income, expenditure, grants, financial pressures and any deficit position before submission by 30 November 2026

For info - Nottinghamshire Governor Services are members of the East Region Association of Governance Advisory Services (ERAGAS) who have recently produced new financial guidance to support governors in their strategic role see free link included.

Changes to DfE Exclusions Guidance - The DfE has published updated statutory exclusions guidance.

Governor Actions

- Confirm compliance - behaviour, exclusion, managed move and off-site direction arrangements comply with the updated statutory guidance.

East Midlands Education Support (EM-Ed) Service – Governor Training Update and 2027 Governor Conference (save the date - Friday 5th March 2027) and Strengthening Headteacher Appraisal with EM-Ed Support

Governor Actions

- Ensure external adviser support is in place for Headteacher appraisal and consider rotating advisers every three years.

Stronger protections for children with allergies in school

Governor Actions

- Ensure school readiness for all requirements including allergy training, a dedicated allergy policy, spare autoinjectors, and appropriate healthcare plans in place

School Attendance

Governor Actions

- Monitor attendance trends and challenge leaders on actions and support provided for pupils with poor attendance

Complaints Regarding Data Protection

Governor Actions

- Ensure the school has a separate process for handling data protection complaints outside of the school's complaints procedure**.**

New DfE Enrichment Framework

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Governor Actions

- Challenge leaders on the quality, equity and impact of the school's enrichment offer and who may be missing out.

Other National Updates – including:DFE Partnerhip funding grants, Changes to the Sports Premium**, Ofsted** updates to education inspections, social media ban for under-16s

Message from the Chair of NAGs - NAGs School Grant Programme now open

Received by the chair

There were no communications received by the chair.

Received by headteacher

See confidential minutes.

GB/96/26 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Governors considered that they had held school leaders to account through robust challenge concerning pupil outcomes, early years improvement, consistency in teaching and curriculum delivery, attendance, safeguarding, inclusion and financial performance. Their scrutiny resulted in agreed follow-up actions, including a future staff monitoring report, further consideration and approval of the revised School Improvement Plan, strengthened link-governor monitoring and additional investigation of catering options and their financial and quality implications. Governors also strengthened oversight by approving key policies, establishing headteacher appraisal and quality-assurance arrangements, confirming safeguarding responsibilities and monitoring the targeted use of additional funding. The governing body concluded that these actions demonstrated its continuing impact through focused challenge, clear accountability and planned monitoring of the school's improvement priorities.

GB/97/26 Confirmation of dates for 2027 to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

Autumn term 2 2027 – 11 November at 6pm
Spring term 1 2027 – 20 January at 6pm
Spring term 2 2027 – 17 March at 6pm
Summer term 1 2027 – 5 May at 6pm
Summer term 2 2027 – 30 June at 6pm
Autumn term 2027 – To be confirmed

GB/98/26 Determination of confidentiality of business – for confidential minutes

It was

resolved

that all papers and reports be made available as necessary except for the following items are deemed confidential:

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- Part of GB/81/26
- GB/92/26
- Part of GB/95/26

The meeting closed at 8.10pm.

Signed ..... (chair) Date 4 November 2026

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