

# MINUTES OF MEETING



**School:** Cotgrave Candleby Lane  
**Meeting title:** Autumn term meeting of the local governing body  
**Date and time:** Tuesday 21<sup>st</sup> November 2023  
**Location:** at the school

**Membership**  
'A' denotes absence

A	Councillor Richard Butler Mrs Amy Devonish Mrs Lisa Handley Mrs Claire Lindsay (Headteacher) Mrs Rebecca Mason
A	Mrs Michelle McCartney Mr Neil Robinson (Chair)

**In attendance**  
Mrs V Hayles (clerk to governors)  
Mrs H Ballard (Trust Finance)

## LGB/25/23 Preliminaries

## Actions

### 1.1 *Apologies for absence*

Apologies for absence were received from Mrs Michelle McCartney and Councillor Richard Butler. It was **agreed** to approve these absences.

### 1.2 *Declarations of interest*

There were no declarations of interest in items on the agenda.

Governors were reminded to update their confirmations and declarations on Governorhub.

### 1.3 *Membership – Vacancies and terms of office*

It was noted that there were no vacancies and no terms of office due to end in the next 12 months.

### 1.4 *Election of Chair and Vice Chair*

Mr Robinson was proposed and seconded for the position of chair. There were no other nominations. Following a vote, it was **resolved** that Mr Robinson be appointed as chair of the governing body.

Mrs Devonish was proposed and seconded for the position of vice chair. There were no other nominations. Following a vote, it was **resolved** that Mrs Devonish be appointed as vice chair of the governing body.

#### 1.4 Confirmation of link responsibilities

The following links were confirmed:

- Safeguarding - NR
- Finance - NR
- Targeted support (to include targeted funding- pupil premium, tutoring, SEND and sports premium) - RM
- Head teacher performance management- NR
- Children's experience - AD
- Communications and marketing – AD / LH
- Governor training - MM
- Staff wellness (aligned to staff governor) - MM.

#### 1.5 *Minutes and matters arising from last local governing body meeting*

The minutes of the meeting held on Tuesday 4<sup>th</sup> July 2023 had been available on GovernorHub. They were agreed as an accurate record of the meeting and were signed electronically by the chair.

The headteacher stated that there had been no incidents of vandalism since the installation of CCTV.

All other actions had been completed or would be covered in the meeting.

### LGB/26/23 Report from the chair

#### 2.1 *Issues and key points from FHT Local Hub Board*

The chair shared the dashboards that had been issued at the hub meeting.

##### **Q. Governors questioned why the leadership indicator was amber?**

The headteacher explained that it was due to changes and instability of leadership at all levels.

##### **Q. Governors questioned why attendance was red?**

The headteacher explained that attendance on the report was 94.35 and this was judged against the Trust target of 96.5%

Governors noted that the MTC check was graded red. The headteacher stated that tests undertaken with the current Y4 cohort were already showing an improvement on the 2023 outcomes.

##### **Q. Governors questioned why all KS2 outcomes were graded green apart from the combined outcomes?**

The headteacher stated that this would be due to targets not being met. The chair outlined a conversation that had taken place with Mr Wilkes regarding the grading of outcomes.

Governors noted that the school had been graded red for its cumulative reserves and its staff turnover. Amber ratings had been received for compliance and the number of pupils on roll. Green ratings had been received for Estates.

### **Q. Governors questioned why staff turnover was so high?**

The headteacher explained that staff movement had been encouraged in some case and that the current staff team felt much stronger than previously.

#### 2.2 *Key communications*

There were no items to report.

### **LGB/27/23 Education – School performance**

#### 3.1 *Feedback from HT report.*

Governors noted that outcomes had been discussed within information from the Trust board.

It was noted that KS2 outcomes, KS1 outcomes, phonics and EYFS outcomes were above or inline with national. The MTC check was the weakest area and actions had been identified to improve this for 2024/

#### 3.2 *Feedback from Link governor – Childrens Experience*

Mrs Devonish reported that she had been into school a few times but needed to arrange a visit.

The chair stated that he had undertaken a review of the environment during half term.

#### 3.3 *Feedback from Trust Activity*

There were no items to report.

### **LGB/28/23 Education – School Improvement Plan – Priorities 23/24**

The headteacher highlighted the areas of priority within her report. She outlined how the priorities were a continuation of the work undertaken in 22/23. It was essential that the work linked to Teaching and Learning was embedded before moving on, especially as new staff had joined the school in September.

Subject leadership had continued as new leaders were in place.

Writing had been included as although it was above national at KS2 it was not as high as reading and maths.

The headteacher outlined the CPD, in school training and provisions that had been put in place to secure achievement of the school's priorities.

### **LGB/29/23 Finance**

#### 5.1 *Budget monitoring report and commentary on variances from School Business Manager/ Finance Business Partner. – see confidential minutes*

#### 5.2 *Internal audit.*

There was nothing to report under this item.

5.3 *Updated Academy Trust Handbook 2023.*

This was noted by governors.

## **LGB/30/23 Targeted Funding**

6.1 *Feedback from link governor – targeted funding*

Pupil premium funding totalled £215,000. The 23/24 strategy was being completed and the 22/23 strategy was on the website.

### **Q. Governors asked if there was any way of increasing the number of children eligible?**

The headteacher outlined the actions that the school were taking to encourage parental applications. It was felt that whilst pupils in EYFS and KS1 were entitled to UIFSM then parents did not see the need to apply.

The sports premium document was currently being updated and this would be shared on completion.

The headteacher outline how the money was spent to provide opportunities for pupils.

Governors stated that they felt there had been a big improvement in the sporting opportunities and clubs available to children.

## **LGB/31/23 Attendance, Behaviour ad Suspensions**

7.1 *Feedback from link governor – attendance*

It was noted that attendance was improving and now stood at 95.4%

The headteacher informed governors that the attendance model that the school had implemented had been shared across the Trust.

The headteacher outlined the continued actions that the school were taking to improve attendance and the regular challenge of parents who were bringing children to school late.

### **Q. Governors asked how the school were managing attendance with so many of the pastoral team absent?**

The headteacher explained that where possible the headteacher and senior leadership team were taking on the work.

Governors noted that the behaviour of children within school was good.

## **LGB/31/23 Safeguarding**

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

The headteacher highlighted the number of children that the school were working with in each category and the support put in place for these children and other identified children.

The headteacher reported that the LA safeguarding audit had been completed and would be submitted before the deadline.

## 8.2 *KCSIE 2023*

The headteacher reported that all staff had read the latest KCSIE and undertaken any relevant training.

Governors were reminded that if they had not already done so then they needed to read the latest version.

The headteacher informed governors that a duty to report on Filtering and Monitoring was now a requirement of KCSIE. The headteacher explained that the school used a system called Senso. This produced a weekly report and a screenshot of any areas that might be a cause for concern. This was then investigated by staff and action taken if needed.

## 8.3 *FHT safeguarding policy*

Governors approved the safeguarding policy.

## 8.4 *Update on the school's Safeguarding audit, action plan and progress (if applicable).*

The headteacher reported that the school had completed the actions identified with the Trust audit.

## 8.5 *Equality, racial and other Safeguarding incidents reported since the last meeting.*

The headteacher informed governors of a safeguarding incident that had occurred outside of school but had been dealt with by the school and external agencies. The incident had raised concerns about how parents monitor the use of the internet and APPs such as WhatsApp.

## **LGB/32/23 Staffing**

### 9.1 *Approval of pay awards from performance management.*

The headteacher present anonymised pay recommendations which were linked to performance management objectives.

The recommendations were included within the budget.

Governors approved the pay recommendations as presented.

Governors noted that staff absence was looking better than in previous years.

### **LGB/33/23 Admissions**

The headteacher shared how the school had been trying to attract more interest in the school through open days and fliers distributed around the village.

Governors discussed having an article within Cotgrave Connections and using Facebook.

The headteacher stated that it was difficult to undertake additional marketing such as Facebook without resources and staff. Marketing work was undertaken by the school on top of their day to day responsibilities. Governors noted the headteachers' frustrations.

Governors noted that the website had been updated and was looking attractive to new parents.

The closing date for first admissions was 15<sup>th</sup> January. The school had held open days and handed out fliers about the provision. They would continue to hand out fliers at Christmas events.

### **LGB/34/23 Estates**

The headteacher informed governors that quotes to replace the gates had been sources and that the Trust were overseeing this. Painting and tidying of the farm area had taken place and lighting in the KS2 corridor had been updated.

Since the last report there have been no reportable incidents.

The headteacher highlighted the checks, policies and audits that had been undertaken and updated.

### **LGB/35/23 Family and community engagement**

The headteacher informed governors of the fortnightly newsletter that was shared using SWAY.

She also highlighted the Foundation events and the MTC parents evening that had been held. Dates of Christmas activities would be circulated to governors.

### **LGB/36/23 Governors Training**

Governors were reminded to undertake PREVENT training.

The chair had undertaken Managing Allegations training.

### **LGB/37/23 Policies**

Governors **approved and ratified:**

- Child on Child Abuse policy
- Complaints policy
- E safety and Online policy

- Equality policy
- First Aid policy
- Intimate care policy
- Prevent Action Plan
- RSHE policy
- Child protection policy.

ACTION: Governors asked the headteacher to check the link to the low level concern policy before approval.

**HT**

### **LGB/38/23 Confirm dates and times of future meetings**

Spring Term – 5<sup>th</sup> March 2024

Summer Term – 2<sup>nd</sup> July 2024

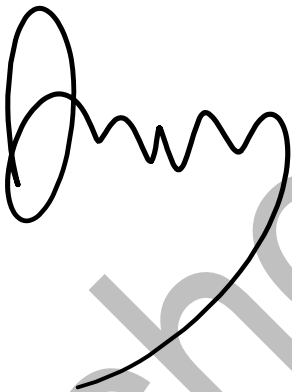
All meetings to start at 5.30 pm

### **LGB/39/23 Determination of confidentiality and communication**

It was **agreed** that all papers excluding those linked to Finance LGB/29/23 were to be made available, as necessary.

The meeting closed at 7.20pm

Signed



(vice chair)

Date 5/3/24