



School: Trent-Rylands Federation
Meeting title: Spring term meeting of the governing body
Date and time: Wednesday 10 March 2021 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
A Mrs S Osborne – associate member
A Mrs C Turner – associate member

GB/01/21 Apologies for absence

Action

Apologies for absence were received from Mr D Todd (Technical difficulties), Mrs J Barratt, Mrs S Osborne and Mrs C Turner (all work commitment).

It was

resolved

that the governing body consent to these absences.

GB/02/21 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.

GB/03/21 Review of membership

The clerk highlighted the following vacancies on the governing body:

One co-opted vacancy.

The chair reported that he had received an email from a local resident who is interested in filling this vacancy.

The email, from Lisa Griffiths, had been uploaded onto governorhub, so that governors could consider her appointment.

She is deputy head of a large primary school in the City and is currently on maternity leave.

Following discussion, the meeting formally agreed to her appointment as a co-opted governor.

The meeting discussed the state of the current Induction Policy and pack. Mr Williams agreed to check this. **SW**

Mrs Shepherd agreed to take on the role of governor mentor. **LS**

Programme of re-appointment of co-opted governors.

The meeting agreed to delay this for 12 months. **Agenda Spring 22**

GB/04/21 Approval of minutes of autumn term meeting and any additional special governing body meetings

The minutes of the autumn term meeting held on 26 November 2020 having been previously circulated were confirmed and signed by the chair.

Review of actions

GB/41/20 Queries in relation to Staff Code of Conduct – it was reported that the LA had not responded. Thus, the queries had not been fully resolved.

The Staff Code of Conduct had been previously approved subject to clarification of the two points, the meeting agreed to continue with these provisos.

GB/46/20 Well-being Governor – Councillor Foale to be invited to a staff meeting in the near future. **EH+KF**

GB/47/20 Parking issues – Mr Williams reported that he had been in touch with the Highways Dept in relation to road markings around school.

Councillor Foale agreed to raise the matter at a meeting she was having with the Highways Manager of Broxtowe Borough Council. **KF**

Mr Williams further reported that the LA Camera Van had visited roads around school on several occasions. He had tried, unsuccessfully, to ascertain how many penalty notices had been issued.

He enquired if the Road Safety team had been in touch with the schools.

GB/49/20 Updating GDPR Policies – the Executive Head is still working on these. **EH**

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

The minutes of the extraordinary meeting held on 8 February 2021 having been previously circulated were confirmed and signed by the chair.

All actions had been completed.

GB/05/21 Receipt of minutes and approval of policies from committees and working parties

Resources Committee held on 9 February 2021

- Vision and Values – **formally approved** by this meeting.
- Finance Policy - **formally approved** by this meeting.
- Resignation of the Junior SENCO post – an advert has been placed in staffroom, with two members currently showing an interest.
- Policies reviewed, formally approved by this meeting:

Pupil Premium Strategy and Catch-up Funding, Local Asbestos Management Plan, Health and Safety, Emergency Plan, School Smoke Free, First Aid, Admission Arrangements, Continuing Professional Development, Induction, NQT Induction, Governor Induction and Development, Updated Disciplinary Procedures – Parts 1 & 2.

Pupil Outcomes Committee held on 24 February 2021

- Policies reviewed, **formally approved** by this meeting:

Dealing with Prejudice Based Incidents, Home School Liaison, Register of Pupils, Women's Refuge, Fasting During Ramadan, Curriculum, RE, Music.

It was noted that Mr Jackson had left the meeting at 6.00pm. it was later discovered that this was due to internet problems.

GB/06/21 Headteacher's report

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

- Numbers in school during the lock-down – approximately 50%.
- Return to school on 8 March -children were happy, but loud, attention seeking and finding it difficult to share. Details were given of planned work for the rest of the term.
- Pupil numbers for both schools, where Y2 numbers are low.
- Details of disadvantaged pupils and SEND.
- EAL details for both schools.
- Details of numbers of LAC, along with procedures undertaken.
- Attainment and Progress data. It was reported that Reading is the area most negatively affected by children not being in school.
- Development of the school "Educational Opportunities for All Strategy"

- Sports Development Funding expenditure, including additional sports workshops and clubs.

Governors noted that school swimming has already re-opened.

- Details in relation to Safeguarding matters.
- Progress on the SIP. Also, questionnaire sent out to parents with a positive response.
- Staffing structure, with a possible change in September 2021.
- Details of staff absences
- Premises Management, where an annual audit needs carrying out for both schools.

Gov

A governor questioned the ongoing use of hardware which had been provided to schools.

The Executive Head reported that these had been collected by the schools and gave detail of how they would be used to improve ICT resources in the schools.

She stated that laptops would still be available if needed in an emergency if bubbles are isolated.

A governor questioned the ongoing impact of the Pandemic on both staff and pupils.

A governor suggested that a staff survey be undertaken in order to assess the effect of the Covid outbreak on them. Councillor Foale agreed to organise this.

KF

GB/07/21 Staff and Pupil well being

Much of the detail of this had been included in the Executive Head's report.

The meeting was reminded of the proposed work of Councillor Foale.

GB/08/21 Approval of

School budget

Work on the 2021/22 budget has yet to be finalised.

Schools Financial Value Standard (SFVS) for 2020-2021

SFVS for both schools had been uploaded onto governorhub. They were both **formally approved** by the meeting.

Year-end re-forecast

Full details for the two schools had been emailed to governors prior to the meeting.

Trent Vale are likely to have a surplus of between £7.5k and £16k on the 2020/21 budget.

The first draft of the 2021/22 budget shows a possible deficit of £20k – but this is likely to improve.

Beeston Rylands are likely to have a surplus of £96k on the 2020/21 budget.

The first draft of the 2021/22 budget shows a surplus of £77k.

These figures were **formally approved** by the meeting.

Services for schools

The Executive Head praised the work of both Sarah Kaye and Jane Gibson Office Managers, working excellently together to prepare this.

As a Federation, several items had been purchased at a reduced rate.

The Executive Head proposed that the cost of all Services for Schools items relating to staffing matters be equally shared between the two schools.

The meeting **formally approved** this, along with Services for Schools.

Mr Jackson had agreed to undertake Benchmarking activities for both schools.

MJ

GB/09/21 Update on appraisal process for Headteacher and staff

As reported in the Resources Committee meeting of February 2021, all teaching appraisals are in line with expectations.

GB/10/21 Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems

Mrs Shepherd and Mr Jackson are to meet with the Executive Head the following week to finalise this.

LS, MJ +ht

GB/11/21 Information from the Corporate Director for consideration and action

Blended Learning

Governors are confident that the two schools are fully compliant with all regulations.

Parents have praised the schools for work sent home during the lockdown.

Children Missing Education Strategy.

The Executive Head gave detail of families who had opted to Home Educate in September 2020.

These had been closely monitored by the school.

Considering Everyone's Wellbeing in Schools: an update

The meeting was again reminded of the appointment of Councillor Foales as Well-being governor, along with actions planned.

The Executive Head commented upon the Travelling Coffee van which visits on a weekly basis – a much needed boost for the staff.

GB/12/21 Communication

From chair

The chair reported that a concern raised by a parent had been resolved.

From clerk - Governor Newsletter

The clerk highlighted the following from the two newsletters:

- Primary assessments
- NSPCC article
- COVID catch-up premium
- PE and Sports Premium – free booklet
- 20 key questions for school governing boards
- Teachers Pay award 2021

The chair sought assurance from the Executive Head that the RSHE policy for both schools had been updated.

She confirmed this and stated that a new resource “Jigsaw” had been purchased – this covers all aspects of RSHE.

GB/13/21 Report from training co-ordinator including review of governor training requirements for 2021

Mr Wynn informed the meeting that an updated list of courses had been added to governorhub.

He highlighted courses on “Wellbeing” and “Ethical Leadership”.

It was noted that KCSIE had been updated January 2021. The Executive Head agreed to email copies to all governors.

EH

All governors to confirm that they had read this by Easter 2021.

All gobs

Mr Harper left the meeting at 7.00pm

GB/14/21 General Data Protection Regulations

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

DPOs for the two schools remain the same Mrs S Osborne and Mrs C Turner.

Mrs J Moss remains as SIRO.

Report from the DPO and Information Governance Governor

Mrs Moss stated that there is nothing to report.

GB/15/21 Governor monitoring visits

The meeting agreed that a review of staffing structure be a priority for the summer term, following the current Executive Head recruitment process.

Following on from this, identified curriculum areas.

GB/16/21 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

- Governor leadership in possible leadership structure arrangements.
- Governor involvement in revised Vision and Values statement.
- Governor involvement in new Executive Head appointment.
- Governor leadership relating to parking issues.
- Appointment of governor well-being lead, along with general concern of well-being of both pupils and staff.
- Governor involvement in review and formal approval of numerous policies.
- Governor discussion and formal approval of financial matters.
- Planned governor meeting with the Executive Head to review Child Protection and Safeguarding matters.
- Ongoing governor involvement to ensure that both schools benefit from a most effective Federation Governing Body.

GB/17/21 Confirmation of dates for 2021-2022

The governing body

agreed

Summer term 2021 – Thursday 15 July 2021 at 5.30pm

Autumn term 2021 – Thursday 25 November 2021 at 5.30pm

Spring term 2022 – Thursday 10 March 2022 at 5.30pm

Summer term 2022 – Thursday 14 July 2022 at 5.30pm

GB/18/21 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 committee minutes be deemed confidential but that all other papers and reports be made available as required.

The meeting closed at 7.15pm.

Signed (chair) Date