MINUTES of the Meeting of the Governors of Inmans Primary School held on Monday 25 November 2024 at 6.00pm.

P R E S E N T:-

Mrs V White (in the Chair)

Mrs S Daniels, Mrs E Everitt, Mrs S Fellows, Mr N Jackson, Mr L Johnson, Mrs T Marrow, Mrs S Rix, Miss C Turnbull and Mr P Wilkinson.

Clerk to the Governing Board – Ms S Trulio.

3357 **APOLOGIES**

An apology for absence was received from Mrs F Ritson-Walton.

No apology for absence was received from Mr R Wood.

3358 **CONSENT FOR ABSENCE**

RESOLVED: a) that consent be given to Mrs Ritson-Walton for her absence from this meeting;

b) that consent not be given to Mr Wood for his absence from this meeting.

3359 **CONFIRMATION OF ITEMS TO BE RAISED UNDER ANY OTHER URGENT BUSINESS**

RESOLVED: that Academisation be raised under any other urgent business.

3360 **DECLARATION OF INTERESTS**

RESOLVED: that no declarations of interest were received on any item on the agenda.

3361 **ANNUAL DECLARATION OF PECUNIARY AND BUSINESS INTERESTS**

The Annual Declaration of Pecuniary and Business Interests was circulated to governors prior to the meeting. The Clerk confirmed those declarations that were outstanding.

RESOLVED: a) that Mrs Everitt, Mr Jackson, Mrs Marrow and Mr Wood would complete a Declaration of Pecuniary and Business Interest;

b) that the Register of Pecuniary Interests be reviewed and updated.

NOTE: Mr Jackson joined the meeting at this point.

3362 **MEMBERSHIP**

The Clerk circulated the membership details held as part of the meeting and governors were asked to confirm as accurate. Any changes advised would be updated by the Clerk and governors were reminded that any additional changes could be made via HERE for Schools.

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Mrs Marrow advised that she would be stepping down from the governing board following this meeting due to increasing demands in both her professional and personal life. Governors thanked Mrs Marrow for her hard work and support of the school during her time as a governor and noted that they were extremely sorry to see her go.

RESOLVED:

a) that governors were asked to consult the membership details held and update their details if any changes were to be made;

b) that the Clerk update any changes to governor membership details;

c) that governors acknowledged that there were three vacancies on the governing board;

d) that Mrs Rix's term of office as a Co-opted governor would end on 29 November 2024;

e) that the appointment of Miss Turnbull as a Parent governor be noted.

3363 **INSTRUMENT OF GOVERNMENT**

Governors noted that the current Instrument of Government consisted of:

1 x Headteacher governor;
5 x Parent governors;
1 x Local Authority governor;
1 x Staff governor;
7 x Co-opted governors.

The total number of governors was 15.

Governors discussed that the number of governors was quite high, particularly the number of Parent governors. **A governor enquired what the minimum required number of Parent governors was.** The Clerk confirmed that it was two. Governors noted that there were currently three Parent governors on the board and agreed that this would be the total of Parent governors moving forward, rather than five. The number of Co-opted governors was also agreed to be lowered to six. This would reduce the number of vacancies on the board. Governors also highlighted that the board may be required to reduce further in size as part of the academisation process. It was proposed that the new Instrument of Government be as follows:

1 x Headteacher governor;
3 x Parent governors;
1 x Local Authority governor;
1 x Staff governor;
6 x Co-opted governors;

The total number of governors would be 12.

The Clerk would submit the proposed Instrument of Government to the local authority for approval and advised governors that the revised Instrument of Government would be presented to governing board for adoption once completed.

RESOLVED: a) that the proposed changes to the Instrument of Government be agreed by the governing board;

b) that the Clerk would submit the proposed Instrument of Government to the local authority for approval.

3364 **APPOINTMENT OF CO-OPTED GOVERNOR**

RESOLVED: that Mrs Rix be re-appointed as a Co-opted governor for a further four year term.

3365 **REVISION OF COMMITTEES AND DELEGATION OF FINANCIAL RESPONSIBILITIES AND STAFFING FUNCTIONS**

Governors reviewed the terms of reference, including membership, financial delegation and staffing responsibilities for the Appeals, Complaints, Performance Review, Pay Review, Resources and Standards Committees.

RESOLVED: a) that membership of the committees and the extent of delegation be as follows:

Appeals Committee

Membership:

Membership to consist of any three Governors, selected by the Chair, not previously involved.

The quorum for this committee is three governors.

Terms of Reference:

1. Hears appeals against pay policy decisions;
2. Hears appeals against dismissal or redundancy decisions;
3. Hears appeals against decisions of the disciplinary committee;
4. Act as grievance appeals panel;
5. Hears parental appeals against exemptions from the national curriculum.

Complaints Committee

Membership:

Membership to consist of any three Governors, selected by the Chair, not previously involved.

The quorum for this committee is three governors.

Terms of Reference:

1. Hears parental complaints;
2. Acts as the Pupil Discipline Committee.

Performance Review Committee

Membership:

Mr N Jackson, Mrs S Rix and Mrs V White.

The quorum for this committee is three governors.

The School Improvement Partner also attends this committee.

Terms of Reference:

1. To agree and review the performance of the Headteacher and Deputy Headteacher;
2. To review the pay of the Headteacher and Deputy Headteacher.

<u>Pay Review Committee</u>

Membership:

Mrs S Daniels, Mrs E Everitt and Mr N Jackson (Chair).

The quorum for this committee is three governors.

The School Improvement Partner also attends this committee.

Terms of Reference:

1. To consider any requests made in relation to pay;
2. To consider any pay related disputes.

<u>Resources Committee</u>

Membership:

Mrs S Daniels, Mrs E Everitt, Mrs S Fellows, Mr N Jackson (Chair), Mr L Johnson, Mrs F Ritson-Walton, Mrs S Rix, Miss C Turnbull, Mrs V White, Mr P Wilkinson and Mr R Wood.

The quorum for this committee is three governors. Membership of this committee includes all governors.

The School Business Manager also attends this committee.

Terms of Reference:

1. Determines the Pay Policy;
2. Responsible for redundancy or dismissal decisions;
3. Forms the consultative committee for trade unions;
4. Manages the School Estate;
5. Considers Health and Safety Issues;
6. Responsibility for appointments be delegated to Headteacher in consultation with one or more governor;
7. The power to approve a budget;
8. The power to amend a budget up to £10,000.00 be delegated to the Headteacher, variations over £10,000.00 be delegated to the Resources Committee;
9. The Responsibilities to monitor and take corrective action to avoid overspending be delegated to the Headteacher;
10. The power to incur expenditure up to £10,000.00 within an approved budget be delegated to the Headteacher, over £10,000.00 and up to £20,000.00 with the

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Resources Committee amounts over this amount to Full Governing Board;

11. Compliance with financial regulations is to be the responsibility of this Committee;
12. To receive reports from relevant committees on financial issues.

Standards Committee

Membership:

All Governors.

Terms of Reference:

1. To advise the governing board on curriculum issues in school;
2. To receive presentations from members of staff;
3. To monitor pupil progression and performance, with particular attention to vulnerable pupils.

This committee reports to the Full Governing Board and will carry out Learning Walks rather than hold termly meetings.

3366 **ELECTION OF GOVERNORS WITH SPECIAL RESPONSIBILITIES**

The Headteacher highlighted that Social, Moral, Spiritual and Cultural (SMSC) and Behaviour were on the School Development Plan (SDP) and that she would like governor roles to be linked to this. Mrs Daniels was linked to the Leadership and Management element of the SDP through her work on wellbeing and Mrs Everitt was linked to the Quality of Education element through English which was a significant focus, particularly with writing. Mrs White would take up the SMSC and Behaviour link roles.

Governors discussed that no Standards Day had been arranged for the autumn 2024 term and it was agreed that governors would send available dates to the Headteacher to arrange a time to come in. The spring 2025 term Standards Day would be held on Monday 10 February 2025.

RESOLVED:

a) that Mrs Daniels be elected as a Special Educational Needs and/or Disabilities (SEND) and Wellbeing governor;

b) that Mrs Everitt be elected as an Early Years Foundation Stage (EYFS), English and Safeguarding and Child Protection governor;

c) that Mr Jackson be elected as a Pupil Premium and Sports Premium governor;

d) that Mrs Ritson-Walton be elected as a Maths governor;

e) that Mrs Rix be elected as an Educational Visits and Safeguarding and Child Protection governor;

f) that Miss Turnbull be elected as a SEND governor;

g) that Mrs White be elected as an SMSC and Behaviour governor;

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h) that Mr Wilkinson be elected as a Safeguarding and Child Protection, E-Safety and Filtering and Monitoring governor;

i) that Mr Wood be elected as a Health and Safety governor;

j) that governors would send available dates to the Headteacher for an autumn 2024 term governor visit;

k) that the spring 2025 term Standards Day would be held on Monday 10 February 2025.

3367 **MINUTES**

RESOLVED: that the minutes of the meeting held on 24 June 2024 be confirmed and signed by the Chair with the following amendment:

Minute 3333 – School Development Plan 2023/2024

Teach First to be changed to Teach Computing.

3368 **MATTERS ARISING FROM THE MINUTES**

RESOLVED: that there were no matters arising from the minutes.

3369 **GOVERNOR ACTIONS**

Minute 3332 – Report of the Headteacher

Mrs White had met with Mr Johnson and the School Business Manager to discuss Arbor. It had been discovered that some of the additional features were very costly and not necessarily needed at this time. Mr Johnson advised that they had looked at homework and why the school had it and who it would be aimed at. There were various models that could be implemented. This had been fed back to the Senior Leadership Team (SLT) and there had been no further feedback since then. It was an important conversation but it would not be a focus for Ofsted so there were other areas that required more significant focus at this time. The school also did not want to make any significant changes to homework having just got the four reads per week requirement embedded. **A governor asked how often pupils were assessed.** It was advised that National Foundation for Education Research (NFER) assessments were completed termly. Benchmarking was completed as and when required but needed to be looked at alongside NFER to get a full picture. **A governor enquired how often reading was done in school.** It was advised that all pupils completed whole class guided reading every day.

RESOLVED: that all governor actions had been completed.

3370 **COMMITTEE MINUTES**

RESOLVED: that the minutes of the meeting of the Resources Committee held on 21 October 2024 be received.

3371 **REPORT OF THE HEADTEACHER**

The Report of the Headteacher was considered and governor questions were invited:

A governor requested an update of the progress of early reading and Phonics. It was confirmed that the school were still using Floppy Phonics. The English Hub had provided funding to increase the reading scheme and purchase additional Phonics resources. It was felt that this was in a good place now as reading results were strong and whilst Phonics results were slightly lower, given the context of the pupils in the iPod, the results were as expected. The school now needed to shift their focus to writing now as more work was needed there.

A governor queried why attendance figures were variable. It was explained that attendance was generally impacted by term time holidays. Mrs White advised that she would come in and look at more in depth information with regards to attendance in order to look at trends as part of her role as Behaviour and Attendance governor. It was highlighted that there were also a number of pupils on reduced timetables.

A governor enquired about the incident in Ochre Pod where the police had to become involved due to behaviour outside of school and asked whether this was resolved from the school's point of view. This was confirmed. All relevant procedures that should have been followed had been followed accordingly.

A governor questioned what the main challenges were in writing. The Headteacher shared that she had looked at all pupils and broken the data down into groups such as Speech and Language Therapy (SaLT) and the iPod. This had enabled her to identify where the issues were. Whole school moderation had been completed as well as monitoring and the school planned to implement some coaching. A lesson study would be completed and all staff would be given input. Writing did look cohort specific however, there were other outside factors and other areas such as reading had improved so progress could be seen.

A governor requested context on the noted incidents of bullying. The Headteacher confirmed that these had been isolated incidents and not bullying. Some staff training was needed on how incidents were categorised on the Child Protection Online Management System (CPOMS). It was good that staff were vigilant however, the school were looking to create an "alleged bullying" classification in order to break issues down further and provide context. Mrs White advised that at her school they had reduced tabs for staff on CPOMS and that further classification was done by SLT. Mrs White offered to come in and do this on the school's system with Mrs Walker, Family Liaison Officer. The Headteacher shared that she would find this helpful.

A governor enquired what the school wide roles were that Year 5 and 6 had. The Headteacher provided some examples and highlighted that pupils who volunteered were very enthusiastic about their roles. They contributed a lot to school life.

A governor questioned whether behaviour had deteriorated significantly in the last few years. It was advised that it had not. There were always going to be behaviour issues and there were no more now than there had been previously. The school were also more skilled in dealing with behaviour issues now due to the increasing number of high needs pupils coming through the school. It was suggested that the spring 2025 term Standards Day focus be behaviour and attitudes to look at this in more detail. The Headteacher highlighted that staffing was more of a significant issue at the moment. Inmans was a large school so staff absence put lots of pressure on the remaining staff. The school had asked the Local Authority (LA) for additional funding for more staff and had been refused. The school had since managed to find the funding in the budget and this would be reviewed at the next Resources Committee meeting. Governors noted that the school was very well staffed compared to

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other LA schools. The Headteacher agreed but noted that they were larger than most other schools and staff were already stretched. A piece of benchmarking could be done to demonstrate this if required.

Building work would also have an impact as the school had now been told that the whole roof needed work and that this would not be completed by summer 2025. There would also be disruption to the kitchen when the work on that roof was done which would cause further issues as the school cooked for four other schools and received income from that. The Headteacher shared that she planned to fight for this as the school did not want to lose the kitchen for a significant period of time. The building company had been good at working with the school and had been accommodating however, there was only so far that this could go.

RESOLVED:
a) that the Report of the Headteacher be received;

b) that Mrs White would review attendance data and trends on her next visit to school;

c) that Mrs White would liaise with Mrs Walker, Family Liaison Officer, to review the categories on CPOMS;

d) that funding for additional staff would be discussed at the next meeting of the Resources Committee.

3372 **SCHOOL DEVELOPMENT PLAN 2024/2025**

RESOLVED: that the School Development Plan 2024/2025 had been reviewed by the Resources Committee.

3373 **SAFEGUARDING REPORT**

RESOLVED: that the termly safeguarding update be received.

3374 **PUPIL PREMIUM REPORT**

RESOLVED: that the Pupil Premium Report be approved prior to publication on the school website.

3375 **SCHOOL FINANCIAL VALUE STANDARD**

RESOLVED: that the School Financial Value Standard be approved and signed for submission to the Local Authority.

3376 **ASBESTOS POLICY**

RESOLVED:
a) that the Asbestos Policy be approved and adopted;

b) that the Headteacher notify staff of the adoption of this policy.

3377 **CARERS SUPPORT LEAVE AND SUPPORT POLICY AND PROCEDURE**

RESOLVED:
a) that the Carers Support Leave and Support Policy and Procedure be approved and adopted;

b) that the Headteacher notify staff of the adoption of this policy.

3378 **CORPORATE HEALTH AND SAFETY POLICY**

RESOLVED: a) that the Corporate Health and Safety Policy be approved and adopted;

b) that the Headteacher notify staff of the adoption of this policy.

3379 **FLEXIBLE WORKING POLICY AND PROCEDURE**

It was noted that with staff being as stretched as they were currently that the timelines in this policy could cause an issue should a request be made. the Headteacher would create a school appendix for this as had been done with the Special Leave Policy previously.

RESOLVED: a) that the Flexible Working Policy and Procedure be approved and adopted;

b) that the Headteacher notify staff of the adoption of this policy;

c) that a school appendix be created for the policy.

3380 **MATERNITY/PATERNITY SUPPORT LEAVE POLICY AND PROCEDURE**

RESOLVED: a) that the Maternity/Paternity Support Leave Policy and Procedure be approved and adopted;

b) that the Headteacher notify staff of the adoption of this policy.

3381 **USE OF ELECTRONIC MAIL POLICY**

The Headteacher would organise a governor email address for Miss Turnbull and add her to the governor WhatsApp group.

RESOLVED: a) that the Use of Electronic Mail Policy be approved and adopted;

b) that the Headteacher notify staff of the adoption of this policy;

c) that Miss Turnbull be given a school email address and added to the governor WhatsApp group.

3382 **USE OF THE INTERNET POLICY**

Mr Wilkinson would review this and the Electronic Mail Policy in more detail with the Headteacher as part of his role as E-Safety governor. **A governor noted that the computing lead had previously sent out communications to parents regarding E-Safety and asked if these would continue with the new lead.** The Headteacher advised that they may continue but perhaps in a different way. Mrs White would share Wake Up Wednesdays with the Headteacher each week.

RESOLVED: a) that the Use of the Internet Policy be approved and adopted;

b) that the Headteacher notify staff of the adoption of this policy;

c) that Mrs White would share Wake Up Wednesdays with the Headteacher each week

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3383 **TOTAL PAY AND REWARD UPDATE TO POLICY AND PROCEDURE**

Following the outcome of the Total Pay and Reward Strategy review, the local authority had updated a number of policies which were provided to the governing board for information.

RESOLVED: that the following policies and procedures were presented for information:

a) Annual Leave Guidelines;
b) Appointment and Pay Progression Guidelines;
c) Business Car Users Scheme;
d) Contract Guidelines and Notice Provisions;
e) Grading Policy;
f) Honoraria/ ex Gratia Payments - Manager Guidelines;
g) Locally Agreed Allowances;
h) Market Supplements Policy;
i) Overtime and Non-Standard Working Arrangements;
j) Pay Grades;
k) Probationary periods - guidelines for managers schools;
l) Recruitment Procedure;
m) Sector Pay Grade Policy and Procedure.

3384 **SCHOOL POLICIES**

RESOLVED: a) that the following school policies were approved and adopted:

i. Charging and Remissions Policy;
ii. Complaints Procedure;
iii. Dress Code.

b) that the Headteacher notify staff of the adoption of these policies.

3385 **KEEPING CHILDREN SAFE IN EDUCATION 2024**

RESOLVED: that governors would read at least Part One of the revised statutory guidance and advise the Headteacher once completed.

3386 **GOVERNOR CODE OF CONDUCT**

Governors were provided with an updated version of the Governor Code of Conduct and the Clerk provided an overview of the changes that had been made.

RESOLVED: that the Governor Code of Conduct be adopted.

3387 **GOVERNOR SKILLS AUDIT**

RESOLVED: that governors would complete a skills audit and return to the Clerk by the end of the autumn 2024 term.

3388 **GOVERNOR VISITS**

The following governor visits had taken place:

a) Mrs Day-Green (Year 3 Sleepover at the Deep) – 1 July 2024;
b) Mrs Daniels (Wellbeing) – 2 and 16 September 2024;
c) Mrs Daniels (Wellbeing) – 16 October 2024.

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RESOLVED: that the governor visit reports be received.

3389 GOVERNOR TRAINING AND DEVELOPMENT

RESOLVED: that all training details were available on the CPD websites.

3390 ACADEMISATION

The Headteacher, Mrs Daniels and Mrs Rix had met with the team and were at the point of forming a shadow board for the transition process whilst waiting for the academisation order to come through. The Scheme of Delegation was being created and things were progressing however, official confirmation had not been received as yet. The process was moving forward in a very purposeful way. Parents had been approached for consultation however, there had been very poor attendance. The next step would be to go out to staff to reassure them about the process.

RESOLVED: that the academisation update be received.

3391 REVIEW OF ACTIONS

RESOLVED: that the Review of Actions be confirmed and circulated to governors following the meeting.

3392 FUTURE MEETINGS

RESOLVED: that future meetings be held on the following dates commencing at 6.00pm:

<u>Resources Committee</u>

Monday 3 February 2025;
Monday 19 May 2025.

<u>Standards Day</u>

Monday 10 February 2025.

<u>Full Governing Board</u>

Monday 10 March 2025;
Monday 23 June 2025.

NOTE: Mr Johnson left the meeting at this point.

Victoria White

Chair's Signature – 10 March 2025.