

NEVILL ROAD JUNIOR SCHOOL GOVERNING BOARD MINUTES**SPRING TERM 2025**Date: 11th March 2025

Time: 5pm

Venue: School

GOVERNORS PRESENT

Mr N Kokkinis (Chair), Mrs J Cliff (Headteacher), Mrs R Hesford, Mrs L Campbell, Mr Chris Chamberlain, Mrs N Jordan, Ms S Geramipoor, M Tallow, J Harrop, B Pinnock and Y Gharib.

IN ATTENDANCE

Alexa Stretton Governor Support Officer

Governors Q = question / C = comment**1. WELCOME AND APOLOGIES**

Governors were welcomed to the meeting by the Chair. The meeting achieved quorum with 11 governors in attendance.

2. DECLARATION OF ANY OTHER BUSINESS (AOB)

The Chair invited governors to declare any items for discussion under AOB.

- School website
- LA issue with the infant school

3. DECLARATION OF INTERESTS**a) Declaration of Business Interests**

Governors were asked to declare any business, financial or personal interests in any agenda items; The following declarations were made

- N Kokkinis is a governor at Nevill Road Infants.
- C Chamberlain's wife is a treasurer for the PTA at Nevill Road Infant school.
- L Campbell is a governor at Nevill Road Infants.
- S Geramipoor works at KPMG.
- J Harrop - Director at Harfield components who provide table ware to Stockport schools.

Governors were reminded that they should declare any interest which arose during the meeting.

b) Business Interest Forms

The Headteacher confirmed that completed Business Interest Forms had been received from all governors.

CORE OBJECTIVE 1: ENSURING CLARITY OF VISION, ETHOS & STRATEGIC DIRECTION

4. CORE BUSINESS

a) Previous Governing Board Minutes, Actions & Matters Arising

It was RESOLVED that the minutes of the meeting held on 4th December 2024, copies circulated previously, be approved and signed by the Chair and authorised for publication.

SG arrived at 5.05pm

The actions from the autumn term minutes were reviewed as follows:

RH noted that her link role had been noted incorrectly on the Autumn minutes. Clerk to update.

SG noted she had made some comments on the minutes. The Clerk asked SG to send her the minutes with the highlighted changes.

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
4b	Business Interest Form: Governors to send to SBM if they haven't done so already. Clerk to send a reminder on GH. Completed	FGB / Clerk	Post meeting
5e	Chair to talk to maths link governor to see if has the time to commit to the role and wants to continue with it. Completed	Chair	Post meeting
5f	School policy and delegation schedule to be agreed at the spring steering meeting. There is a system in place to deal with this.	Steering committee	Spring
5g	Governor allowances policy - defer to spring resources. Take to summer Resources. ACTION	Resources committee	Spring
5g	Clerk to email draft policies to HT before each meeting. Completed	Clerk	Ongoing
7a	Clerk to add the new parent governor to the NGA website. Completed.	Clerk	Post meeting
7a	The new governor was advised to book onto the LA new governor training course. CC noted he was unable to make the first date but will re-book the course.	CC	Post meeting
7a	CC to be assigned a buddy. Completed.	Chair	Post meeting
7a	Add code of conduct to the school induction program. This this will be included.	Chair	Post meeting

	Q - Has this been shared with the FGB? The clerk noted that this was shared in the Autumn term FGB folder.		
8	Update the named lead in the young carers policy. To be completed. ACTION	HT	Post meeting
13b	The day/time of resources meeting to be looked at so CC can attend. No longer an issue.	Resources committee	Post meeting
15	Thought to given to the headteachers of the infant and junior school sitting on each schools governing board. Headteacher stated they have reflected on this idea and would rather not do this.	HT / FGB	Post meeting

YG arrived at 5.10pm

b) Approval of Policies

Governors considered and APPROVED the following policies which had been circulated prior to the meeting:

- Health and Safety

Take to curriculum and standards and approve at summer FGB. **ACTION**

- Appraisal Policy
- Capability Policy

c) Pay Committee Recommendations

The Chair of Pay committee confirmed that pay recommendations had been received from the Headteacher and considered by the committee.

d) Agreement of the Draft 2025-26 Budget

Governors considered that draft budget and assumptions summary provided by the School Business Manager (SBM) prior to the meeting.

The draft budget 2025-6 was AGREED by the governing board.

e) Delegation of Draft 2025-26 Budget

Governors AGREED to the delegation of the draft budget to the Resources committee for further scrutiny and approval prior to submission to the local authority by 31.5.25.

f) Note term LA term dates 2025/26

Defer to summer term FGB. **ACTION**

g) Approval of INSET days 2025/26

Defer to summer term FGB. **ACTION**

5. BOARD/STRATEGIC DEVELOPMENT

a) Governing Board Development Plan (Skills Audit, Induction, Training, Succession Plans)

The development governor stated since the last meeting three training sessions had been completed and three more were booked. Governors were asked to check and update their training records accordingly.

The development governor explained that LA training doesn't always appear to update on an individual's profile as it should after a course has been completed. The clerk agreed to take this as an action to check. **ACTION**

The board continues to operate with the committee format of governance.

New governors – it was advised that in addition to the new governor training sessions that new governors attend safeguarding training. Every September governors are offered a place on the safeguarding training that takes place in school.

The chair suggested people attend the DfE Prevent training.

Governors asked if they would need to do anything in advance of the transfer to SLA online from GH. The clerk advised that they wouldn't, and this would be handled by governor services.

The development governor made the board aware that the new Ofsted framework will be looking for challenge within minutes from governors.

The clerk stated that there are some NGA training modules based on asking challenging questions and agreed to share these with the board. **ACTION**

b) End of Term of Office

N/A

c) Board Vacancies

1 x LA

2 x Co-opted

A governor suggested putting a message on the chairs forum advertising for new governors as this can be helpful for succession planning and if current governors are looking for new opportunities in other schools.

The Headteacher agreed to share the vacancies in the school newsletter. **ACTION.**

d) Feedback on Governor Visits

It was noted that a monitoring session had been planned but this didn't take place.

CC to email the Headteacher to arrange a link governor visit. **ACTION**

6. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

Governors noted the following papers:

- a) Governance update and governor development
- b) Governor Portal
- c) School Effectiveness Update
- d) Business Continuity -
- e) Schools Finance
- f) DfE Updates for schools

The clerk noted that there had been a new critical incident plan shared on SLA online. The Headteacher questioned how schools are meant to be aware of updates like this as she hadn't received an email and the same applies for policies. The Headteacher expressed her frustration and stated that herself and the SBM would rarely log into SLA so wouldn't know about any new policies or plans.

The clerk advised the Headteacher to email Gordon Leach regarding the critical incident plan as he had shared the update and find out why Headteachers aren't receiving emails about important updates like this. **ACTION**

The clerk explained that any new policies or policy updates are shared by the governor services team and added as an agenda item whenever our service is made aware of a new or updated LA policy.

A governor said can this be minuted as a challenging conversation to say this matter has been raised as to how the Headteacher gets these documents and policies.

CORE OBJECTIVE 2: HOLDING THE HEADTEACHER TO ACCOUNT FOR THE EDUCATIONAL PERFORMANCE OF THE SCHOOL AND ITS PUPILS

7. **HEADTEACHER'S TERMLY REPORT AND SCHOOL DEVELOPMENT PLAN**

The Headteacher's Report had been circulated to the governors prior to the meeting and questions were invited:

The Headteacher updated the governors upon matters arising from the Report:

- CPD and impact
- Attendance and behaviour
- Exclusions, incidents, physical interventions
- Safeguarding matters, including the LA audit
- Vulnerable children
- Risk assessment
- Covid-related update
- Staff wellbeing and absence

The Headteacher updated the governors on the progress of the School Development Plan.

Discussions took place around behaviours and attitudes, particularly in relation to bullying incidents, which were reported as zero.

Q – what would trigger something to be reported as bullying? The Headteacher clarified that bullying incidents are logged on CPOMS, and if not logged, the Headteacher is unaware of them. If the incidents are reoccurring then phase leaders would be involved, and an action plan with parents and teachers would be put in place, which would be recorded as bullying.

Q - The bullying policy on the website is dated 2023 is the correct version? The policy is a three year review cycle confirmed the Headteacher, so this is the correct version.

Pupil Voice

The Headteacher reported that she had visited a school last week where pupils are involved with talking to governors as part of the Pupil Voice. Governors discussed being more involved with pupil voice to enable them to participate more consistently. It was suggested that governors could take turns to come into school possibly on a meeting day when they would already be coming and spend some time talking to a small group of pupils. This idea proposed is that link governors would talk to children from their link subject, and this would also be linked to the school development plan (SDP). This would give governors the opportunity to learn more about their link subject from the pupils themselves. The interaction would be informal with questions such as what are learning about in art, what do you like about art? etc.

This initiative was seen as beneficial for children to practice presenting and develop their confidence and skills. It would also help governors develop their knowledge by listening to the children.

Governors agreed this was a positive idea and many showed a willingness to be involved.

A potential date of 1st April before the C&I meeting was agreed for CC and JH to attend at 2.30pm. **ACTION**

Support for Staff with Bullying and Harassment Incidents

Governors considered how to further support staff with bullying and harassment incidents. The Chair and vice-chair have had conversations around this topic.

Q - Thinking about this from a culture perspective it's about creating a safe environment where people can raise topics to be discussed. Is there anything in terms of the school values that help develop the bullying and harassment side of things? It was suggested to take this matter to the steering committee to decide on the approach. **ACTION**

Q – In terms of how the governing board support the staff are we supporting you in the way you would like or is there more we could do? The Headteacher expressed that she felt supported by governors and the SLT during the recent issues she has been dealing with.

The Deputy Headteacher expressed a desire for more support for herself as when the Headteacher was absent for a number of weeks and governors came into school no one checked in with the Deputy Headteacher to see how she was and if she was coping.

The majority of governors stated that they were unaware the Headteacher had been absent and that the Deputy headteacher has been acting as the Head, so they apologised if they hadn't offered support but weren't aware of the situation.

The Deputy Head mentioned a message was left for the chair during this time, but the chair stated that he had not received this. Governors expressed their apologies that the Deputy Headteacher had felt unsupported during this time and agreed to take this away as a group and think about how this can be handled better in the future.

The Headteacher said the correct process was followed, and the chair was notified when she was absent but felt this was a confidential matter and that all governors didn't need to be notified when she was absent.

Governors stated that they found it hard to add input without knowing the context of issues that have taken place. Confidentiality was discussed, and it was agreed that while details are not needed, some context is necessary to provide support.

It was agreed to think about layering wellbeing over the processes within the school policies and how to support it from a wellbeing perspective.

Q - Is there a broader culture topic to investigate as a governing board? The Headteacher stated that most situations had been dealt with, and it was not a cultural issue. Procedures and support from governors and HR were effective.

Staff Voice

Discussion on whether there is a mechanism in place for staff to express themselves and have an open forum. It was noted that there is no formal questionnaire, but staff do talk to the Headteacher and other senior staff if they have any issues or concerns.

Poverty Proofing

Q - Are there plans to revisit poverty proofing? The Headteacher explained that there were no plans to re-visit this and it was one-off project. It was noted that the poverty proofing report indicated the school was doing a good job, and there were no specific areas needing support.

Q – Is there anything specific you have any convers over? No stated the Headteacher. When the report was done the takeaway was that the school are doing a very good job of this and there was nothing major that could be implemented. The LA have taken some of the school’s ideas around uniform arrangements and rolled these out across other schools.

The two main areas from the report were around birthday celebrations and dressing-up days and how these can be made more inclusive. For World book day the rather than children dressing up (and parents potentially having to buy a for a costume) children could come to school in any clothes that they like to wear when reading. In terms of Birthday celebrations and children brining in cakes or sweets this is not something the school actively encourages.

The PTA uniform exchange was mentioned, and the Headteacher agreed to put this in the newsletter as the PTA is looking for someone to take this over else it at risk of no longer being operational.

A governors commented that support for the PTA is sporadic like the governing board, and it is the same people all the time who end running any events and being involved.

The possibility of running a twice-yearly uniform sale was discussed. The Headteacher said she would be happy to support this idea and also mentioned a Stockport scheme where second hand uniform is available.

Complaints

Q – What is a level 2 and level 3 complaint? A level 2 complaint is one that is escalated to the chair of governors and a level 3 complaint is one that goes to the LA explained the Headteacher.

Q - Have we had any recent complaints? The Headteacher noted that the school receives very few complaints, maybe 2 or 3 a year.

The Headteacher explained that she sends any responses to the LA complaints team to be checked before responses are sent out.

8. TEACHING & LEARNING

It was noted that the teaching and learning meeting had been postponed due to illness and was now due to take place on 1st April.

One governor asked if they could join virtually as he would be out of the county. The committee chair agreed to send a meeting link so the governor could attend virtually.

CORE OBJECTIVE 3: OVERSEEING THE FINANCIAL PERFORMANCE OF THE SCHOOL & MAKING SURE ITS MONEY IS SPENT WELL

9. RESOURCES & BUDGET

a) Committee Minutes

The minutes of the committee meeting held on 4th March 2025 were not yet available to share with the board.

The resources chair provided a verbal update of the main items discussed in the meeting

- Savings made on staff were discussed.
- Buybacks were also discussed, in particular the energy buyback through Stockport Homes and the issues with responsiveness. The SBM is exploring other providers, and the committee are awaiting further information regarding this.
- The budget for this year looks positive, and there is no longer an anticipated deficit for next year, with a balanced budget expected.

C - The budget for this year's looks positive but there are pressing issues in terms of the 5 year budget, and it does look concerning. This is due to the declining pupil numbers which will affect the budget long term stated the Headteacher.

b) Ratification of Policies

The following policies were considered by the committee and duly RATIFIED by the governing board:

- Home visit policy and procedure
- Job Share policy
- Whistleblowing policy

c) Budget Update

This was not discussed.

d) School Financial Value Standard (SFVS) Update

The governing board approved the SFVS for submission to the LA by the 31st March 2025.

e) School Fund Audit Certificate; Approval of School Fund Audit Arrangements

Defer until summer resources for full approval at the summer FGB. **ACTION**

f) Report on Pupil Premium (PP), Sports Grant and Covid Catch Up Spending

It was noted that the above items had been discussed at the resources meeting.

g) Local Authority Buybacks

It was noted that this had been discussed at the resources meeting.

h) Scheme of Delegation

Governors considered and duly APPROVED the Scheme of Delegation 2025-26.

i) Finance manual

The updated Finance Manual was reviewed and duly APPROVED by the governing board.

10. PREMISES & HEALTH & SAFETY (H&S)

It was noted that this had been covered in the resources meeting.

The committee chair stated that there was an ask of the SBM to mark the progress of actions on the H&S document, so it is clear to see which items have been addressed.

C – In the fire safety report it mentions fire safety glass to be put between sections within the school. Certain areas have been made fire safe.

Q - Are we liable as a governing board if there is fire safety issue as we have a report that states we need to change something and we haven't? The committee chair

explained that the SBM always goes back to the LA to check the recommendations on the fire report and get their guidance.

The Headteacher explained that the fire safety audit is not a statutory requirement, and the recommendations are not legal actions.

Q - What is not jumping out in the report is what the actual risk is. I don't know what the risk is in terms of the deficiencies in the audit. Can these be double checked. What is the risk rating is what I am asking? The only way you would know this is based on what the auditor has said.

C - It feels uncomfortable right now and it needs examining further. We can't afford to address them all but where is our liability and is there a genuine risk to children we are not addressing and where is the option to address this.

The committee chair stated she will follow this up and address this.

C - If there is no funding and the school can't afford to rectify these issues then where is the mitigation. The chair stated that they shared the feelings of being uncomfortable and will follow this up with the LA along with the committee chair. **ACTION**

Q - In relation to the location of fire extinguisher equipment, is this being addressed? This is what we are asking in terms of updates. The Headteacher said the fire wardens are trained in this and any governor is welcome to come into school to carry out a H&S workaround.

C - The issue is the governor's liability around this and that the governing board is and expected to resolve the problem and be liable.

11. DATES

a) Full Governing Board

9th July 5pm

b) Committee Meetings

1st April – Spring C&S

13th May – C&S

12th June – Resources

12. ANY OTHER BUSINESS

School website

JH will contact the relevant governors regarding the missing website information.

LA issue with the infant school

This discussion is contained in a confidential appendix.

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 19.10 pm.

NEVILL ROAD JUNIOR SCHOOL
SPRING TERM 2024 GOVERNING BOARD MINUTES
MEETING ACTION POINTS

ACTION NUMBER	MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
4a	1	C/F Governor allowances policy to reviewed at the summer resources meeting	Resources committee / HT	Summer resources
4a	2	Named lead in the young carers policy to be updated.	HT	Post meeting
4b	3	Appraisal Policy & Capability Policy to be taken to the Spring C&S meeting and ratified at the summer FGB.	C&S committee / HT	Spring C&S meeting
4 f/g	4	2025/26 term and inset dates to be approved at the summer FGB	HT	Summer FGB
5a	5	Clerk to check with Pam Dunham why the LA training isn't updating on GH	Clerk	Post meeting
5a	6	The clerk to share links to the NGA training modules on asking challenging questions	Clerk	Post meeting
5c	7	HT to share info on governor vacancies in the school newsletter	HT	Post meeting
5d	8	CC to email HT regarding a link governor visit	CC	Post meeting
6	9	HT to email Gordon leach regarding SLA updates and why HT's and SBM's aren't emailed when an update is added.	HT	Post meeting
7	10	Steering committee to consider bullying and harassment and if this can be better linked with the school values.	Steering group	Summer steering
7	11	JH and CC to attend a pupil voice session at 2.30pm on 1 st April before the C&S meeting	JH / CC / HT	1 st April
9e	12	School Fund Audit Certificate; Approval of School Fund Audit Arrangements to be reviewed at the summer resources meeting and approved at the summer FGB	HT / SBM	Summer resources and summer FGB
10	13	NK and MT to follow up the concerns governors raised regarding the fire safety report with the LA.	NK / MT	Post meeting