

# MINUTES OF MEETING



**School:** Cotgrave Candleby Lane  
**Meeting title:** Spring term meeting of the local governing body  
**Date and time:** Tuesday 5th March 2024  
**Location:** at the school

**Membership**  
'A' denotes absence

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

**In attendance** Mrs V Hayles (clerk to governors)

## LGB/01/24 Preliminaries

## Actions

### 1.1 *Apologies for absence*

Apologies for absence were received from Mr Robinson, who was undertaking work for the Trust. It was **agreed** to approve this absence.

In the absence of the chair, Mrs Devonish chaired the meeting

### 1.2 *Declarations of interest*

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

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

The minutes of the meeting held on Tuesday 21<sup>st</sup> November 2023 had been available on GovernorHub. They were agreed as an accurate record of the meeting and were signed electronically by the vice chair.

The headteacher stated that the school had been promoting its provision for 3 year olds. "A" frame boards were outside the entrance to school near to the entrance of Little Kites.

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

## LGB/02/24 Report from the chair

### 2.1 *Key messages from FHP Local Hub Board*

The vice chair stated that the dashboard and SOAP had been shared at the hub meeting. The SOAP had been uploaded to Governorhub and she would look to add the dashboard.

ACTION: AD to look at uploading the dashboard to Governorhub.

**AD**

The vice chair stated that online Health and Safety training was available. Cllr Butler agreed to investigate if this would be useful.

ACTION: Cllr Butler to review Health and Safety training offered by the Trust.

**RB**

The vice chair stated that information on recruitment and retention had been shared at the hub meeting. The Trust were also looking at staff sickness, return to work interviews and exit interviews to see what could be learnt.

## LGB/03/24 Education – School performance

### 3.1 *Feedback from HT report.*

The headteacher stated that assessments were currently being undertaken, the outcomes from these would form the basis of pupil progress meetings. Provision trackers and interventions would be updated following these meetings.

Early reading continued to be a priority for the school.

The headteacher informed governors that Y2 children would be assessed at the end of the year using SATs papers. The outcomes would be used to track progress. A decision on using tests beyond this year had not yet been made.

Work continued to be undertaken on developing the curriculum.

The headteacher drew governors' attention to the activities that had been undertaken to enhance pupils educational experience in school.

Governors discussed the difficulty in securing enough parental contributions to fund trips and the impact that this was having on the budget. The school had started to inform parents that trips would not go ahead if contributions to cover the costs were not made.

#### **Q. Governors asked if there was a possibility of using ParentPay to add money to an account on a regular basis, like a savings account?**

The headteacher wasn't sure, an instalment option was available for residential.

ACTION: CL to investigate the use of ParentPay as a "savings" account for trips.

**CL**

Q. Governors asked if it was the same families who did not contribute for trips?

The headteacher confirmed that this was the case. She outlined some of the issues the school were facing with the nonpayment of trips, school meals and Before and After School Clubs. The school were chasing debts but changes in the office meant that this was not as effective as it had been previously. However, systems and personnel were now in place to follow up on outstanding debts from parents and staff.

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

The benefits of the enhancing children's experiences through trips and the commitment of the school to provide them were discussed.

### 3.3 *Feedback from Trust Activity*

There were no items to report.

## **LGB/04/24 Education – School Improvement Plan – Priorities 23/24**

The headteacher stated that the SIP had been updated and had been circulated. The school were still working on improving teaching and learning even with an Outstanding Ofsted judgement.

## **LGB/05/24 Finance**

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

ACTION: Governors to send any questions or comments on the report to AD who would forward to Mrs Ballard for clarification.

**All to note**

### 5.2 *Internal audit.*

There was nothing to report under this item.

### 5.3 *Review of confirmed 2022/23 final reserves outturn and external audit report*

There was nothing to report under this item.

### 5.4 *Review and discuss annual service contracts*

These were in the process of being considered and reviewed.

## **LGB/06/24 Targeted Funding**

### 6.1 *Feedback from link governor – targeted funding*

The Pupil premium strategy had been updated and was on the school website.

The headteacher thanked Cllr Butler for organising a grant from the Town Council which provided funding to allow more Pupil Premium children to attend after school clubs.

The headteacher highlighted the number of children in school with SEND and the proportion in each category.

The headteacher explained that additional funding gained from bid applications ran from April to April. It was noted that within the budget funding for Y6 pupils had been included for the year rather than for one term.

The headteacher outlined the lack of funding for pupils with SEND and the impact that this was having within school on TA support. The SENCO was very good at writing bids and gaining support from outside agencies, however, bids for low level funding were no longer being applied for as the funding was so limited.

## **LGB/07/24 Attendance, Behaviour and Suspensions**

### **7.1 *Feedback from link governor – attendance***

It was noted that attendance at 95%

The headteacher informed governors that the school were still focusing on improving attendance and outlined some of the actions that they were taking to support parents and pupils.

### **Q. Governors asked if the school would be adopting the fining guidelines outlined by central government?**

The headteacher stated that she would follow the guidelines and policies adopted by Nottinghamshire County Council.

Governors noted that 2 children had each received a suspension since the last report.

## **LGB/08/24 Safeguarding**

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

The headteacher reported that the LA safeguarding audit had been completed and had been submitted.

### **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.***

It was noted that there was nothing to report.

## **LGB/09/24 Staffing**

### **9.1 *Confirmation of completion of performance management target setting for 23/24.***

The headteacher confirmed that the target setting process had been completed and that midyear reviews were being carried out.

### **9.2 *Feedback on Headteacher Performance Management by the link governor***

The headteacher stated that her review would be taking place before Easter.

### 9.3 *Update on staffing*

Governors noted that only one member of staff has resigned since the last report and that there were no members of teaching staff off on a long term absence. The current attendance rate for teachers was 97.1%

The headteacher stated that staffing had stabilised but she was concerned that staffing proposals could change this.

The headteacher informed governors that having seen the budget, the financial position of the school would continue to worsen if changes were not made. The only way to make significant financial savings was to look at staffing and the number of pupils. The current situation in KS1 with one class split across Y1/2 had caused difficulties.

The headteacher was proposing that all year groups across the school would be split giving five Y1/2 classes, five Y3/Y4 classes and five Y5/Y6 classes. Each school phase would be supported by an additional teacher in the morning so that core subjects could be taught in straight year groups.

This would give a saving to the budget.

The headteacher currently three members of staff were each employed for three full days per week. It was the intention that these members of staff would now work in the mornings supporting a year group. The headteacher had yet to discuss this with the staff members concerned. This change might cause some staff movement.

#### **Q. Governors asked if the headteacher would hold a parent meeting to discuss the changes?**

The headteacher stated that she didn't feel an open meeting for parents was the right forum and outlined her concerns. She would be informing parents about any proposed changes and would be happy to meet one to one with parents who had concerns. SLT would be available at open events for parents where they would be happy to discuss this individually with parents.

The headteacher stated that discussions with staff would be needed before informing parents.

Governors discussed the need for clear communication on the changes and the rationale for them as this was not a usual class arrangement for the school.

The headteacher stated that the proposed arrangement was being discussed to reduce financial outgoings and would be in place until pupil numbers were at a

level where sustainable single year classes could be reintroduced. The headteacher advised governors that if the proposed changes did not save enough money, then the school would need to move to mixed year classes all day. This was not a preferred option.

Governors discussed alternative options and staff to pupil ratios.

**Q. Governors asked why teachers could not be moved to KS1 to maintain single aged year groups and have bigger classes in KS2?**

The headteacher outlined the following proposed classes.

- Y1/Y2 142 children  
PM - 5 classes of 28  
AM – Y1 classes of 25 and Y2 classes of 22/23
- Y3/4 160 children  
PM – 5 classes of 32  
AM – 5 classes of 23/24
- Y5/6 151 children  
PM – 5 classes of 30/31  
AM – 5 classes of 25/26

The headteacher explained that reducing teacher numbers in KS2 would give class sizes of 37. This would have a big impact on teaching and learning, staff wellbeing, the amount of marking that would need to be undertaken, time for parent meetings and planning. The amount of space that would be needed within a classroom for this number of children was also noted.

**Q. Governors asked if the changes would result in staff leaving?**

The headteacher replied that she didn't know. Part time staff may leave due to their individual circumstances. Staff had been consulted about the reduction in PAN and were aware that things were happening. The headteacher stated that she needed to be sure that the proposal was financially viable before staff were informed.

**Q. Governors asked if the changes were not made what would be the impact?**

The headteacher stated that the predicted deficit would continue to grow at a faster rate. Pupil numbers were falling resulting in decreased income amounts whilst additional staffing, pay costs and on costs would increase outgoings.

Governors discussed making sure that communication to parents was clear and possibly outlined what a day for their child might look like.

ACTION: CL to inform governors of the decision on school organisation once known.

**CL**

## **LGB/10/24 Admissions**

- 10.1 *Admissions marketing plan – include feedback from link governor – communications and marketing and any monitoring.*

The marketing plan had been circulated and governors had discussed the admission of pupils earlier in the meeting under items LGB/01/24 1.4 and LGB/05/24 5.1.

## **LGB/11/24 Estates**

- 11.1 *Completed standards audit feedback*

Health and Safety reports had been circulated. Governors noted the amount of green compliance.

ACTION: RB to arrange a Health and Safety monitoring visit.

**RB**

## **LGB/12/24 Family and community engagement**

Governors discussed the Ofsted report and the rigorous processes that were undertaken by inspectors to gain the Outstanding grading. It was hoped that this would be a positive for the school and community.

The headteacher shared her concerns about the way staff in school were spoken to by some parents. Governors discussed ways of improving communication between school and home and the establishment of a parent forum. There is no existing PTA/Friends Group and parents have seemed reluctant to be involved in forming a new one.

Link governors for family and community engagement raised gathering parent voice on communication. This could enable a way of improving the communication between home and school. The headteacher stated that parent voice had been gathered before but it could be worth revisiting. The format of questions would need to be carefully considered so that the focus was on what parents wanted rather than what could school do.

ACTION: LH to compile possible questions to ask parents and to discuss with CL.

**LH / CL**

## **LGB/13/24 Governors Training**

Cllr Butler would look at the Trust Health and Safety training as discussed under item LGB/02/24 2.1

## **LGB/14/24 Policies**

There were no policies for approval.

## **LGB/15/24 Feedback to go to Local Hub Board or Full Board of Trustees.**

The LGB had nothing to feedback.

### LGB/16/24 Confirm dates and times of future meetings

Summer Term – 2<sup>nd</sup> July 2024 at 5.30 pm

**ACTION:** AD to confirm the meeting date was in line with budget approval timelines.

**AD**

### LGB/17/24 AOB

The headteacher shared with governors a proposal to use the Recording Studio by an external group. This would bring some funding into the school. The proposed agreement had been circulated.

Governors discussed the proposed agreement and raised concerns about liability, insurance and repairs. They also enquired about Trust approval.

**ACTION:** CL to discuss the agreement with the Trust and to clarify the concerns raised by governors.

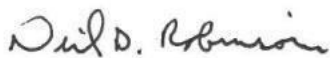
**CL**

### LGB/18/24 Determination of confidentiality and communication

It was **agreed** that all papers excluding those linked to Finance LGB/05/24 5.1 were to be made available, as necessary.

The meeting closed at 7.40pm

Signed



(chair)

Date 2.7.24