

School: Sir John Sherbrooke Junior School

Meeting title: Autumn term 1 meeting of the governing body

Date and time: Thursday 14 November 2024 at 4.30pm

Location: At the School

Membership
'A' denotes absence

	Ms Kerry Alexander-Brown (Co-opted governor)
	Mr Michael Cox (Co-opted governor)
A	Mr Michael Davey (Staff governor)
	Mr Michael Hope (Co-opted governor) (Chair)
	Mrs Rebecca Mee (Acting headteacher)
	Mr Peter Short (Co-opted governor)
A	Miss Leah Smith (Staff governor)

In attendance

Mr Colin Sawers (Clerk to the governors)

Mrs D Sansom (Acting deputy headteacher)

Miss Elaine Singleton (Business manager)

LGB/75/24 Apologies for absence Action

Apologies for absence were received from Mr Davey and Miss Smith.

It was

resolved

that the governing body consent to these absences.

LGB/76/24 Declaration of interest

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

Actions for governors

Review and sign 2024/2025 Register of Business Interest

All governors were reminded to ensure that they had reviewed and signed the Register of Business Interest. **All Govs**

Review and sign 2024/2025 Declaration of Eligibility

All governors were reminded to ensure that they had reviewed and signed the Declaration of Interest form and the eligibility form. **All Govs**

Review and sign 2024 Governor Code of Conduct

All governors were reminded to confirm that they had read, understood and signed the school governors' code of conduct. **All Govs**

		Action
LGB/77/24	Approval of minutes of summer term meeting and any special governing body meetings The minutes of the summer term meeting held on Thursday 18 July 2024 having been previously circulated were confirmed and these minutes will be signed in person by the chair at a later date. See confidential items. <i>Review of actions</i> Actions in the minutes were reviewed. It was noted that they had been undertaken or were to be discussed in the meeting.	Clerk
LGB/78/24	Policies for renewal and policy checklist Policies for renewal The business manager presented an overview of the revised policies that had been shared with governors via GovernorHub in advance of the meeting. Governors received, noted and approved the following policies: • Accessibility Plan • Equality Policy • SEND Policy • SEND Information Report • Health and Safety Policy • Emergency plan A governor challenged that a number of the MAT policies seem to be out of date. The business manager confirmed this is correct and the MAT has recognised this.	
LGB/79/24	Overseeing Financial Performance - Financial reporting <i>Discuss latest budget forecast comparing income and expenditure to date against projection income and expenditure</i> The business manager presented a financial update to governors that had been shared in advance of the meeting via GovernorHub. • Final year end – estimation on the May outturn -£123,734 • NJC pay award included at 2.5%. • Teachers pay award included at 5.5%. • NI increase included. • Grant awarded to cover teacher pay and pension increases. • Staffing changing still at present. • Clawback of some SEN funding expected. • Council Tax bill for vacant caretaker bungalow on site • Kitchen deficit being worked on to reduce. A governor challenged what we are using Midday Assistants for? The headteacher confirmed we are using midday assistants in the classroom to provide emotional support and a physical presence. For example, if a child	

chooses to leave the classroom the midday assistant can follow them allowing the teacher to still be in the classroom teaching. This is the cheapest and most effective way to resolve this situation. The midday staff used are known to the children they are working with.

The chair suggested that we should monitor this situation and see if there is a genuine long-term need.

A governor challenged if we have a long-term need for qualified teaching assistants? The headteacher confirmed not necessarily, we need to consider the needs of the children they are supporting.

The business manager reported that the care assistant role ends this year as a fixed term contract. Whilst the school would like to keep the role currently funding does not allow this, however if more children were to join the school this may provide the funding needed for the post in future.

A governor challenged if with our unstable staff the school would benefit from employing a cover supervisor? The business manager confirmed that supply costs were high last year, and this has led to an overspend. The headteacher explained that the school currently use the Grade 5 TA to cover PPA and subject leadership time over 5 afternoons, and the SLT team had been considering the best financial decision to cover the Year 4 class when Leah Smith leaves at the end of December as, due to October half term, there was no time to advertise and appoint before the end of October in order for anyone to resign from their current post to join SJS in Year 4 in January. Therefore, SLT have considered using their Grade 5 TA to teach the class full time until February half term when the new appointment would be able to start, rather than paying a supply teacher to do this. If this went ahead, we would condense PPA and subject leader time into 2 full days, rather than the current 4 afternoons, and use a supply teacher for this to reduce the costs of the cover.

A governor challenged if the recent autumn budget announcements on funding for education are reflected in our budget forecasts? The business manager confirmed not as still awaiting information.

A governor challenged if the MAT has discussed the autumn budget with us? The business manager confirmed yes.

LGB/80/24

Consider any health and safety issues

The business manager updated governors on a rat box being kicked open by children near the portacabin. This has been cleared up and the area will be fenced off to prevent children accessing it.

The business manager reminded governors that following a governor resignation a new health and safety link governor is needed. This role undertakes site visits checks with the business manager.

A governor challenged if this terms health and safety visit had been undertaken? The business manager confirmed no. The chair agreed to undertake this visit.

Miss Singleton left the meeting.

LGB/81/24

Holding executive leaders to account

General update from Headteacher since last meeting

The headteacher gave a verbal update to governors and drew attention to the following:

- Staffing continues to be the main issue the school is facing.
- Currently there is a vacancy for a teacher that is being advertised, with supply options being considered if necessary. Interviews will be held before Christmas so that the successful candidate can give their resignation from their current role in a prompt fashion.
- There may be further changes to staffing depending on the newly appointed headteacher.
- There continue to be high levels of staff absence and on one recent day seven members of staff were absent.
- A good range of after school clubs are operating including singing, maths wizards, cross country and table tennis groups.
- A breakfast club nurture group is running for children with anxiety about attending school. This has no cost other than toast. A review will be undertaken to see if it has improved attendance for these children.
- Several trips are taking place including a visit to the National Coalmining Museum and the Houses of Parliament.
- Open afternoon was held with a theme of reading which resulted in positive engagement with parents. A further event is planned for the 29 November 2024 with a Christmas arts and crafts theme running from 1.30pm. Governors are invited to attend. It is hoped to run these events each half term.
- During October half term a reading challenge was held encouraging children to read in obscure places and positions. Lots of children took part and submitted entries.

All Govs

The deputy headteacher reported that equipment is not out in the playground for breaks with year 6 children acting as play leaders. The headteacher confirmed that this was based on pupil voice feedback around the lack of play equipment. Pupils were invited to suggest play equipment they would like. Early indications show a reduction in behaviour issues. The headteacher agreed to gain pupil voice following the changes.

Head

LGB/82/24 Monitor progress against school action plan

The headteacher agreed to upload the school action plan to GovernorHub for review.

Head

LGB/83/24 Review amount of pupil premium funding/sports funding

The deputy headteacher confirmed that the pupil premium strategy is being updated for publication on the school website. The strategy will be presented at the next meeting of the governing body as it needs to be published by the 31 December 2024.

Dep Head

A review of funding has taken place in relation to the progress of the pupils it is supporting. Parents whose children would potentially attract pupil premium funding have been targeted to encourage them to register their child. Currently the school has a pupil premium rate of around 39% which is double the national average.

LGB/84/24	Update on local developments	Action
	The chair gave a verbal update on local developments. Currently the Gedling borough is short of 4,000 homes. The Ramsdale Golf course is failing and therefore might be a target for the building of new homes. This is likely to have a number of objections. The parish council has hired a consultant to attend review meetings of the local housing plans. There is a clear need to expand both the infant and junior schools in the village, especially at Key Stage 2 as this is the age profile of most children. The chair agreed to provide a further update at the next meeting of the governing body.	Chair
LGB/85/24	Report from appraisal governors on monitoring headteacher's progress towards objectives	
	Mr Hope, Ms Alexander-Brown and Mr Cox were confirmed as the appraisal governors for the headteacher and members of the appraisal committee. The governors will ensure they have completed the appraisal training.	Mr Hope, Ms Alexander -Brown & Mr Cox
LGB/86/24	Corporate Directors' reports	
	<i>Governor actions/referral to a committee</i>	
	Exclusions and Suspensions: Kathryn Ramsay and Julie Jones (Team Managers, Education Partnership Team)	
	The Department for Education have issued revised guidance on suspensions and exclusions, which place significant responsibilities on governors to fulfil their role within the process.	
	During the academic year 2022-2023, there were 13,813 suspensions and 126 permanent exclusions across Nottinghamshire. This means Nottinghamshire's suspension rate was 10.82, placing the county slightly higher than the national rate of 9.33, and the permanent exclusion rate was 0.10, placing the county very slightly below the national rate of 0.11.	
	In the previous academic year, 2021-2022, Nottinghamshire suspensions were 9478 with permanent exclusions at 59. In summary, suspensions grew by nearly 4500 and permanent exclusions more than doubled.	
	The Timpson Report of May 2019 found just 7% of children that are permanently excluded go on to achieve good passes in English and maths GCSEs; they are more likely to go on to be out of education, employment, and training in those critical years after the compulsory schooling age and 23% of young offenders with sentences of less than 12 months have been excluded previously. While exclusion is not necessarily the cause of these worse outcomes, it does, at the very least, identify a group of young people that have high levels of need for support.	
	Action for governors	
	1. Ensure that there are clear processes in place to comply with your school's legal duty to arrange suitable full-time provision for pupils of compulsory school age from the sixth consecutive school day of a suspension. 2. Ensure that the governing board understands the requirements to consider the reinstatement of a suspended or permanently excluded pupil. 3. Ensure that there are clear processes in place to keep a placement of off-site direction under review.	

4. Consider all governors attend panel training webinar (NGA) and, if an exclusion panel is required, revisit this as a refresh prior to the meeting.

Working Together to Improve School Attendance: Denis A McCarthy Service Manager (Family Service)

The Department for Education have issued revised statutory guidance for schools, academy trusts and local authorities entitled, [Working together to improve school attendance](#). The principle duties and expectations are set out in a [Summary table of responsibilities for school attendance](#).

Local authorities are expected to adopt a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services. As a result, there will be a new strategy for improving school attendance in Nottinghamshire.

There is a statutory requirement for schools to share their daily attendance data. The Department for Education. There are a number of new attendance register codes in the 2024 regulations and guidance.

The revised guidance strongly emphasises the importance of a Support First approach before legal interventions are considered to address persistent and unauthorised absence.

The Department for Education have introduced a National Framework for Legal Intervention. The national framework for legal intervention has established a national threshold for Penalty Notices of 5 days/10 sessions over 10 weeks.

Fines have increased in value from £120 to £160. For the first fine issued to a parent for an individual child, the amount will reduce to £80 if paid within 21 days. However, in accordance with the new national Framework, this option will only apply to the first fine a parent is issued for an individual child within a three-year rolling period.

The national framework limits the number of fines a parent can be issued for a child over a 3-year rolling period to two fines before it is escalated for prosecution through the Magistrates Court under s441 of the Education Act 1996.

The DfE guidance also sets an expectation that when a school becomes aware that the national threshold has been met, they **must** consider whether a penalty notice can and should be issued or not.

The County Council have updated the Improving School Attendance Toolkit available on the school's portal.

Action for governors

1. Ensure the school's attendance policy reflects the changes outlined in the new Statutory Guidance.
2. Ensure the school have communicated to parents any changes to the school attendance policy to meet the expectations of the new National Framework for legal intervention.
3. Ensure your school is familiar with the revised guidance and new attendance codes.

Safeguarding information for consideration and action:

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

Safeguarding Children in Education: self-audit tool 2024/2025

“Governing bodies and proprietors have a strategic leadership responsibility for their school’s or college’s safeguarding arrangements and must ensure that they comply with their duties under legislation. They must have regard to this guidance, ensuring policies, procedures and training in their schools or colleges are effective and comply with the law at all times”.

KCSiE 2024

- The Department for Education published KCSiE 2024 on 26th May 2024 this has been circulated via email to all schools and to Governors through Governor Services

KCSiE 2024 became statutory guidance from 1st September 2024. Annex F informs of the substantive changes and can be found on page 184. The revisions are limited in number and mainly made to reflect the content of Working Together to Safeguard Children published on the 6th of December 2023. A summary of the Key revisions to the KCSiE 2024 has been provided in an article by Cheryl Stollery, Safeguarding Children in Education Officer in the Autumn 2024 newsletter.

KCSiE 2024 revisions have been made to the following NCC and NSCP statutory guidance, policies, documents and toolkits.

- NCC & NSCP Child Protection Policy (template) toolkit 2024-2025
- NCC & NSCP Safeguarding in Education Annual Audit Form 2024-2025 Just form and letter this year hopefully moving to an electronic format for 25-26 once commissioned.
- NCC & NSCP Visitors and VIP Policy template 2024-2025
- NCC & NSCP Child Protection and Confidential File toolkit 2024-2025

ACTION FOR GOVERNORS:

- The SIE audit tool should be revised and agreed at the first full governing body/ trust meeting of the Autumn term 2024 and returned to Cheryl Stollery by 20th December 2024. (If GB’s have an early Autumn Term meeting, the arrangements for completion of the audit should be detailed in the minutes and completion confirmed in the Spring Term minutes).
- Governing bodies must ensure a robust Quality Assurance process is in place for accurate completion of the audit with evidence seen in order to confirm the statements in the audit (e.g. training certification).
- The NCC and NSCP child protection policy toolkit should be tailored to the individual school's own safeguarding arrangements.
- Governors are required to read the whole of KCSiE 2024, as the whole board is responsible for safeguarding, and making sure school's policies, procedures and governor safeguarding training is compliant.
- Governors must also comply with the duties outlined in Part 2 of KCSiE 2024 “The management of safeguarding, the responsibility of governing bodies, proprietors and management committees.

A signposting document for governors’ safeguarding training to help governors meet the KCSiE safeguarding induction and updating training requirements has been provided on Governorhub.

Reminder that the autumn term Safeguarding Governor Focus Group meeting is 18th November 2024.

Confirmation that all governors have read all of KCSiE 2024 (new governors must undertake safeguarding training as part of their induction and all governors must have refreshed their safeguarding knowledge each year)

All governors **agreed** to ensure they have read KCSiE 2024 and confirm on GovernorHub.

All Govs

LGB/87/24 Update on a National Health Service (NHS) worker who had direct links to the Child and Adolescent Mental Health Service (CAMHS) allocated to work with the school

The headteacher confirmed that after chasing a named contact (Lucy Lloyd) has been found and contact will be made.

LGB/88/24 Review the skill set of the governing body to identify any gaps in the autumn term

The chair confirmed that they are not concerned about the skills of potential governors, they would just like to recruit more governors. Therefore, a skills audit will not be undertaken at present.

LGB/89/24 Review of SJS action plan

Governors noted that the action plan had already been discussed under LGB/82/24.

LGB/90/24 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Governors identified impact through:

- Consideration and discussion about governance matters including governor links.
- Questions, discussion and consideration of staffing matters.
- Consideration and review of policies, the Corporate Director's reports and the NCC governors' newsletters.

LGB/91/24 Confirmation of dates for 2024-2025 to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

Autumn term 2 2024 – Thursday 12 December 2024 at 4.30pm
 Spring term 1 2025 – Thursday 23 January 2025 at 4.30pm
 Spring term 2 2025 – Thursday 13 March 2025 at 4.30pm
 Summer term 1 2025 – Thursday 15 May 2025 at 4.30pm
 Summer term 2 – Thursday 17 July 2025 at 4.30pm

LGB/92/24 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary except for part of LGB/77/24 the approval of minutes of summer term meeting and any special governing body meetings.

The meeting closed at 6.30pm.

Signed (chair) Date5th February 2025.....

A handwritten signature in black ink, consisting of a series of loops and strokes, positioned over the signature line.