

MINUTES OF MEETING

School: Porchester Junior School
Meeting title: Autumn term meeting of the governing body
Date and time: Thursday, 3rd November 2022 at 5.30 pm
Location: at the school

Membership
'A' denotes absence

	Ms J Barnard (Chair)
	Miss J Fidler (Headteacher)
	Miss V Moore
	Ms L Mintey
A	Mrs E Spick Fletcher
	Mr G Tucker

In attendance Joanne Garbett (clerk to the governors)

01 Preliminaries

1.1 Apologies for absence

Apologies for absence were received from Mrs Spick Fletcher (work commitments).

It was

Resolved

That the governing body consents to this absence.

1.2 Declarations of interest

VM/LM declared an interest in item 6.2 Approval of pay awards for all staff for 2021-22.

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

Register of pecuniary/business interest

The headteacher confirmed that all declaration forms and a copy of the governor code of conduct had been issued, signed and returned by all governors. Copies will be kept in the school office.

VM left the meeting at 5.40pm.

1.3 Membership

Attendance requirements

The chair reminded governors of the expectation of the code of conduct in terms of attendance, commitment and confidentiality.

Vacancy update

The clerk advised of the following vacancies on the governing body:

- 2 x co-opted governor vacancies
- 1 x parent governor vacancies

Governors were advised that the structure of the governing body is being reviewed. The chair is liaising with the Trust on this and has spoken with other schools with smaller governing bodies to ascertain how would their workload is shared.

Governors **acknowledged** that the vacancies for parent governors had been advertised on numerous occasions without any success. However, someone has expressed an interest via the inspiring governors platform, which could be pursued when the structure of the governing body has been finalized.

End of terms of office

There are no governors approaching the end of their term in office.

1.4 **Election of Chair**

JB said she would be willing continue in the role of chair. Proposed in writing by ESF, seconded GT. No further nominations were received.

JB left the meeting

After consideration, the governing body unanimously

Agreed

To appoint Julie Barnard as the chair of the governing body for 1 year.

JB returned to the meeting and was advised of the decision

1.5 **Review of committee membership**

It was **agreed** that all governors will attend all meetings. A separate Finance Committee will sit at key times of the year to support governing body meetings. JB/GT/ESF and the headteacher was appointed to this committee.

1.6 **Minutes of last local governing body meeting, review of actions and other matters arising**

The minutes of the last meeting of the full governing body held on 28th June 2022, having previously been circulated were approved. There were no matters arising.

1.7 **Minutes of relevant committee meetings**

The governing body held a meeting on 5th July 2022 to discuss the schools financial position and establish arrangements in place to support the office with the financial tasks. There are no minutes of this meeting. The chair said that moving forwards, the finance committee will meet regularly and minutes from these meetings circulated.

It was reported that the Office Manager is settling into the role well and the finances are being administered centrally by the Trust as an interim measure.

02 Headteacher report and matters arising

2.1 **Headteacher report**

The headteacher presented her report to governors, which had been circulated prior to the meeting on GovernorHub.

The following key items were highlighted:

Pupil numbers

It was reported that there are 174 pupils on roll, with 30% being PP children. There are also indications that the number of families eligible to claim benefits will rise, which will increase the percentage of PP children in school.

Attendance

Attendance is reported as 93.5%, which is below the 96.5% target. Three children are going through the attendance management process with the involvement of outside agencies. If these 3 children are removed from the attendance data the school is in line with the national average.

Sports Premium

Governors were delighted with the increased sports provision. Since becoming part of Nottingham Forest Primary Stars, children have had multiple sporting opportunities and have appeared on Central News & Sky Sports News. Pupils participated in a tournament at St Georges Park and met Prince William. Callum Davey has joined the team and is a qualified basketball coach.

Other activities include dance classes, table tennis, cricket and rounders. swimming sessions have been re-instated to catchup following the sessions missed through the pandemic.

The headteacher said they were looking into activities with involvement for all pupils, including our SEN & disabled pupils.

A confidential discussion was held here and is minuted separately.

VM returned at 6.04 pm.

SEND Provision

Governors were advised that the special needs register was increasing, along with the complexity of their needs. The school is fighting to get support to meet these needs, however there are long delays and a backlog, which is proving to be a challenge for the school.

School Improvement

The headteacher explained the objectives identified in the SIP which provides focus in the following areas:

- Objective 1: Further develop the Porchester Curriculum to ensure that subject leadership is effective through the clarity of roles and responsibilities for all staff with robust systems for monitoring and accountability at all levels.
- Objective 2: Embed quality first teaching in line with the lesson design model across all year groups to ensure that the teaching across school is aspirational for all pupils, enabling them to know and remember more.
- Objective 3: Further develop the planning and teaching of maths across school to ensure that children meet or better their targets in the Year 4 multiplication test and end of KS2 assessment.

- Objective 4: Refine the whole school approach to personal development to create a bespoke Porchester Personal Development Programme inline with the curriculum KORE values.

A governor **sought clarification** around objective 4 and asked what personal development would look like? The headteacher replied that some subjects will be combined and the gaps discussed on visioning day are being addressed.

Governors were advised that there had been one exclusion. The process has been followed and a 3 day exclusion given following the advice of the Trust. There has been 1 intervention, which has been quality assured through the LA.

Curriculum

Governors heard that the curriculum continues to build on the strong foundations in place, following the Trusts expectations. The transition process is being reviewed to identify and reduce the significant gaps children have on entry. Governors **sought clarification** around these gaps and heard that KS1 work cannot be given to some children because they are significantly behind.

Attainment

Governors reviewed the comparison data for attainment and were particularly pleased that the school was overall 7th in the Trust for Y4 MTC data.

Health & Safety

The governing body **discussed** the accident reported, whereby a child may have broken their arm at school. The Trust was advised and Nick Layfield, the Trust H&S lead visited the school. There are no concerns on the health & safety practise in school and there is no evidence that this happened whilst at the school. A governor **asked** if it could be a bullying incident and was advised that the child involved is well liked, so this was unlikely.

Governors **noted** that there is an outstanding parental complaint, which is being dealt with by the Trust.

Head wanted to thank the Trust and governors for their continued support.

03 Finance report

3.1 **Budget monitoring report and commentary on variances from School Business Manager/Finance Manager**

The headteacher advised governors that the budget monitoring report is being prepared by the Central Team and a Finance Committee meeting will be arranged in January to review this. The chair has asked the Office Manager to provide the list of the dates she works to enable governors to liaise with her over any financial matters.

3.2 **Internal audit**

It was confirmed that all actions identified following the last internal audit had been completed.

3.3 **Updated Academy Trust Handbook 2022**

The governing body **acknowledged receipt** of the updated Academy Trust Handbook 2022.

3.4 **Any matters arising or recommendations from the last finance committee**

It was confirmed that there were no matters arising or recommendations made at the last finance committee meeting.

04 Report from Chair

4.1 **Issues and key points from FHT Local Hub Board** (including sharing of latest dashboards).

The chair advised that there was nothing to report from the last FHT Local Hub Board meeting.

4.2 **Review of risk management arrangements and actions taken where appropriate**

The headteacher said that the risk management report would be shared with the chair following this meeting.

Head teacher

4.3 **Communications from parents and members of the local community (including complaints where appropriate)**

The headteacher advised governors that more community events are being encouraged, and several events will be planned leading up to Christmas.

The governing body **discussed** how the cost of living was impacting on some families and were pleased that the charitable event this year will be linked to the local foodbank. The headteacher said a collection point will be placed just outside school, where people can leave or collect food. The school are looking into providing hampers for families in need at the school.

The chair **raised** about the harvest festival and the headteacher explained that since JH left the governing body they could not easily liaise with the local church.

4.4 **Emergency action taken since the last meeting (where applicable)**

It was confirmed that no emergency action had been taken since the last meeting.

05 Reports to Governors

5.1 **DfE reports**

The clerk advised that information from the DfE, NGA, LA and other national bodies are included in the Governor Newsletters, which are circulated twice a term on GovernorHub.

5.2 **Key updates from NGA and other national bodies**

See 5.1 above.

5.3 **Local Authority correspondence where applicable to academies**

There are 2 reports from the Corporate Director of NCC, which have been circulated through GovernorHub

- Place Planning
- HR Updates

A confidential discussion was held here and is minuted separately.

The Governing body **received and noted** the contents of the reports.

5.4 **Any other relevant correspondence from the clerk**

The clerk highlighted some articles in the latest Governor Newsletter as follows:

- Admissions information
- The Governors' Conference will be held at Eastwood Hall on 4.3.2023
- NCC Governor Training will be moving to the EMES services from 1.1.2023

06 School Performance Management Arrangements of all Staff Members

6.1 **Confirmation of the performance management process including the professional and personal development of all staff**

This item was deferred to the Pay committee and details were included in the headteachers report.

It was confirmed that the headteacher will complete appraisals for SLT, who will subsequently complete appraisals for all other staff.

6.2 **Approval of pay awards for all staff for 2021/22.**

This item was deferred to a pay committee.

6.3 **Communication of outcome of Headteacher performance management for 2021/22.**

The chair confirmed that details of the Headteachers performance management for 2021-22 had been finalised and closure had been received from the Trust.

6.4 **Confirmation of Headteacher performance management appraisal governor for 2022/23.**

It was confirmed that The CEO from the Trust and Chair of governors will complete the headteachers performance management process for 2022-23 and a date will be arranged later this week.

07 Safeguarding

7.1 **Safeguarding and child protection statutory reporting, including Local Authority Section 175 audit.**

The Chair confirmed that the safeguarding and child protection audit had been completed. There are some policies awaiting ratification and following this the reports will be returned to the Trust and Local Authority.

JB has completed termly safeguarding visits and will quality assure the audits. GT will start to take over the safeguarding role and will shadow JB on the next visit.

JB/GT

7.2 **KCSiE 2022**

The headteacher advised governors that following on from the publishing of KCSiE 2022 separate training is required for governors.

It was confirmed that GT was booked onto the FHT Safeguarding Training for Safeguarding Governors.

Governors **noted** that governors should attend the safeguarding training delivered to staff on INSET days from now onwards.

7.3 **FHT Safeguarding policy**

The governing body

Adopted

The FHT Safeguarding Policy

7.4 **Update on the school's Safeguarding audit, action plan and progress**

The Governing Body were advised that the Safeguarding audit is external to the Trust. The DSL's will complete the audit as best practice and consult with chair on outcomes and action plan.

The headteacher is not expecting a Trust Safeguarding Audit.

7.5 **Equality, racial and other Safeguarding incidents reported since the last meeting**

See Headteacher report.

08 Policy Management

8.1 **Review of policy checklist**

The headteacher confirmed that the policy checklist had been reviewed and all policies due for review have been identified, updated and uploaded onto GovernorHub.

8.2 **Policies requiring local governing body ratification**

The Governing Body

Ratified

The following policies, which had been circulated on GovernorHub prior to the meeting:

- Safeguarding,
- Relationships and Behaviour Regulation Policy 2022
- Child on Child Abuse Policy
- Anti bullying Policy 2022-23
- Asbestos Management Policy
- Educational visits Policy
- Emergency Plan 2022-23,
- Equality objectives
- FHP Data Protection Policy – May 2022
- Physical Intervention Policy 22-23
- School Child Protection Policy
- Business Continuity Plan 202-23

- Prevent action plan
- Privacy Notice – Job Applicants/Governors & Trustees/Parents & families/School Workforce/Visitors and Parents and Families regarding Data
- SEND policy – Sept 2022
- Severe Weather Policy 2022-24
- Teaching and Learning Policy 2022
- Volunteer Policy 2022-24
- Whistleblowing Policy

8.3 **Approval of policies from local governing body committees and working parties as appropriate**

There was nothing discussed under this item.

8.4 **Review of Scheme of Delegation and FHT Decision Planner**

Governors **received** the FHT Scheme of Delegation, Terms of Reference and Decision Planner, which had been circulated prior to the meeting on GovernorHub.

09 Governor Monitoring

9.1 **Visits and monitoring reports from previous term**

It was confirmed that the following monitoring visits had been completed:

- Safeguarding audit summer and autumn term (JB)
- Curriculum (ESF)
- Finance x 2 (GT)

9.2 **Confirmation of governors' link responsibilities and identification of focus, purpose and nature of governor visits for 2022-23**

It was **decided** that this item would be deferred until the next meeting, after the structure of the governing body has been finalised.

9.3 **Appointment of governor training co-ordinator**

LM volunteered to continue as the Training Co-ordinator.

The governing body

Appointed

LM as the training co-ordinator.

9.4 **Training and development reports and identification of governor training requirements for 2022-23 (including updated Safeguarding Training).**

The governing body **received** the Trusts Training List, which was circulated prior to the meeting on GovernorHub.

Governors **acknowledged** that bespoke training was required towards the curriculum. It was decided that after link roles have been established governors will be able to book onto the relevant training courses.

10 Communications from the local governing body

10.1 **Engagement with parents and local community**

This item was reported in the Headteachers report.

10.2 **Website updates**

The headteacher said that the website was fully compliant, however significant gains could be made through improvements to certain pages. The Safeguarding page and the Transition process will be reviewed and updated next.

10.3 **Other relevant communications**

There was nothing reported in this item.

10.4 **Confirm INSET days**

The headteacher confirmed that details of the INSET days had been circulated by email to governors and are as follows:

- 31st August 2022
- 1st September 2022
- 21st December 2022
- 27th February 2023
- 5th June 2023
- 25th July 2023

11 Confirm Dates and Times of Future Meetings

11.1 **Spring Term 2021** – Thursday 2 March at 5:30pm

11.2 **Summer Term 2021** – Thursday 15th June at 5:30pm

12 Determination of confidentiality and communication

It was

Resolved

That all papers and reports be made available as necessary, apart from item 2.1 and 5.3.

Meeting closed at 7.21 pm

Signed(chair) Date

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Confidential item(s)

Action

2.1 Headteacher report

Staffing

Governors **noted** that AA had resigned and will leave in January 2023. The position has been advertised, without any success. Unless there is a suitable applicant, Mrs Hutch and Mrs Tanner will fulfil the role in the interim and the position will be re-advertised.

RL decided not to return to her position following a period of sickness absence and thanked the school for the support she received by donating a £100 book voucher to purchase books for the school library.

5.3 Local Authority correspondence where applicable to academies

Place Planning

The headteacher said there was significant concerns in relation to one of their feeder schools, which may eventually impact on the pupil numbers at Porchester Junior School. There is a risk of losing pupils should families decide to move their children to another primary school.

Signed(chair) Date