

**School:** Trent-Rylands Federation  
**Meeting title:** Autumn term meeting of the governing body  
**Date and time:** Thursday 26 November 2020 at 5.30pm  
**Location:** Virtual using Zoom

**Membership**  
 'A' denotes absence

Vacancy – co-opted  
 Mrs D Bagley  
 Councillor Mrs K Foale  
 Mr J Harper  
 Mr M Jackson  
 Mr C Jones (chair)  
 Mr A McPherson  
 Mrs K Naylor  
 Mrs L Sharples  
 Mrs L Shepherd (vice-chair)  
 A Mr D Todd  
 Mr S Williams  
 Dr G Williams  
 Mr J Wynn  
 Mrs J Moss – Executive Head

**In attendance**

Mr D R Allen (clerk to the governors)  
 A Mrs J Barratt - associate member  
 Mrs S Osborne – associate member  
 A Mrs C Turner – associate member

**GB/35/20 Apologies for absence**

**Action**

Apologies for absence were received from Mr D Todd (technical difficulties), Mrs J Barratt and Mrs C Turner (both work commitment).

It was

**resolved**

that the governing body consent to these absences.

**GB/36/20 Declaration of interest**

Mr Jones reminded the meeting that his wife worked at both schools in the Federation. Mrs Shepherd reminded the meeting that her sister worked at Trent Vale I. S.

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

*Review and sign Register of Business Interest/Declaration of Eligibility*

*Read the updated KCSIE Parts 1 & 5 and Annexe A*

*Review and sign Governor Code of Conduct*

The Executive Headteacher is satisfied that she has received up to date Declarations of Interest for all governors, and that all governors have received Keeping Safe in Education, Keeping Safe in Education update - Parts 1 & 5 and Annexe A, and the updated (September 2020) Code of Conduct for Governors. Governor Hub will be updated accordingly for all governors.'

**GB/37/20 Review of membership**

The clerk highlighted the following vacancies on the governing body:

One co-opted vacancy

The meeting discussed several options for attempting to fill this vacancy – a volunteer from one of the local Nursery providers, Canal Heritage member, local businesses, etc.

The chair raised the issue of diversity and the need towards increasing the diversity of the governing body to better reflect community and society.

The clerk informed the meeting that all governors had a very similar end of term of office date – January 2024.

He suggested that governors volunteer to apply for re-appointment on a programmed basis prior to this date.

The Executive Head suggested that this commence at the next FGB meeting – 10 March 2021. **agenda**

**GB/38/20 Determination of term of office for chair and vice-chair**

The meeting agreed that this should continue to be two years – chair and vice-chair alternate years.

**GB/39/20 Election of vice chair**

Mrs L Shepherd was proposed and seconded for the position of vice-chair. There were no other nominations.

It was

**resolved**

that Mrs L Shepherd be appointed as vice-chair of the governing body.

**GB/40/20 Approval of minutes of summer term meeting and any additional special governing body meetings**

The minutes of the summer term meeting held on 9 July 2020 having been previously circulated were confirmed and signed by the chair.

*Review of actions*

All actions had been completed or were on tonight's agenda.

The chair requested that "Staff and Pupil Wellbeing" be a standard item on all FGB agendas. Clerk to sort.

**clerk**

**GB/41/20 Receipt of minutes and approval of policies from committees and working parties**

*Resources Committee held on 7 October 2020*

*Pupil Outcomes Committee held on 4 November 2020*

*Review of actions*

The meeting noted that the Resources Committee had reviewed 17 policies and the Pupil Outcomes Committee had reviewed 29 policies and 16 Curriculum policies, all for both schools.

These were all **formally approved** by the FGB with the following additions/exceptions:

- R.E. and Music for Trent Vale – these have yet to be finalised.
- Whistleblowing Policy – this policy is to apply to supply teachers and volunteers as well as contracted staff.
- Staff Code of Conduct 5.6

The meeting was informed that the contents of this paragraph had not been agreed by all teacher unions and that the guidance from the DfE had not been sufficiently scrutinised.

The meeting discussed this at some length, with the issue of infringement of human rights being raised.

The meeting agreed that, whilst most unlikely at either of the two schools, any initial disciplinary action should be taken by the governing body.

Councillor Foale agreed to raise the general matter with the County Council.

**KF**

Executive Head and Mr Harper to email her full details.

**EH+JH**

- Staff Code of Conduct 9.5

Social networking – it was recognised that approximately 50% of staff either live or have lived in the immediate area, with family and friends locally.

Thus the “under no circumstances” phrase is not accepted.

A governor had queried this with the LA – HR department, but the promised response had not materialised.

Again, Councillor Foale agreed to raise the general matter with the County Council.

**KF**

Executive Head and Mr Jackson to email her full details.

**EH+MJ**

Thus, approval of the Staff Code of Conduct is approved subject to the above matters being resolved.

**Governors questioned** if any other governing bodies had raised either of these two issues.

**GB/42/20 Financial reporting***Year-end re-forecast*

The Executive Head reported the following predicted carry forwards for the 2020/21 budgets:

Trent Vale – approximately £100 (£13k deficit the previous year)

Beeston Rylands – approximately £83k.

**GB/43/20 Executive Headteacher's report**

This had been previously uploaded onto governorhub. The following issues were highlighted:

- **The meeting noted** the opening comments, emotions expressed by the Executive Head in her Report, recognising that everyone in school had gone far above and beyond what is expected of them.

The staff governor commented on how the Junior School staff had been emotionally moved when reading these opening comments.

- Due to COVID, the capacity to work is less, but the requirements are greater – the children are fine, it is the wellbeing of staff that is the worry.
- Elective Home Education is a major concern. Details were given of these children.
- The general lack of external SEND support is another major concern placing extra pressure on the school staff.
- Details were given of the progress of the Improving Education for All initiative.
- SIP, where priorities are reflected in all teacher appraisals.

**Governors questioned** when performance data will be available again.

- Review of many policies, main ones being Teaching and learning, Appraisal and Pay, Safeguarding, Curriculum and Behaviour and school ethos.
- Behaviour, which is good. Pupil bubbles have assisted with this.

**Mrs Sharples left the meeting at 6.35**

- Vision and Values – the meeting was informed of progress to date. All staff have been asked for comments. Governors have been emailed. Following discussion, the meeting agreed the Executive Head email all governors again for final comments. This to be finalised by the end of term.

**EH+all  
govs**

**Governors questioned** how the above may be put into action, once finalised.

- Strategic priorities – outlined as Remote learning, the Recovery Curriculum and Staff Wellbeing.

**GB/44/20 Update on appraisal process for headteacher and staff**

*Confirm Quality Assurance arrangements*

The meeting was informed that Mrs Sharples had undertaken a review of the Executive Head appraisal process and is fully satisfied with the rigour of it.

**GB/45/20 Receive headteacher's annual report on whole school appraisal process and consider/ratify headteacher pay recommendations for all staff**

*Review Appraisal policy in line with any recommended changes from HR Provider*

Undertaken at Committee and **formally approved** by this meeting.

*Ensure effective appraisal arrangements for all staff are in place*

Reported at the FGB meeting on 9 July 2020. Pay Progressions had been **formally approved** by this meeting.

*Ensure timetable in place for termly reviews*

The Executive Head gave timetable details.

**GB/46/20 Review of delegation and organisation of committees (deferred from Summer Term)**

*Agree committee structure and membership of committees*

*Resources Committee*

Mr M Jackson (chair), Mr S Williams, Mr C Jones, Mrs L Shepherd, Mr A McPherson, Mrs L Sharples, Mr D Todd, Mrs J Moss.

*Pupil Outcomes Committee*

Dr G Williams (chair), Mr J Harper, Mr J Wynn, Mr S Williams, Mr C Jones, Mrs L Shepherd, Mr A McPherson, Mrs D Bagley, Mrs L Sharples, Mrs K Naylor, Councillor K Foale, Mrs J Moss

*Pay Committee*

Mr D Todd, Mrs D Bagley, Mrs L Sharples

*Approval of scheme of delegation 2020/21*

This had been completed and uploaded onto governorhub. It was **formally approved** by the meeting.

*Note annual planner 2020/21 to support agenda setting*

Noted by the meeting.

*Policy checklist 2020/21 – statutory policies for schools*

This had been reviewed by the Executive Head, with minor additions needed – NQT policy, clarification of medical policies.

*Appointment/re-appointment of link governors*

The following link governors were listed:

|                       |  |
|-----------------------|--|
| Safeguarding Lead     | Mrs L Shepherd                           |
| Safeguarding deputy   | Mr M Jackson                             |
| SEND Lead             | Dr G Williams                            |
| SEND Deputy           | Mrs D Bagley                             |
| Exec Head Appraisal   | Mr M Jackson, Mr C Jones, Mrs L Shepherd |
| QA Appraisal process  | Mrs L Sharples                           |
| Staff well-being      | Councillor K Foale                       |
| Health and Safety     | Mr D Todd                                |
| Training co-ordinator | Mr J Wynn                                |
| GDPR and Inventory    | Mr A McPherson                           |

*Well-being Governor*

Councillor Foale had agreed to take on this role at Pupil Outcome Committee meeting.

She reported that she had sent out an initial questionnaire to staff. A remit is to be written following on from this.

The Executive Head asked if Councillor Foale would be happy for her to circulate her details to staff, along with contact details.

EH

She replied to state that she would be very happy with this.

**Councillor K Foale left the meeting at 7.00pm**

**GB/47/20 Information from the Corporate Director for consideration and action**

*Pay Award, etc.*

This had been dealt with at Resources Committee on 7 October 2020.

*Considering Everyone's wellbeing.*

This was noted by the meeting.

*School Travel Toolkit*

Mr Williams informed the meeting that he had read the toolkit.

The meeting discussed at some length issues relating to parent car parking around the two schools.

Mr Williams agreed to contact the relevant LA body to enquire about booking the LA CCTV van and re-painting some of the road markings.

SW

**GB/48/20 Safeguarding information for consideration and action:**

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

*Safeguarding Children in Education: Annual self-audit tool 2020-21 plus supporting guidance.*

|                 |  | <b>Action</b>   |
|-----------------|--|-----------------|
|                 | The Executive Head had met with Mr Jackson and Mrs Shepherd to carry out a safe guarding audit, with an action plan being drawn up. Executive Head to circulate. | <b>EH</b>       |
|                 | Forms to be returned to Cheryl Stollery.   | <b>EH</b>       |
| <b>GB/49/20</b> | <b>Receive report from Data Protection Officer and Information Governance governor</b>   |                 |
|                 | The new GDPR toolkit has been purchased, policies to be updated.   | <b>EH</b>       |
|                 | There are no GDPR breaches to report.  |                 |
| <b>GB/50/20</b> | <b>Communication</b>   |                 |
|                 | <i>From headteacher</i>  |                 |
|                 | The Executive Head thanked Councillor Foale for her donation of £500 from the Council Community Fund.  |                 |
|                 | <i>From clerk</i>  | <b>All govs</b> |
|                 | <ul style="list-style-type: none"> <li>• Two Governor Newsletters – governors were encouraged to read.</li> <li>• LA Funding Consultation.</li> </ul>            |                 |
| <b>GB/51/20</b> | <b>Report from training co-ordinator including review of governor training requirements (including safeguarding) for 2020/21</b>                                 |                 |
|                 | Mr Wynn tabled a list of Podcast and Blogs – this to be uploaded to the training folder in governorhub.  | <b>JW</b>       |
|                 | All governors were reminded to update their training records on governorhub.   | <b>All govs</b> |
|                 | A Zoom meeting was suggested – on the use of governorhub. Sharing ideas, asking questions.   |                 |
|                 | Mr Wynn to email out possible dates.   | <b>JW</b>       |
| <b>GB/52/20</b> | <b>Governor monitoring visits</b>  |                 |
|                 | Mrs Shepherd had visited in connection with the safeguarding audit.  |                 |
|                 | Mr Jones and Mr Wynn had visited in connection with the Learning Packs.  |                 |
|                 | Mr Jones to investigate Zoom links into school assemblies.   |                 |
|                 | Mr Todd had carried out a Health and Safety inspection.  |                 |
|                 | <b>Governors enquired</b> about the possibility of monitoring home learning lessons.   |                 |
|                 | Mr Harper encouraged governors to contact him with questions/observations relating to curriculum development matters.  | <b>All govs</b> |
| <b>GB/53/20</b> | <b>Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account</b>                     |                 |

Review at committee of a wide range of policies, formally approved at this meeting.

Governor clarification of LA based Whistleblowing Policy.

Governor questioning of two items within the LA based Staff Code of Conduct – response from the LA still awaited.

Governor work on the new Vision and Values statement – ongoing.

Appointment of Well-being Governor, along with her offer to support staff.

Governor audit of Safeguarding matters.

Governor Health and Safety inspection.

Governor involvement in car parking issues.

Governor visits, along with planned Zoom training event related to governorhub.

The Executive Head thanked the governing body for their fantastic support through these most difficult of times, praising their quality and professionalism.

**GB/54/20 Confirmation of dates for 2021**

The governing body

**agreed**

Spring term 2021 – Wednesday 10 March 2021 at 5.30pm

Summer term 2021 – Thursday 15 July 2021 at 5.30pm

**GB/55/20 Determination of confidentiality of business**

It was

**resolved**

that the governing body membership list; confidential sections of the headteacher’s report and confidential sections of minutes be deemed confidential but that all other papers and reports be made available as required.

**The meeting closed at 7.40pm.**

Signed ..... (chair) Date .....