

MINUTES OF MEETING

School: Porchester Junior School
Meeting title: Summer term meeting of the governing body
Date and time: Thursday, 29th June 2023 at 9.30 am
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

	Mrs J Garbett (clerk to the governors)
	Chris Stevens (Trust Finance Business Partner)

01 Preliminaries

1.1 Apologies for absence

The chair advised governors that Mrs Spick Fletcher had not sent apologies for this meeting and has verbally communicated her intention to resign as a governor due to work commitments. Note: *During the meeting an email was received from Mrs Spick Fletcher confirming her resignation in writing.*

1.2 Declarations of interest

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

1.3 Membership

Vacancy update

The governing body **acknowledged** that there are the following vacancies on the governing body:

- 2 x Co-opted Governors
- 2 x Parent Governors

Governors were advised that nominations were sought for a parent governor. Amanda Wheldon was appointed unopposed and will start the term of office from 1st September 2023.

End of terms of office

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

- Lauren Mintey (staff governor) term ends 31.10.2023.

The clerk advised that staff governors must be appointed through the election process and all members of staff should be given the opportunity to nominate themselves for the position. **Action:** the headteacher will seek nominations to fill the staff governor vacancy and conduct an election if required before the 31st October 2023.

VM

The governing body **acknowledged** that JF has secured another headship within the Trust and VM has been appointed as the Acting Headteacher from September 2023.

A discussion entailed on the co-opted governor vacancies. The chair explained that they had made enquiries through the ‘Governors for Schools’ and ‘Inspiring Governance’ platforms without success. The headteacher suggested asking the Trust and other local organisations.

An email was received from ESF formally resigning as the parent governor at this point in the meeting.

Action: the headteacher will seek nominations to fill the parent governor vacancy and conduct an election if required.

VM

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

The minutes of the spring term meeting held on 23rd March 2023 having been previously circulated were confirmed and signed by the chair.

Review of actions

2.1 The chair explained that the Health & Safety walk had not been completed as she had been incapacitated and assured governors that it would be done before the end of term.

Chair

It was confirmed that all other actions had been completed or were an item for discussion at this meeting.

1.5 **Minutes of relevant committee meetings**

It was confirmed that there had not been any committee meetings held.

02 Finance report

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

The governing body **received and reviewed** the 2022-23 Budget Monitoring report and Budget Executive Summary report 2023-24.

Chris Sevens, the Trusts Business Partner explained that there were late changes, which had impacted significantly on the in-year balances. Therefore, the finance reports had been updated and circulated this morning so that governors had the latest information for this meeting.

It was reported that the forecast out-turn figure for 2023-24 is -£99,000 with an in year surplus being predicted.

Governors heard that there is an estates plan, and the school are investigating funding through the School Condition Allocation (SCA) to repair the leaks and

address the current problems with the building. CS advised that if successful the Trust will support the Headteacher in getting quotes and managing the projects. The school are considering using DFC money for premises maintenance and to improve their IT provision. The headteacher said that the governing body will need to ensure that the IT provider supports VM, as a new head, with a rolling programme for IT and the building maintenance work.

A discussion entailed around pupil numbers, and it was highlighted to governors that the feeder school is facing another Ofsted inspection. If they are unsuccessful and fall into special measures this will impact on our numbers. The headteacher said that we need to maintain a focus for marketing and use the Trusts PR Officer as the next few years could be challenging in terms of pupil numbers.

Governor Challenge: what can we do to get the schools strengths known in the community. VM said the school have started doing this by raising awareness through the facebook community page and circulating flyers in the area. Summer events and a Christmas Fayre is being arranged. A governor **suggested** having a banner situated away from the premises as this may draw people from further afield.

A governor **asked** if the pupil numbers for other schools in the area are publicised and was advised that the school can look in place planning and see this information.

It was highlighted to governors that the KPI for pupil numbers is 95% and if full it would increase our income by £26,000.

The chair said that more posters could be displayed and the flyers could be given to local estate agents.

A governor **suggested** having a summer fayre that provided street food and said they knew of one that had worked very well. It was free for the traders to attend initially. However, it has been very successful and therefore they decided to start charging, which has raised £4,000. If something like this was arranged, the local community would come to the school, and it would raise the school's profile as well as bringing in some money.

Governor Challenge: we need to keep our website up to date as this hasn't been done. The Trusts Finance Business Partner acknowledged that the website is difficult to maintain and suggested embedding twitter on the website. A discussion entailed and governors agreed that the website and twitter feeds should capture the teaching and learning in school. It was decided that VM will identify someone to look at doing this role.

VM

Governors were advised that the key assumptions are included in the report – staffing increases are based on 4% for teaching staff, and beyond this year it is 3%. Support staff have £1295 pro-rata built in and then 3% ongoing. Utilities are currently bought through NCC and budgets incorporated a 30% rise and the leadership structure has been incorporated. It assumes that sports and pp grants will continue.

The funding streams for SEN pupils was discussed and governors **acknowledged** that it will be challenging for the school to provide the level of support that meets the needs for our SEN pupils. This has impacted heavily on our budget over the past 2 years.

Governor Challenge: are the Trust addressing their financial provision for the school. CS replied that the Trust are recruiting Finance Business Managers and arrangements are in the pipeline for this school.

The headteacher said the Trust will support VM with being a new headteacher and HR are working with the school around staff leadership responsibilities. The headteacher said this will be addressed before the end of term.

CS said there is an element of risk around setting this budget. A governor **challenged this and asked** if there was going to be anything substantial? CS replied that there is nothing substantial. The Office Manager will be supported and there is a confidence that she will be a good finance lead. The agency spend has been substantial in the past and moving forwards the school will be looking to provide cover within the school, which is a big task for VM.

Chair summarised that governors are present in school to understand what is happening and the financial implications this has.

Governors were advised that the Flying Forwards to Headship programme, which VM is undertaking will support her in the role. The current headteacher has looked at extending financial accountability with other members of the SLT that need exposing to the budget and financial matters.

The chair thanked CS for presenting the financial reports and supporting the school over the recent months.

2.2 **Recommendation to approve budget 2023/ 24**

The governing body

Recommended

That the Flying High Board of Trustees approve the budget set for 2023-24.

CS left the meeting at 11.03 am

2.3 **Staffing- 2023/ 24**

There was nothing discussed under this item.

03 Headteacher report and matters arising

3.1 **Headteacher report to Trust format including:-**

The headteachers report was circulated to governors prior to the meeting on GovernorHub and governors were invited to ask questions.

A governor **raised** the attendance data, particularly as 14.9% (25 pupils) had less than 90% and asked if this was any Y6 pupils? VM confirmed that only one is a Y6 pupil. The Trust has worked on a graduated response for attendance, and the school is participating in the ATTEND framework. Moving forwards, when a child's attendance is flagged at 93%, our Child and Family Support Worker will be meeting with families to hold them to account. She will also ensure that the school are identifying where support can be put in place. Governors heard that some families have taken several holidays this year and the school has addressed this through fixed penalty notices. There is a spreadsheet being kept of the PA children, which staff update regularly. Attendance will be a focus in the SIP next year and our expectations will be set out ready for the beginning of the next academic year.

In response to a governor's question, the headteacher confirmed that the teacher whose teaching was considered RI in the Headteachers report is on a temporary contract, which is not being renewed.

The governing body **acknowledged** the attainment data and said they were pleased with these results. VM said the staff team in Y6 have worked very hard and the cohort came into school with significant barriers. The Headteacher remarked the reading paper was nationally considered to be very difficult and school are hoping this filters through to the standardised scores.

The governing body were informed that Y3, Y4 and Y5 are already doing the interventions that were put in place previously and the year 5 cohort are sitting very strong ready for next year.

Governors congratulated LM in completing her first phase of leadership and the success she has had this year.

The governing body discussed the lockdown procedure which took place after a device was thrown onto school on the same day of the stabbings in Nottingham. The headteacher said VM managed the incident well and the feedback from parents was overwhelmingly good.

Governor Challenge: sports premium funding – do you have any results with the swimming and what was the impact of this funding? VM replied that good progress has been made. Children have gone from not stepping into the water and have gradually improved and moved up through the classes. However, they are still working with some pupils to meet the statutory requirements.

Governor Challenge: Are the basketball clubs well attended? VM said the club is well attended and it costs each child £10 for the programme. The school are wanting to extend out to work with other schools locally on more interactive activities. However, as we don't have field space we have to pay transport costs for every event, which brings limitations. Links have been developed with Killisick Junior School, who has field space and we are arranging more interschool competitions. The Chair recollected doing a joint sports day at Haddon and suggested contacting them.

Further Governor Challenge: Are there any more after school clubs taking place? VM replied other clubs include 'bricks for kids', craft clubs, choir club and lunchtime debate club.

Governor Challenge: Are all the fixed term exclusions in Y6. VM replied that we have not had any fixed term exclusions since the autumn term and one of these was in Y5. The Headteacher added that the school works to the trusts graduated response for behaviour.

A discussion was held around the INSET days and the chair asked if governors could attend as they found the Curriculum Day extremely good. VM said on the next INSET day is on 25th July 2023, which will look at the vision for the school and unpicking 'pride'. On 4th September there is the Admin day, which will cover safeguarding training and be curriculum based learning. Governors were welcome to attend.

**All
governors**

The governing body was advised that Porchester will get their safeguarding audit in the autumn term and we need to ensure all the requirements are in place.

The Headteacher complimented VM on securing her role as the acting headteacher from September. JF thanked the governing body for being a very supportive group of people with children and staff at the heart of every decision

being made. The Governing Body thanked JF for the success that they have achieved during the past 4 years and wished her well for the future.

04 School Performance Management Arrangements of all Staff Members

4.1 Feedback on headteacher performance management mid-year review (if complete) by the allocated appraisal governor.

It was confirmed that the headteachers appraisal was completed by Chris Wheatley.

4.2 Feedback on staff performance management mid- year reviews by Head teacher and any staff on informal or formal support plans.

The headteacher said that they were on track to complete all staff appraisals before the end of term.

4.3 Staff well-being and attendance.

Governors were advised that HR were supporting on some attendance elements, but otherwise staff well being and attendance is good.

05 Report from Chair

5.1 Issues and key points from FHT Board of Trustees and Local Hub Boards (including sharing of latest education and business dashboards).

The chair advised that she was unable to attend the meeting, but had watched recording of the meeting and will share this with other governors. The key discussions held were around:

- The data dashboard and the comparative document.
- The external review of governance has been circulated and governors were asked to agree this at their next meeting.
- The Trust has not had capacity to complete audits and will look at how they audit governing bodies in the future.
- Visioning meeting will be arranged in the autumn term for governors.
- Curriculum - identifying gaps in disciplinary knowledge will be introduced and end point posters introduced for children.
- Increasing pupil numbers and ensuring we get children in our schools.

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

It was reported that a complaint was received by the school and it will be externally investigated by an independent investigator appointed by the Trust. A governor **sought clarification** whether it would be completed before the end of term and was advised that it should be. The Headteacher said she will return to support if not done by then.

06 Local Governance 2023/24

6.1 Overview of new Flying High local governance model (including a review Local governor handbook, revised scheme of delegation and agree/communicate new meeting orientation).

The governing body **received and reviewed** the FHT local governance handbook.

6.2 **Approval of scheme of delegation 2023- 24**

The Governing Body

Adopted

The Scheme of Delegation 2023-24.

6.3 **Determine meeting orientation 2023/ 24**

The Governing Body

Determined

That there will be one governing body meeting per term.

6.4 **Agreement of governor code of conduct 2023/ 24**

The Governing Body

Agreed

To the Governor Code of Conduct and those present signed the document.

Action: GT will come into school within the next few days to sign the document. The Headteacher will ask Amanda Wheldon, the new parent governor to sign the document and return it to the school along with the other declaration forms and DBS information.

GT

AW

6.5 **Determine link governor responsibilities 2023/24**

The governing body

Determined

The link governor roles as follows, subject to agreement by AW:

- Safeguarding and attendance (GT)
- Finance (GT)
- Head teacher appraisal (JB)
- Children's experience (AW)
- Marketing and communications (AW)
- Targeted support (including Pupil Premium, Sports Premium, Tutoring and SEND funding) (JB)
- Governor training (AW)
- Staff wellness (aligned to staff governor) (LM)

The chair will make enquiries with the Trust around reconstituting as the membership has reduced.

Chair

07 Reports to Governors7.1 **DfE reports**

The clerk advised that the following information is included in the governor newsletter:

- New DfE guidance comes into force from 1 September 2023 that provides a guide to the legislation that governs the suspension and permanent exclusion of pupils. There is also behaviour in schools' guidance to provide advice on implementing a behaviour policy, which creates a school culture

with high expectations of behaviour. This means that this updated suspensions and permanent exclusions guidance should only be necessary when strategies, practices and interventions set out within the Behaviour in Schools interventions or sanctions are required.

7.2 Key updates from NGA and other national bodies

Nothing was reported under this item.

7.3 Local Authority correspondence where applicable to academies

The Governing Body **received** the report the DfE's SEND and Alternative Provision Improvement Plan and was advised that a presentation on this is available on YouTube, and the link was circulated on GovernorHub prior to the meeting.

In summary, the Improvement Plan sets out a threefold mission:

- fulfilling children's potential and improving outcomes with an emphasis on preparing for adulthood, particularly in relation to employment;
- rebuilding parental trust in the system;
- providing financial sustainability.

The Improvement Plan sets out a single system underpinned by national standards detailing the various elements of support available to meet need, along with the partners that should provide and fund these.

A system of funding bands and tariffs will be explored along with a new approach to funding for Alternative Provision (AP). This will be delivered by local inclusion partnerships which will produce inclusion plans based on an assessment of need. The future role of AP is focused on early intervention and how the expertise in this sector can be used as an intervention rather than destination.

There is focus on the workforce and leadership, including early years, SENCOs and educational psychologists.

There has been some capital investment to deliver 33 new free special schools across the country, along with £70m to deliver a change programme to test and refine proposals through 9 expert partnerships.

There is a commitment to join up the plans across Whitehall to come together into a single forum to discuss shared agendas.

Once implemented the Improvement Plan will deliver a sustainable system with the following characteristics:

- The new national SEND and alternative provision system will be well established which will bring national consistency to the identification of need and provision of support as set out in the evidence-based National Standards.
- The system will be financially sustainable for local authorities with needs routinely being met effectively where they arise.
- Parents have confidence that high-quality teaching and targeted evidence-based support will be available as a matter of course in mainstream settings when a need is identified, to avoid needs escalating.

- Children and young people can access additional support through a fair and consistent process where children, young people, families, and professionals work together to put in place the right value-for-money support to meet their needs.

Action for governors

Governors will have key role in supporting the implementation of the SEND and alternative provision implementation plan. To do this please ensure that:

- The school's SEND Policy is consistent with the vision of the Improvement Plan in offering every child and young person the support that they need to participate fully, thrive, and fulfil their potential.
- The school is inclusive and uses the graduated response (for further information please follow this link) for children and young people with SEND. The Improvement Plan highlights the importance of early identification of need and intervention.
- Children and young people with SEND and their parents and carers are fully engaged in the decisions made about them wherever possible. This is known to increase the trust of parents and carers one of the key aims of the Implementation Plan.

The governing body **noted** the contents of the report and the actions required by governors.

7.4

Any other relevant correspondence from the clerk

The clerk advised that there had been two governor newsletters circulated in the summer term and encouraged governors to read them to assist with their role.

The following articles were highlighted:

- Message from the Service Director Peter McConnochie regarding the sad death of headteacher Ruth Perry and the wellbeing support available for Nottinghamshire school staff.
- Stress Awareness Month (and beyond). Natalie Deacon, Whole School Approach Mental Health Lead has provided a useful article to support governors to consider this as an opportunity to have open conversations on the impact of stress.
- Education Investment Areas Update. Nottinghamshire is one of the new 55 EIAs. This article gives further information about the DfE priorities in the EIAs to support their aims.
- Designated Safeguarding Lead Focus Group Meeting will be held on Thursday 6th July 2023
- The Equality Act 2010 amendment - Harassment by third parties and sexual harassment. Further updates, if necessary, will be made to the school policies and procedures once the Bill has been enacted.
- A new LADO Online Referral Form is being introduced Monday 3 April 2023 on the NSCP website – Reminder that Chairs of Governing Bodies are responsible for dealing with allegations made about a headteacher.
- Commissioning Alternative Provision - Governing Bodies have a key role to play in ensuring the appropriateness of AP and in the safety and wellbeing of pupils concerned. The article provides prompts to assist the board of governors.

- Message from the NEW Chair of the Nottinghamshire Association of Governors (NAGS) – Sue Beasley including how NAGS can support Governance in Nottinghamshire.
- Governor Recruitment – Information from Governors for Schools and Inspiring Governance plus new webinar dates.
- Governor Learning and Development Package 2023/24 - Governor Learning and Development is now managed by the East Midlands Education Support Service (EMES). The article has information regarding the content of the training package that schools can purchase and how to access this.
- Free School Meals – NCC has migrated its portal to synergy within the school admissions module which enables schools to access information about a children's eligibility.
- Update on possible industrial action during the autumn term
- Free early years child development training
- Free guidance document to support in-school induction of a new governor
- Reminder of governors strategic role – the article called steering not rowing highlights that a governing body's role is strategic, and the operational, day to day delivery of the agreed strategy is the responsibility of the SLT.
- Article from the Education Library Service
- Nottinghamshire Apprenticeships

The governing body were advised that in terms of well-being support the Trust has purchased a scheme called 'my healthy advantage'. The school has appointed mental health first aiders and support/counselling is available for members of staff if required.

08 Policy Management

8.1 Policies requiring local governing body ratification

The governing body

Approved

The Attendance Policy.

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

Nothing was discussed under this item.

9 Governor Monitoring

9.1 Visits and monitoring reports from previous term

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

- Safeguarding (GT)
- Finance (GT, JB and VM)
- Monitoring the SAT's process (JB)

9.2 Report from training governor, feedback on training and development undertaken, identification of future governor training requirements and opportunities for online training from the Trust and other bodies

LM said that no training has been completed since the last meeting.

It was **acknowledged** that AW would need to complete the Induction training for new governors.

AW

JF left the meeting at 12 noon.

10 Communications from the local governing body

10.1 Engagement with parents and local community

The governing body heard that various community events had been held including the coronation celebration, a sports day and the Summer Fayre is planned for 14th July.

10.2 Website updates

VM advised that the website will be reviewed, and the statutory checklist will be completed to ensure the website remains compliant.

10.3 Other relevant communications

There was nothing discussed under this item.

11 Confirm dates and times of future meetings

12.1 It was **agreed** that the chair will co-ordinate with other governors and the clerk to arrange the dates of future meetings. It was discussed that they would consider having a 4pm start or daytime meetings.

12 Determination of confidentiality and communication

It was

Resolved

That all papers and reports be made available as necessary, apart from any staffing information.

Meeting closed at **12.10 pm**

Signed(chair) Date



MINUTES OF MEETING

School: Porchester Junior
Meeting title: Summer term meeting of the local governing body
Date and time: Thursday, 29th June 2023 at 9.30 am
Location: At the Academy

Confidential item(s)

Action

3.1 Headteacher report to Trust format including:-

Staffing updates

The governing body was advised that an internal advert for the Acting Deputy Headteacher position from September has been circulated.

SM, the Site Manager has resigned with effect from 23.7.2023. VM is discussing with the Trust what will happen after this date with a view to recruiting to the role as soon as possible.

Arrangements are being made to share a Child and Family Support Worker with Killisick Junior School. Natalia Thomas has agreed to go to Killisick for 1.5 days per week, with a view to increasing this.

Signed(chair)

Date