

NEVILL ROAD JUNIOR SCHOOL GOVERNING BOARD MINUTES**AUTUMN TERM 2024**Date: 4th December 2024

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.

IN ATTENDANCE

Alexa Stretton Governor Support Officer

Governors question = Q / comment = C**GSO OPENING THE MEETING AND ELECTION OF CHAIR****Election of Chair**

It was noted that N Kokkinis had declared an interest in the position of Chair prior to the meeting. Additional nominations or expressions of interest were invited; there were no further candidates.

N Kokkinis *withdrew from the meeting.*

It was proposed by R Hesford, seconded by S Geramipoor and unanimously RESOLVED that N Kokkinis be elected Chair for the agreed term.

N Kokkinis *re-entered the meeting and was informed of the board's decision.*

N Kokkinis in the chair.**1. WELCOME AND APOLOGIES**

Governors were welcomed to the meeting by the Chair. C Chamberlain, new parent governor was warmly welcomed, and personal introductions were made round the table. Apologies for absence were received from M Tallow, J Harrop, B Pinnock and Y Gharib and accepted by the governing board.

The board is quorate with 7 governors in attendance

2. ELECTION OF VICE CHAIR

It was noted that J Harrop had declared an interest in the position of Vice-Chair prior to the meeting. J Harrop had sent apologies for the meeting so was not in attendance. Additional nominations or expressions of interest were invited; there were no further candidates.

It was proposed by R Hesford, seconded by S Geramipoor and unanimously RESOLVED that J Harrop be elected Vice-Chair for the agreed term.

3. DECLARATION OF A.O.B.

Governors had been invited to declare any items for any other business.

the following items were requested and agreed:

- Request from Nevill Rd infants regarding the Headteacher's joining the respective school boards.

4. 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.

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

b) Business Interest Form

Copies of the declarations of Interest form 2024-25 had been circulated prior to the meeting. Governors were asked to complete and sign the form and return it to the school business manager for the interests register and to update the school website.

Any Governor who has not yet completed this to send to send to the school business manager. Clerk to add a message on GovernorHub (GH) to remind governors. **ACTION**

c) DBS Checks and Section 128 Checks

The Headteacher confirmed that DBS checks were in place for all governors and that Section 128 checks have been carried out.

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

5. AUTUMN BUSINESS ITEMS

a) Adoption of new Code of Conduct

Governors were referred to the previously circulated document and considered the proposed amendments. The Governing Board Code of Conduct 2024-25 was duly adopted.

b) Board structure and membership

Governors discussed and reviewed committee structure and membership.

N Jordan arrived at 17.15pm

The board structure was agreed to continue without change.

LC explained that the infant school follows the circle model of governance where two FGB meetings are held each term.

The chair asked governors their opinions. The headteacher explained that she would rather keep the structure the way it is as it is working well. The governing board were all in agreement to continue with the current board structure.

c) Review of Committee remits

Governors approved the committee remits.

One governor commented that it would be good to have someone with specific finance skills on the board when it comes to recruiting new members.

d) Committee membership

The new parent governor expressed an interest in joining the resources committee but explained that due to work commitments the time and day the meetings are currently held would make it hard for him to attend. The resources committee said they could look at future dates and see if any could be changed to allow him to attend.

e) Appointment of Link Governors

Appointments to Link Governor roles were agreed as follows:

PESPA and Development – RH

Wellbeing – YG

H&S / Safeguarding / SEND - NK

English - JH

Design technology – CC

Art - MT

Maths – The staff governor commented that she feels she hasn't had a maths link as this governor works away a lot so has limited times when he can carry out a link governor visit. The chair agreed to talk to the maths link with regards to where he stands with the role. The staff governor stated he is fabulous when he attends it's just the regularity of the visits. **ACTION**

f) Approval of school policy schedule and delegation levels

To be reviewed at the next steering meeting. **ACTION**

g) Review LA Policies for this term:

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

- Attendance
- Safeguarding (this has been personalised and put on the website)
- Governor visits
- Young carers

Defer

- Governor allowances – Defer to resources. **ACTION**

Clerk to email draft LA policies to the headteacher prior to each meeting. **ACTION**

Pay Policy

The Headteacher confirmed that a detailed and minuted consultation upon the 2024-25 Pay policy had been held with school staff and/or their union representatives. The policy was APPROVED by the governing board.

g) School policies

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

- SEND

h) Previous Governing Board Minutes

It was RESOLVED that the minutes of the meeting held on 10th July 2024, copies circulated previously, be approved, signed by the Chair and authorised for publication.

i) Action Points and Matters Arising from the Previous Meeting

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

ACTION NUMBER	MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
1	4a	Consider running a parent election post-Easter. No applications. Do this again in the autumn term. Completed.	HT / Chair	Autumn term
2	5a	Clerk to share on GH the online skills audit form for governors to complete. Completed.	Clerk	Post meeting
3	5b	Governors were invited to give some thought to the roles and contact the Clerk prior to the autumn term full governing board meeting in order to express an interest. Completed.	All governors	Post meeting
4	9	Safeguarding audit to be brought to the governor development day so governors could work on it collaboratively. Completed.	All governors	Gov development day (23 rd July 2024)
5	11d	Sports grant to be discussed in the autumn term. Completed. It is continuing and there is a new format for reporting confirmed the PE link governor.	All governors	Autumn term

6. SCHOOL DEVELOPMENT PLAN AND SEF

The headteacher stated that there are no changes to the school development plan (SDP).

Writing was discussed in detail at the curriculum and standards committee meeting as this is a big focus of the SDP.

SEND adaptive teaching work is also a focus as well as subject leadership roles.

The school are looking at art, design technology (DT) and science. A new art curriculum is being put in place. A new DT scheme is coming out after Christmas and the school is well on the way with these areas.

In terms of the SEF the numbers are updated when the census information comes in. In terms of accuracy the numbers link into the census. The headteacher stated that she has pulled parts out of the SEF and put this information into the headteacher report, so governors are aware of what the school are working on.

Q - Is there a risk of over focusing on these areas that other areas will drop? No this isn't a risk stated the headteacher. The school is focusing on the outstanding statement from the Ofsted report.

Q – If you focus on 4 areas heavily what happens to the other areas you aren't focusing on? The headteacher explained that all areas of the curriculum are constantly monitored. All subject leads get the chance to look at this. The headteacher always checks back in on the Ofsted statement and makes sure the outstanding things are being focused on. We remain a good school but would like to be outstanding in some areas.

A lot of teachers have started to look at each subject and the Ofsted statements and know the criteria back to front. The headteacher reiterated that all subjects are monitored but these areas have new schemes and need to be monitored more closely to check they are working.

The SDP runs for 1-2 years and there will be some things that roll on. What is on the headteachers report so far is what has been done this term and it explains what will be done next.

7. BOARD/STRATEGIC DEVELOPMENT

a) Agree Governing Board Development Plan

The development governor explained that one of their main jobs is to monitor the training that governors are taking part in.

Training that governors take part in tends to be in line with the SDP. Since July governors have completed 5 courses and 7 more are booked. Most of the courses are offered by the LA and the NGA.

Governors were reminded to self-record any training they take part in on GovernorHub, including NGA training.

The clerk confirmed she will add the new parent governor to the NGA website. **ACTION**

The new governor was advised to book onto the LA new governor training course. **ACTION**

CC to be assigned a buddy. **ACTION**

Code of conduct to be added to the school induction program. **ACTION**

b) Outcome of skills audit

The clerk had collated the outcomes of the skills audit and prepared a document that was shared with the board. This document contained links to training and articles focusing on areas that the been highlighted in the skills audit that people wanted to develop a better understanding of.

c) Plans for new governor induction and succession planning

Discussed above at point 7a.

d) End of term of office

NK TOO ends 18.01.25

RH TOO ends 18.01.25

The board were all in agreement to re-appoint NK and RH for a further term of office when their current term ends.

e) Board vacancies and plans for recruitment.

1 x LA

2 x Co-opted

The role of an LA governor was discussed, and the clerk explained this doesn't have to be someone who works for the LA.

The board agreed to give some thought to how they will move forward with recruiting new governors.

f) Agree training plan for the year for the board.

Discussed above.

8. BRIEFING PAPERS OF THE LA

Governors noted the following articles:

- Governance update and governor development
- School Effectiveness - Outcomes for 2024
- School Effectiveness Service - An Overview
- Young Carers Update
 - *Are governors aware of staff training for Young Carers and how many are in school?* 7 are identified in school currently. The learning mentor does work with the young carers team. The school hold assemblies with a young carers theme.

Q - Do you find that young carers are taking up the opportunities to join clubs? 2 of the young carers attend clubs. Another young carer goes to lots of clubs confirmed the headteacher.

Update the named lead in policy. **ACTION**

Q - Is it a matter of fact that you are a young carer or not? There is a set of criteria explained the headteacher. The school can only suggest the support to families and can't force anyone to take the help. A person called Hannah comes into school to support and work with young carers.

Q - Does it come under safeguarding if a child was coming into school with dirty uniform etc? Yes, it would trigger school to investigate further. It is a sensitive conversation stated the headteacher.

- Educational Welfare Update - School Attendance
- Safeguarding Policy and Guidance
 - *Have governors read KCSiE, at least Part 1? Please declare it on GovernorHub.*
- Stockport Online Safety Hub
- Internal Audit Function
- New Statutory Qualification for SENCOs
 - *Does your SENCO have, or are they working towards, the new qualification?* The SENDCO has the new qualification.
- Early Years-Wraparound Childcare for Primary Schools

Is your Primary offering Wraparound Care from 8am-6pm? The school already offers this.

- MER-Managing Employee Reductions
- Ofsted's Announcement on Inspection Grades
- Creating Active Schools invitation

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

9. The Headteacher's Report had been circulated to the governors prior to the meeting; key points were noted and questions invited:

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

- CPD and impact
- Attendance and behaviour
- Exclusions, incidents, physical interventions
- Safeguarding matters
- Vulnerable children
- Risk Assessment
- Covid-related update
- Staff wellbeing and absence

Quality of education links to the SDP and behaviour and attitudes and CPD links to Ofsted statement.

A lot of work has gone on in this half term with SEND and writing.
Subject leader roles are being looked at in more detail after Christmas.
A lot has been put in place for art.

Behaviour and attitudes

Across the school it is very good. The children are engaged in their learning. Children behave well towards each other. The school always do anti-bullying week, and an anti-bullying survey has been conducted. Bullying issues are recorded on CPOMS and the headteacher confirmed there has not been many this half term.

The headteacher explained that if staff feel a particular behaviour is reported to them there is very clear criteria in CPOMS. This is logged by the staff member, and these are reviewed each week and actions followed up. The child's provision is looked at and if there is a lot of incidents regarding that child links are looked for like a SEND need or issues at home etc.

Q - When children join the school from another school can you see their CPOMS history? The headteacher replied yes you can as it's a national system. If not, the school they are coming from can be contacted for information.

- Exclusions – 1 exclusion for a day.
- Racial incidents – 2.

Q - how many children were involved? 2 in 1 and 3 in the other. So, 5 different children. Any comment that is made to another child that is perceived as racist we have to report.

- Bullying - Zero. The headteacher explained that bullying incidents aren't reported until the school have to revert to the bullying policy. If it is becoming targeted, then further

action is taken. It is becoming prevalent that children are using words they hear online but don't even understand what they mean.

Attendance is going well, and this is celebrated in assembly. 96.4% attendance.

Next steps

- Anti-bullying survey results.
- Keep analysing CPOMS information.
- Continue to use the absence policy to improve attendance.

Personal development

This is an area that came out as outstanding in Ofsted and the school will continue to do what it is doing.

Leadership and management

The headteacher and deputy head have had to deal with some very tricky situations where they have felt bullied by stakeholders. The chair has been supportive of our decisions stated the headteacher. This has taken its toll on the headteacher and deputy headteachers wellbeing.

The headteacher confirmed that supervision has been sought to help assist with the issues and Gordon Leach has been in to talk to the headteacher and offer support.

The deputy stated that her and the headteacher are lucky to have a great working relationship and the support of each other. The headteacher explained that she wanted to make governors aware that she has had to deal with some very challenging situations.

Q – Who are the stakeholders you are referring to? Parents and staff members confirmed the headteacher.

Q - Could we send letters from the governing board? Letters exist that can be sent to these people and people don't like to receive them and it has led to further complaints stated the headteacher.

One policy has gone on a lot longer than it should have and the fact that this policy has not been in place and not been followed is causing problems stated the deputy headteacher.

Q - Whose fault is this? HR, I think stated the deputy head.

C - If the timelines aren't followed, then it needs to be documented, and a question needs to be raised as to why the timelines are being adhered to. It has dragged on and this hasn't been beneficial to our wellbeing. There have been 3 issues all together and it has been a lot explained the headteacher.

Q - Is there anything that could have been done to avoid a situation? No there is nothing that could have been done.

The deputy headteacher explained that the situations have been quite new and different so the people who needed to offer the advice maybe didn't have the immediate answers. We have needed to make sure we get the support from the LA to ensure the responses we give are supported by them. They have been swift in their responses.

Q - In terms of parent issues is there an option they can write a complaint to the governing board? Yes, this route has been followed.

The headteacher said it's a very small percentage of people who have this mindset and the impact this can have isn't good as we are just trying to do right by the pupils. Staff very rarely hear any positive things about all the nice things being done.

Q - What can we do to help and support you? Listen to us in this meeting and understand what we are dealing with stated the deputy headteacher.

Q - Is there an option to bring in a professional mediator in these circumstances? It is very challenging but there was an occasion where I did ask for support from the LA, and this made it worse explained the headteacher. You need all parties to agree to mediate.

The headteacher thanked the board for listening and will discuss further with the chair.

The headteacher thanked the chair and the deputy headteacher for being there for her.

The chair explained that the headteacher had to go home one morning as it was all becoming too much but the head said she wanted to be with the children so came back in time for assembly.

Governors stated that perhaps this is the time to re-look at the wellbeing policy. **ACTION**

10. TEACHING & LEARNING

a) Committee Minutes

The minutes of the committee meeting held on 1st October 2024 were noted by the governing board.

b) Ratification of Policies

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

- Attendance
- First Aid

c) Curriculum and subject update

Discussed above.

d) Performance data from 2024/25

This is detailed in the C&S committee minutes.

e) One voice

Not discussed.

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

11. RESOURCES & BUDGET

a) Committee Minutes

The minutes of the committee meeting held on 5th November 2024 were noted by the governing board.

b) Ratification of Policies

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

c) Budget Update

The chair provided the board with a budget update.

The in year deficit is £63,000 but the good news is that the school is carrying forward £91,000 which means the school will have £28,000 going into 2025-26. The budget reflects that the school has fewer children. 89 children went out in Y6 and only 63 came into Y3.

The school can predict that going into 2026-27 the budget deficit will increase.

It's difficult as the school can't predict class sizes and how many children will join throughout the year.

Staffing is the biggest outgoing and this has been looked at to see how it can be made to work most effectively. There is a meeting planned with Peter Hughes from the LA and the hope is that the government will increase schools' budgets. There are 63 children currently in Y3.

Q - Is there a critical number where staff reductions are a necessity? The headteacher stated a meeting is planned with Tim Bowman (director of education) and this will be discussed.

The infant school are really trying to push the message that they are here by using social media to promote the school. Other local schools are no longer outstanding which could benefit us and the infant school. There has been a good uptake in people coming to see Nevill Road. The LA have been clear in terms of they can't continue to fund this extra teacher long term, and they won't offer this additional funding for the juniors as there is no legal limit on class sizes in the juniors.

Q - Is there any flow in from the private schools with the vat introduction? There could be but this hasn't been seen yet.

d) SFVS Preparations

Not discussed.

e) School Fund Audit; Audit Arrangements

Not discussed.

f) Report on the Spending and Impact of Pupil Premium Grant, Sports Grant, Tutor-Led Programme

This was reported in in detail at the resources meeting.

12. PREMISES, HEALTH, AND SAFETY

a) Provide a report on building; to include any building and maintenance plans.

It was noted that the H&S report was positive.

b) Report on health and safety audit and termly link visit

13. DATES

a) Full Governing Board

Spring FGB: Tuesday 11th March 5pm

b) Committee Meetings

C&S - 4th Feb 3.30pm

Resources - 4th March 10am – look at changing this? **ACTION**

- c) Date for Pay Committee
- d) Date for Headteacher Performance Management

14. A.O.B.

- Request from Nevill Road infants

There are not always enough governors in the infant school to sit on a committee. In a circumstance when they don't have enough governors they have asked if any of our governors would consider helping out. The board agreed they would be happy to help subject to their availability. The chair stated that it is important we work as closely as possible with the infant governing board.

Q - Is everyone happy to accept this proposal asked the chair? Yes.

The other request is regarding board positions and whether the headteacher from each school would take a co-opted position on the infant/junior school board. The headteacher says she could see the benefits around the curriculum but not for resources. Consideration would also need to be given to the extra time the headteacher would have to commit to attend all the additional meetings. It was agreed this could be considered but a decision would not be made without careful consideration from both boards and heads. **ACTION**

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 19.15 pm.

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

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.	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	Chair	Post meeting
5f	School policy and delegation schedule to be agreed at the spring steering meeting	Steering committee	Spring
5g	Governor allowances policy - defer to spring resources.	Resources committee	Spring
5g	Clerk to email draft policies to HT before each meeting.	Clerk	Ongoing
7a	Clerk to add the new parent governor to the NGA website.	Clerk	Post meeting

7a	The new governor was advised to book onto the LA new governor training course.	CC	Post meeting
7a	CC to be assigned a buddy.	Chair	Post meeting
7a	Add code of conduct to the school induction program.	Chair	Post meeting
8	Update the named lead in the young carers policy	HT	Post meeting
9	Governors to re-look at the school's wellbeing policy	FGB	Post meeting
13b	The day/time of resources meeting to be looked at so CC can attend	Resources committee	Post meeting
15	Thought to given to the headteachers of the infant and junior school sitting on each schools governing board.	HT / FGB	Post meeting