

Mellers Primary School Governing Body

Pupil Progress Committee held via Zoom 22nd September 2020 at 1.30pm

MEMBERSHIP
(A denotes absence)

		Lesley Lyon, Chair of the Committee
A		Femi Folorunso
		Sue Blakeway
		Carol McCrone
A		Sharon Pratt
		Teeny Reid
A		Amanda Dawson, Headteacher

IN ATTENDANCE

Mick Evans, Clerk to the governing body
Laura Patel, deputy head and associate member of the governing body

PPO1/01/20-21 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Amanda Dawson.

ACTION

PPO1/02/20-21 DECLARATION OF INTEREST

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

PPO1/03/20-21 MINUTES FROM THE PREVIOUS MEETING OF THE COMMITTEE

The minutes from the meeting held on 14th July 2020 were considered and approved as a true record of the meeting.

Matters arising from the minutes

Person	Action	Ref	Action taken / further action required
Chair	Agree with Amy Fuller her role of the governing body	03	Actioned. Amy is now speaking with her Head Teacher about the role.
Carol McCrone	Speak with children regarding the history curriculum	04	Not able to make any progress so far due to not being able to visit in March
Chair	Health and safety visit	04	Visit was carried out with Jo Travis The Chair would like to extend thanks towards David Thompson of School Health and Safety, and Nick Lee, Director of Education and asked the Clerk to pass on these thanks.
Head Teacher	Circulate link to history timeline	04	Actioned
Chair	Inspect school logs and records	04	Inspected and signed. Jo Travis will now audit the logs.
Head Teacher	Upload risk assessment to GovernorHub	09	Deputy Head to check latest version is uploaded.

Clerk

DHT

Chair	Confidential update contained in the confidential section to these minutes.		
Chair	Circulate governor monitoring plan	19	On the agenda today.

PPO1/04/20-21 PUPIL PROGRESS 2019-2020

The Chair asked the Deputy Head Teacher to update the Committee on learning progress.

The DHT informed governors that,

Home learning took over in March and the DAISI return has been completed with a response from DAISI expected this week.

The school is on track in all year groups to meet targets for March, with the trajectory for year-end good. We are still monitoring all year groups. There were obviously no SATS for the outgoing Y6 cohort, but we had our estimates as a guide and recorded,

Reading 83%,

Writing 79%,

Maths 83%,

and a combined total of 79%.

The feeling in school is that we would be slightly above these figures as they do not include children who naturally accelerate in their learning towards SATS. However, what we set for targets was a good expectation and a huge progress for this cohort when compared to where they were in EYFS where none of them were on target.

Our focus now is on an accurate baseline. Home learning was in place for five months and we are aware that some children did not access as much learning as we would wish, and others did not receive comprehensive parent support. We have asked class teachers for an autumn baseline that will reflect home learning, and show position on reading standards and ages.

Writing will be teacher assessed. We will be able to have discussions around any vulnerable learners and this will enable us to build opinions around any potential loss.

Our deadline for this capture of data is early October and we will be able to share data with governors then.

Governors asked, will this exercise also identify higher achievers.

The DHT replied that yes, it will also identify children who plateau.

The DHT continued, we are delivering the curriculum in short, snappy sections as we have found the children react well to this.

We know where there are gaps, and we will establish how to use funding, and support staff intervention to address them.

Outdoor learning, and wild life learning are well received and the children are responding well.

The year will be about targeted support and interventions.

We have invested in a set of revision learning books that are relevant to each year group. Should lockdown reoccur these will help as we will rely less on the internet or parent support. It also gives a level of consistency off site.

Governors asked, a baseline for the school is a huge target, how will it be achieved.

The DHT replied the teaching staff will use their judgement as they have in previous years. It will not be an excessive piece of work.

Governors asked, will this data replace historical data or sit alongside it?

The DHT replied that it will sit alongside. There is an extra column on SIMS, with the next data return just prior to Christmas.

Governors asked, have all communications gone out to parents?

The DHT replied that no, the school was trying to establish a feeling of business as usual, and the children will not know that they are being tested

Governors asked, due to the recent outbreak some parents may be concerned as to the lack of schooling, it may be good for parents to know what the school is doing to redress this?

The DHT replied that an opportunity would be available when the school shared the School Development Plan.

Governors asked, if there are any children who have gone backwards with learning?

The DHT replied that no, because of the energy and pace of the small lessons they have put in place. Writing stamina will require more work as children but the process of short snappy lessons will help build on this.

Verbal learning is good across school. Good phonics and reading progress can be seen, and they are building on reading for pleasure.

Governors asked about the key worker groups in school during lockdown, and if this mixed age groups had progressed.

The DHT replied that they were finding a way to filter any lessons learnt into school. They were confident that wellbeing of children was matched for those that came in and those that did not.

Governors asked, has this group that was strong during lockdown reintegrated as normal.

The DHT replied yes they were happy to be together and had returned to their year groups.

Governors asked if there was sufficient space and capacity for teaching and learning.

The DHT replied that children take change in their stride. Shorter lessons, and breaks, had brought out positive responses. Hand washing and distancing had been accepted with low anxiety.

Although the lower year groups had missed carpet learning they have adapted.

Governors asked if there was any indication of government funds to help with loss of learning.

The DHT replied that so far they have not heard. Pat Fielding of NST is raising the issue with Nick Lee and John Dexter.

Governors asked that if at the next FGB after half term if the first thirty minutes if the meeting could be a group discussion to look at baseline statistics, any gaps, and how the school is to address these.

Action: Chair to request addition to next FGB agenda.

Chair

PPO1/05/20-21 MONITORING PLAN

The Chair introduced the item by saying that the monitoring plan of last year was good and strong and had been updated for this year. It was now on GovernorHub.

The main drive in the plan is curriculum, and governors monitoring areas from last year have been carried forward into this plan.

Monitoring week is planned for 9th to 11th November.

Governors asked if there was any update on the deaf provision.

The Chair replied that plans had been discussed in summer and a team had been on site to consider options. Once this has been prepared it will go back to Loxley for finance consideration.

Governors asked about this years SIP.

The DHT replied that SLT were looking at curriculum development, wellbeing, and leadership. It will include governor feedback and be circulated when ready.

PPO1/06/20-21 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that no items be deemed confidential for the minutes, save for the item contained in the confidential appendix to these minutes.

The meeting closed at 2.20pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:		
Person / people	Action	Reference
Clerk	The Chair would like to extend thanks towards David Thompson of School Health and Safety, and Nick Lee, Director of Education and asked the Clerk to pass on these thanks.	PPO1/03/20-21 MINS FROM PREVIOUS MEETING OF THE COMMITTEE
Chair	Add to the next FGB agenda, First thirty minutes of the meeting to be a group discussion to look at baseline statistics, any gaps, and how the school is to address these.	PPO1/04/20-21 PUPIL PROGRESS 2019-2020
DHT	DHT to upload latest version of risk assessment to GovernorHub	PPO1/03/20-21 MINS FROM PREVIOUS MEETING OF THE COMMITTEE

Mellers Primary School Governing Body

Pupil Progress Committee held via Zoom 22nd September 2020 at 1.30pm

Confidential appendix

Nottingham Nursery

From the previous actions the Chair had an action to circulate a draft response to Nick Lee for comment, prior to responding on behalf of the governing body. This she had done and the LA are still in favour. However, there is still considerable work to do.

MELLERS PRIMARY SCHOOL GOVERNING BODY

Pupils and Curriculum Committee

Meeting of the Pupils and Curriculum Committee held virtually via Zoom on 29th September 2020 at 1.30 pm

MEMBERSHIP (A denotes absence)

Mrs Jo Kervick, Chair
Mrs Sue Blakeway
Mr Femi Folorunso
A Mrs Lesley Lyon
Mrs Carol McCrone
Mrs Teeny Reid
Miss Amanda Dawson, Headteacher

IN ATTENDANCE

Sara Gadzik, Clerk to the governing body
Mr Liquat Ali, Associate member
Mrs Laura Patel, Deputy Head
Ms Joy Buttress, Part of the meeting
Ms Lorna Dermody, Part of the meeting
Ms Kiran Dhanjal, Part of the meeting
Ms Shailey Sokoli, Part of the meeting

P&C1/20-21/01 APOLOGIES FOR ABSENCE

Apoloiges were received and accepted from Mrs Lyon.

ACTIONS

P&C1/20-21/02 MINUTES OF THE LAST MEETING AND ACTIONS ARISING

Minutes of the previous meeting were approved at the last FGB meeting on 21st May. All actions from the FGB meeting relevant to the committee were completed except:

Speaking with children regarding the history curriculum – The Headteacher suggested that spring term would be a more appropriate time to do this. **Governors agreed.**

Head

P&C1/20-21/03 REVIEW POLICIES

Learning Outside the Classroom

The Headteacher said that as outdoor learning is a significant focus for this year it is good practice to adopt an outdoor learning policy. The draft policy the model policy is from the Local Authority, with minor changes to reflect the school setting.

Governors commended and approved the Learning Outside the Classroom policy.

P&C1/20-21/04 GOVERNOR MONITORING PLANS

Governors reviewed the monitoring plan and link areas on screen and updated the list of staff leading in each area. Outdoor learning and PSHE were added to the SMSC area. Mrs Patel will send the updated plan to the Governing Body Chair. See appendix for the updated plan.

It was confirmed that each governor has an area of responsibility. The Headteacher said that the aim in the autumn term is to build a relationship with the subject leads.

It was agreed that after half term each governor will arrange a link visit via Zoom with their subject leads to understand the objectives for their area.

All

A governor asked what has been the impact of the Covid situation on pupils' learning. The Headteacher said that anecdotally teachers have not seen major gaps in learning. The focus this term is to make sure children are safe and happy and have a curriculum appropriate to their needs.

The Deputy Headteacher said teachers are undertaking baseline assessments in maths and English to establish what learning has been lost and where the gaps are. This will give a starting point. They have also surveyed teachers about the practices developed during lockdown so they can share good practice and learn from what worked well and what could be better.

The data will also allow them to differentiate between the children who came in during lockdown and those who did not, in order to assess impact.

Indications are that the school's online and home learning supported children's learning well. They have had positive feedback from parents, teachers and children.

A governor noted that during lockdown some parents were not confident with IT or did not have technology at home. He queried what the school is doing to mitigate this going forward. The Headteacher said home workbooks have been ordered which will allow all children to complete the same work if they are isolating. In addition some children were loaned iPads and laptops. The DfE extended its laptop scheme so the most vulnerable families will have laptops provided.

A governor queried ongoing communication to parents, in particular the newsletter. The Headteacher confirmed it is still being published on the website each week but hard copies are no longer sent out. She will remind staff to email the newsletter to all parents.

A governor said he was not informed by the school when it had a partial closure due to Covid. The Headteacher said all governors should have been alerted through the governors' WhatsApp group. The governor will contact Mrs Lyon to ensure he is on the group. **Governors confirmed that the WhatsApp group was the preferred communication channel for urgent information.**

P&C1/20-21/05 SCHOOL IMPROVEMENT PRIORITIES

1.50pm Joy Buttress and Lorna Dermody joined the meeting to give an update on Priority Area One of the School Improvement Plan.

They reminded governors that Priority Area One is a continuation of last year's work on the curriculum. They are taking the successful model applied last year to science and history and focusing this year on DT, art and geography. The aim is to develop high quality provision across all subjects.

They outlined the work taking place with staff, with a focus on developing pedagogy and subject knowledge and empowering teachers. The aim is to ensure teachers are familiar with best practice research and use it to develop their own practice.

They are also focusing on robust monitoring to ensure that practice and pedagogy is having an impact on pupil learning. Governors heard examples of how the greater flexibility in timing and pace of lessons this term has led to more effective learning.

Ms Buttress and Ms Dermody noted that governor link visits and questions to staff help to raise the profile of the work.

The Head said their strategy of focusing on a few subjects at a time has allowed a dive deep into each curriculum area to ensure all staff feel confident to teach those subjects.

A governor queried if they had the capacity to cover three subjects in depth in the year. The Head said that subject leaders started the work last year and continued during lockdown so they are now working on implementation.

A governor asked how they selected the subject areas. The Head said they started with history and science because of strong staff expertise in those areas. They moved next to art, geography and DT because these areas are ready for a greater focus and refresh.

Reading in the School Development Plan

Ms Buttress gave an update on the focus work on reading, which is building on initiatives started last year, including the Open University's Reading for Pleasure project. She said the research shows that reading for pleasure has a significant impact on pupils' future success, thus they are setting aside designated time for this. They also have started book clubs and purchased texts which reflect diversity. They are upskilling staff in phonics.

Governors thanked Ms Buttress and Ms Dermody for their work.

2.15pm Ms Buttress and Ms Dermody left the meeting.

P&C1/20-21/06 WELLBEING COMMITTEE

2.15pm Kieran Dhanjal and Shailey Sokoli joined the meeting to discuss PSHE and the work of the Wellbeing Committee.

Regarding PSHE, most of the planning was completed last term. This year they are undertaking monitoring to ensure PSHE is embedded into all classes, and they are developing a way of recording PSHE activity to evidence the work and the impact. Other work includes updating the PSHE policy and consulting with parents and staff.

The school participated in the Emotional Health and Resilience Charter last year. This led them to carry out an audit which showed the provision for children was very good. This led them to focus on staff wellbeing. The aim this year is to continue to develop the wellbeing team and build resilience in staff. The Head noted that the staff wellbeing work is incredibly timely and is needed more this year than ever before. They are putting in place wellbeing action plans for individual staff. Governors considered the challenges of working in bubbles and at a distance from colleagues.

Ms Dhanjal and Ms Sokoli have attended mental health training. They have looked at the 'five ways to wellbeing' and during lockdown started to thread these through the curriculum in order to make children aware of how to look after their own emotional wellbeing.

The Head noted that there is a robust pupil referral system in place. All relevant staff meet regularly so that pupil wellbeing work is very joined up.

Governors thanked Ms Dhanjal and Ms Sokoli for their work.

2.30pm Ms Dhanjal and Ms Sokoli left the meeting.

P&C1/20-21/07 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that no items be deemed confidential for the purpose of the minutes.

The meeting closed 2.35 pm.

Signed by the chair:

Date:

Actions agreed:

Agenda	Action	Responsible
P&C1/20-21.02	Speak with children regarding the history curriculum – spring term	Head
P&C1/20-21/04	Arrange link visits via Zoom with subject leads to understand the objectives for their area.	All governors
P&C1/20-21/06	Remind staff to email the weekly newsletter to all parents.	Head

Committee Monitoring Plan	Mellers Primary School 	2020 - 21
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Mellers is a unique and extraordinary school. The GB has a vision for exceptional progress for all children, irrespective of starting point, through inspirational teaching and leadership. Children will be enabled to be resilient learners, in a culture where there is no stereotyping of expectations, and the environment is safe and nurturing.

Governor Monitoring Areas:

Committee Membership: Pupil Progress LL CMC TR SB LP FF AD

Humanities - Governor Carol McCrone Sue Blakeway

MFL - Aurelie Guinard

History - Lorna Dermody

CMC,LL

Geography - Martin McKeefry

RE - Lorna Dermody/Joy Buttress

Art - Lila Bird

STEM - Governor Sue Blakeway Celia Morris

Computing - Jo Kervick

Technology - Becky Bryan

Science - Lauren Albone

Maths - Krissie Dickens (KS1)/Lorna Dermody (KS2)

English - Governor Teeny Reid Lesley Lyon

Drama - Joy Buttress

Arts - Governor Teeny Reid Femi Folorunso

Pupil and Curriculum JK SB TR CM FF AD
Finance CMC LL AP CM AD LP Jo Travis (SBM)
Sub committee (Deaf Provision): SB, CM,

Music – Wendy Gledhill

PE – Joe Nottingham/Nathan Walters

Swimming – Joe Nottingham

SMSC Governor Jo Kervick Anne Peach

Outdoor Learning – Shailey Sokoli/Kiran Dhanjal

PHSE – Kiran Dhanjal

Safeguarding Governor – Femi Folorunso Celia Morris

SEND – Carol McCrone

Health and Safety – Lesley Lyon

Governor Monitoring Weeks

Autumn – 9th – 11th November 2020

Spring – 15th – 19th March 2021

Summer – 28th June – 2nd July 2021

Curriculum Monitoring

Over the next three years the main focus for the Governors will be the monitoring of the curriculum. To this end we have assigned each Governor to a subject group and they will carry out the monitoring activities with the subject lead on a termly basis in Governor Monitoring Week and report back to the committee to which they are attached.

The activity will be a meeting with the subject lead and could include work scrutiny, classroom visits and pupil feedback. The three visits will be based on the following areas:

Autumn Term

The aim of this meeting is to build a relationship with the subject lead. It should be a 'finding out' meeting covering what is taught, how it is taught and what the aims/objectives are.

Spring Term

Gathering evidence

Summer Term

Review/analysis and next steps

Attached to this plan is a list of questions, formulated by Governors, that can be used in the meetings. A summary of the meeting will be written up for the Governor Blog.

Pupil Progress Committee

Specific Areas for monitoring from SDP: objectives related to Pupil Progress/Greater Depth/Leadership
Pupil and Curriculum Committee

Specific Areas for monitoring from SDP: objectives related to Anti Bullying/ EHWB/Curriculum
Finance Committee

Specific Areas for monitoring: proposed federation with Nottingham Nursery School and the financial implications, restructure of SLT, growth of the school and the impact on resources.

Nottingham City Deaf Provision: a monitoring committee has been set up to work alongside Janine Walker and the team to facilitate the move for the provision to Mellers in 2021

Monitoring of the committee areas will be evidenced through the committee minutes.

Mellers Primary School

Minutes of the virtual meeting of the Finance and General Purposes committee meeting held on 5th November 2020 at 1.30pm

MEMBERSHIP	Mrs C McCrone, Chair of the Committee
	Cllr A Peach
A	Mrs S Blakeway
	Mrs Lesley Lyon
A	Miss A Dawson, Headteacher
IN ATTENDANCE	Mrs C Colmore, clerk to the governing body
	Mrs J Travis, business manager
	Mrs L Patel, Deputy Headteacher

FGP1/20-21/01 APOLOGIES FOR ABSENCE

There were no apologies for absence.

ACTION

Cllr Peach apologised that she would have to leave at around 2pm.

FGP1/20-21/02 DECLARATION OF INTEREST

No governor expressed a personal benefit through attendance at the meeting.

FGP1/20-21/03 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 28th April 2020, copies of which were available on Governorhub, were taken as read and confirmed as an accurate record of the meeting.

Action points and matters arising from the minutes

Ref	Action	Delegated to:	Action taken / required
05	Bring benchmarking information regarding SLT costs to committee	School business manager	Agenda item
08	Decision regarding extension of deputy head's secondment to Nottingham Nursery	Full governing body	Actioned

FGP1/20-21/04 FINANCIAL UPDATE INCLUDING AFTER SCHOOL CLUB

The financial report had been uploaded to GovernorHub prior to the meeting.

The school business manager led governors through the report which was displayed on the screen:

- Additional funding noted, including for SEND and pupil premium. **Governors asked whether the additional SEND funding was unexpected** to which the Headteacher responded it was attached to a specific pupil. **Governors asked about whether there had been any additional funding for NQTs related to Covid.** The Headteacher and school business manager were not aware of any NQT related additional funding.

- There had been reduced expenditure on specific areas. Expenditure was on track for teaching and support staff costs. Premises costs had increased due to additional cleaning costs; however admin costs were below budget due to the delay in recruiting an additional assistant.
- There was an underspend due to swimming costs and school dinners. **Governors asked whether, as the school received funding for swimming, the service should still be purchased despite not being accessed.** The Headteacher advised that swimming expended had not greatly reduced and the school was keen for it to restart. **Governors asked about additional costs for remote learning** and were informed that there were no additional costs as Purple Mash continued to be used. **Governors asked whether any additional equipment was required** and were informed that the governing body had approved the purchase of a new set of leased iPads, which had replaced the older iPads for children learning at home. Some SIM cards had become available through NST for unlimited internet at minimal costs. The Headteacher and governors placed on record thanks to Jo Kervick for preparing for Purple Mash immediately prior to the first lockdown.
- The projected outturn was £43,594, with the school being careful about expenditure to ensure long term viability. **Governors placed on record thanks to the school business manager for her controls and management of expenditure.**

After School Club

Report available on GovernorHub and displayed. The school business manager led governors through income and expenditure for each week of operation. The overall financial position at the year-end was a surplus of £988. **Governors commended the financial position and asked that their thanks be passed to all staff.** The Headteacher advised that the after school club continued to run providing cheap and high quality provision. **Governors sought clarity about college transfers income** and were advised it was where child care costs were paid directly by the college parents attended.

It was noted that for this year it could run at a loss but continued to support families during this difficult period. School business manager to monitor the financial position.

Governors asked what was done with the surplus and were advised that it was part of the school budget, but could be used to offset any deficit in the current year.

FGP1/20-21/05 COVID UPDATE

The Headteacher, who was self-isolating pending the results from a Covid test, advised that nothing had changed substantially due to lockdown although it was noticeable the staff were missing their colleagues as they had to work in isolation.

Governors asked about social events and were informed there were quizzes and other events, but staff still missed the opportunities for informal meetings. **Governors asked if there were any specific concerns.** The Headteacher advised that a couple members of staff had higher levels of anxiety, but staff were supporting each other. Well-being remained a priority in school. It was noted that support was also available through the LA.

Governors asked about attendance and were informed that it was strong and improving despite lockdown. Lates had reduced due to the need for the staggered start to school and the difficulty of admitting children who were late. At present one pupil was self-isolating.

Currently 1 staff member was self-isolating plus the Headteacher. One TA was absent with Covid. In school transmission were very low with no child transmitting Covid in school.

Governors asked about children missing from education and were informed that the school followed all procedures. The process was different depending on whether they had moved abroad or were in this country.

Cllr Peach left the meeting (2pm)

FGP1/20-21/06 NOTTINGHAM NURSERY UPDATE

The Chair of the governing body informed governors that there continued to be issues with the Nottingham Nursery which prevented a commitment yet being made for a structural solution for the Nursery. Laura Patel's role at Nottingham Nursery was invaluable, but a long term arrangement was needed to enable the future for Nottingham Nursery to be secure.

It was recognised that the current deadline for Laura Patel being seconded to Nottingham Nursery was the end of the term, unless the governing body was confident that progress was being made in resolving the current impasse. It was noted that Nick lee would be meeting with the Nursery Chair of Governors.

Laura Patel informed governors that her role in the Nursery ensured that the Nursery benefited the children attending and the whole community and was at no detriment to Mellers. She was concerned at the continued drift, with no decision from the LA being made, which delayed the necessary overhaul. She advised governors that there was limited alternative leadership should she stop supporting the Nursery. Her relationship with the Chair of the governing body at the Nursery was not effective as he would not communicate with her directly.

The Chair had written to Nick Lee providing notice that the governing body would require a proposal by 19th November for consideration at the full governing body meeting. The governing body restated their commitment to the Nursery and pride in all Laura Patel had achieved, but agreed that the LA needed to present a firm proposal to the governing body. Chair of the governing body to continue to liaise with Nick Lee.

Chair

FGP1/20-21/07 POLICY REVIEW

Teachers' Pay Award And Pay Policy 2020

The Pay Policy, based on the LA model policy, was approved.

It was noted that the top of mainscale was now mainscale 6, resolving a former anomaly.

The Pay Committee had met and approved pay increments for eligible staff. Headteacher and committee chair to resolve an issue related to a late application.

HT
CMcC

The Headteacher advised that the deaf provision would be moved to Mellers, with 14 currently on roll. The Headteacher would contact Janine Walker regarding agreeing capacity. Chair of the Committee to investigate the impact of the growth of the school's group size.

HT
CMcC

The Headteacher's appraisal was scheduled for 10th November 2020.

The Chair of the governing body advised that the annual performance review meeting with the School Improvement Advisor Liz White had been extremely positive.

Financial and Control Policy

The policy, which was available on GovernorHub, was approved.

FGP1/20-21/08 STAFFING UPDATE

No issues raised.

The school business manager advised that the school needed 2 additional MDS. Two MDSs who had been working on supply were recommended for appointment, subject to ensuring their term at the supply contract was completed so there were no additional costs. Approved.

Laura Patel advised that the contracts for two temporary teachers at the Nursery would be ending at Christmas. One was a part-time NQT, with two terms left to complete her NQT period. Her performance was strong. Mellers would benefit from employing her on a two term contract, part-time, to enable other staff to be released to provide catch-up support and access CPD, potentially related to the deaf provision. Her role would need to involve her having a group of children for whom she could demonstrate progress and that she was meeting the Teacher Standards. School would ensure that was in place, with her working as key worker for particular children.

It was noted that the decision to terminate the temporary contracts had yet to be ratified by the Nottingham Nursery governing body as their governing body meeting had not been quorate.

It was agreed:

- To the proposal in principle, as a gesture of goodwill, to enable the member of staff to complete her NQT period, with the school business manager to circulate the costs to the committee.
- Laura Patel would inform the Nottingham Nursery governing body that Mellers could support the NQT with a part-time contract to fulfil her NQT period should her contract be terminated.

SBM

FGP1/20-21/09 HEALTH AND SAFETY AND PREMISES

The Chair of the governing body advised that she had visited and signed all school documents.

The school business manager would be sorting all the records to ensure the systems and records were organised.

The Chair of governing body would sign all records again at the end of term.

FGP1/20-21/10 BENCHMARKING

The school business manager informed the governing body that the system did not provide for benchmarking of SLT costs, just numbers of SLT. The data she had provided was for 2018-19, using local schools. It was noted that the school had grown substantially since then. Governors agreed there would be value in benchmarking against more recent data – SBM to investigate

SBM

It was noted workforce numbers and costs were in line with other schools. SLT numbers were also in line with the benchmark data.

FGP1/20-21/11 ANY OTHER BUSINESS

The Headteacher advised that an email had been received regarding nursery funding increasing. The impact would need to be calculated for both Nottingham Nursery and Mellers.

FGP1/20-21/12 CONFIDENTIALITY AND COMMUNICATION

It was agreed that no items be deemed confidential for the purpose of the minutes.

Communication of the decisions made was considered, and it was agreed that the school would

undertake all communication with the stakeholders.

The meeting closed at 3 pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-

Ref	Action	Delegated to:
06	Liaise with Nick Lee regarding Nottingham Nursery	Chair of the governing body
07	The Pay Committee had met and approved pay increments for eligible staff. Headteacher and committee chair to resolve an issue related to a late application.	Headteacher and Carol McCrone
07	Chair of the Committee to investigate the impact of the growth of the school's group size.	Headteacher and Carol McCrone
08	Circulate costs of employing Nursery NQT teacher for remainder of her training period	School business manager
10	Investigate access to more recent benchmarking data	School business manager

MELLERS PRIMARY SCHOOL GOVERNING BODY

Minutes of the meeting of the full governing body held on 19th November 2020 at 4pm.

The meeting was held virtually using Zoom.

Membership
(A denotes absence)

Mrs L Lyon, Chair
Mrs C McCrone, Vice-Chair
Cllr L Ali, Associate Member
Mr A Abakir
Mrs S Blakeway
Mr F Folorunso
Ms A Fuller
Ms J Kervick
Mrs C Morris
Cllr A Peach
Miss T Reid
Mrs L Patel, Deputy Head and Associate Member
Mrs J Travis, School Business Manager and Associate Member
Miss A Dawson, Headteacher

In Attendance

Mr M Evans, Clerk to the Governors
Mr N Lee, Director of Education (part)

PRELIMINARIES

FGB1/20-21/01 PRE-MEETING CONFIDENTIAL DISCUSSION

ACTION

This is contained in the confidential section of these minutes.

FGB1/20-21/02 APOLOGIES FOR ABSENCE

There were no absences.

FGB1/20-21/03 FEEDBACK FROM GOVERNOR MONITORING

The Chair introduced the item, beginning by thanking all for their involvement in monitoring activities.

Ms Kervick gave feedback on PSHE. Detailed information was contained within the Head Teacher report that recognised the efforts being made by the Well Being team. All detailed plans were up and running, and a long-term plan had now been prepared. All operations were moving through stages, are working with 3rd Rock, and embedding well-being at the heart of everything they do.

Mrs Morris gave feedback on Computing and Science.

Within computing the subject leads had clear ideas how to take the subject forward. Computer usage had now become a fundamental part of lessons. Work is underway to look at iPad development within school. Computing was being used for more than research in lessons. The service leads are now identifying additional training and support that may be needed.

Within science, the positive way of teaching the subject is now consistent across all year groups. The school has a very good understanding of how to use science in teaching and it shows in the structure of lessons.

Mrs Blakeway gave feedback on maths, DT, RE, Art, and MFL.

Maths thrives within school and during her visit she had noted from staff that there was not a significant skills gap on return from lockdown. The maths curriculum is well developed and is ready for on line lessons should it be needed.

Within MFL, French lessons were continuing well across school.

RE had made significant steps forward.

DT had progressed with all children taking part in woodworking projects during which they had appeared positive and keen. The school was looking to further develop sewing as a skill to aid writing motor skills to develop.

All teachers have set their strategies across the subjects.

Mrs McCrone gave feedback on History, geography, and SEND.

History was now in its second year in the curriculum, with geography in its first. Her observations in the subjects showed that both were enthusiastic and work was underway to embed in class. The valued use of the diversity of local figures in the city featured in lessons.

Within SEND the staff member was dedicated and on top of the subject. He was shortly to begin a qualification and was providing PPA around school. She observed that there were significant high-level needs within Y1.

The message for governors was that more break out space within school would be useful as it is sometimes difficult to manage interventions without space.

Miss Reid gave feedback on the Mr Nottingham PE lead.

The school was carrying out activities that the children enjoyed. Her observations had informed her that children had been less active during lockdown and that the aim this year was to make them more active during the day by using daily runs, beep tests, and bringing active learning into the curriculum.

There were currently no after school clubs, and the school had postponed school swimming. Swimming may return in the spring with the introduction of one hour catch up lessons.

The use of equipment was proving difficult with cleaning requirements.

The PE teacher had changed attendance days to ensure there was always space available.

Children on the whole enjoyed the activities but were looking forward to after school clubs and events returning.

Mrs Lyon gave feedback on her observations of the English leads.

She felt that the plans in place were visionary and supported the development of lifelong love of literature.

The spoken word had regressed during lockdown, and observations suggest that greater depth pupils may have suffered more as they are often the ones that benefit from the drawing out of greater use of vocals. Oracy work was underway and progress could be seen resulting from the English deep dive.

Phonics is continuing and is clear in this year's plan.

Reading stamina, and writing posture are both objectives in the School Development Plan.

Governors agreed that the sharing of monitoring information is important for governance and that it should feature at the start of future governing body meetings as a standard item

FGB1/20-21/04 DECLARATION OF INTEREST AND GOVERNORS CODE OF CONDUCT

Register of business interest

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

Pecuniary Interest

The Chair informed governors that they would need to complete new Pecuniary Interest forms. The School Business Manager will email a word copy of the pecuniary interest form out to governors and asked that all governors sign and return it.

Action: School Business Manager to email out Pecuniary Interest form to Governors.

**SBM
All**

Action: all governors to complete and return Pecuniary Interest forms to school.

Review and sign Governors Code of Conduct

Governors discussed the availability of the Virtual Confirmation button in GovernorHub and agreed to use it to confirm approval of the Code of Conduct.

Action: all governors to review the school Code of Conduct complete the Virtual Confirmation button on GovernorHub.

All

FGB1/20-21/05 ELECTION OF CHAIR AND VICE CHAIR

The Clerk briefly took over the Chair and asked for any expressions of interest for the position of Chair.

Mrs Lyon was nominated, and unanimously re-appointed as Chair.

Mrs Lyon then took back the chair and asked for nominations for Vice Chair.

Governors discussed the need for two Vice Chairs and agreed that it would benefit the working operations of the governing body. Governors were encouraged to consider the option of becoming Vice Chair.

Mrs McCrone was nominated, and unanimously re-appointed as Vice Chair.

Post meeting addendum.

After the meeting Mrs Blakeway informed the Chair that she would like to be considered for the second position of Vice Chair. This fell into line with governor discussions and the Chair accepted Mrs Blakeway's nomination, noting that her role as Vice Chair would begin immediately, subject to FGB ratification at the next meeting.

Action: FGB ratify the appointment of Mrs Blakeway as Vice Chair.

Govs

FGB1/20-21/06 MEMBERSHIP

Attendance requirements

It was noted that a governor who, without the consent of the governing body, has failed to attend their meetings for a continuous period of six months beginning with the date of the first such meeting the governor fails to attend, is, on the expiry of that period, disqualified from continuing to hold office as a governor of that school. (The School Governance (Constitution) (England) Regulations 2012).

There were no attendance requirements to consider.

Vacancy update

There were no vacancies to consider.

End of terms of office

There were no end of terms of office to consider.

FGB1/20-21/07 MINUTES FROM PREVIOUS MEETINGS

Minutes of all meetings were available on GovernorHub.

The minutes from the full governing body meeting held on 14th July 2020 were approved as an accurate record of the meeting.

Matters Arising from the full governing body meeting held on 14th July 2020

03	Agree with Amy Fuller her role of the governing body	Chair	Actioned. Amy is to be an associate governor, temporary due to her workload at Ellis.	VC
04	Speak with children regarding the history curriculum	Vice-Chair	This item may have to be virtual in the future. Carried forward to next term	
04	Health and Safety visit	Chair	Actioned, and records signed off.	
04	Circulate link to history timeline.	Headteacher	Actioned	
09	Upload risk assessment to GovernorHub	Headteacher	Actioned	
13	Circulate a draft response to Nick Lee for comment, prior to responding on behalf of the governing body.	Chair	Completed. The Chair had visited school twice and seen the safe practices in line with the risk assessment and reopening plans	
19	Circulate governor monitoring plan.	Chair	Actioned	

FGB1/20-21/08 CHAIR / VICE CHAIR EMERGENCY ACTIONS AND DECISIONS

The Chair reported on the actions taken by the school during the enforced closure due to Covid.

The closure had been handled well by the school, with LA support.

The Head Teacher has nominated David Thompson, Health and Safety Officer, for a Covid Hero award and this had been supported by the authority.

FGB1/20-21/09 CORRESPONDENCE

From Chairs:

There was no correspondence to consider.

From Head Teacher:

There was no correspondence to consider.

From Clerk

The Clerk outlined two items of correspondence for governor consideration,

What maintained schools must publish online

Update to 'What maintained schools must publish online', note maintained schools are required to;

- Publish how many school employees (if any) have a gross annual salary of £100,000 or more in increments of £10,000 - we recommend using a table to display this;
- Include a link to the webpage which is dedicated to your school on the [schools financial benchmarking](#) service - follow the prompts to find your school's specific page.

<https://www.gov.uk/guidance/what-maintained-schools-must-publish-online>

FGB1/20-21/10 HEADTEACHER'S UPDATE

The Head Teacher introduced her report, copies of which had been uploaded to governor hub.

Governors commented on the Place 2Be Summer Activity reports, and discussed their usefulness in school.

Governors noted that at the end of the summer term, every member of staff was given a

children's book reflecting diversity and asked to read the book over the summer. During the Autumn term, every week in briefing, teachers shared a review of their book. Governors felt this was inspirational and wished for it to continue in the future.

Governors asked if there had been an increase in safeguard referrals.

The Head teacher replied that the increase in numbers had been significant along with an increase in child protection issues.

Governors asked if the school had sufficient capacity to deal with the increase in numbers.

The Head Teacher replied that there was a team within school who dealt with the majority of cases. Work was underway reviewing supervision within the function.

Governors asked about NQT progress.

The Head Teacher replied that she had observed each of the three NQT's and was confident that they were getting the support they needed. She was now encouraging the NQT's to look at how other experienced teachers handle behaviour issues to learn from the practice. Although the NQT's had been limited to two terms of their training, they were progressing well.

Governors asked if the NQT at the Nottingham Nursery was to transfer to the school.

The Head Teacher replied that the NQT has job interviews and more would be known shortly.

Governors asked about Foundation Children on low baseline.

The Head Teacher replied that Jane Daffe worked with the TA's during lockdown. It was clear that Nursery and Reception had been deprived of play and they were now to focus on development of this and an action plan would follow shortly.

Governors asked for the Head Teacher to thank staff for the extra workload they had undertaken during lockdown. The Chair added that she would email staff to add her thanks for their hard work.

FGB1/20-21/11 HEAD TEACHER APPRAISAL

Ref: Governors Handbook 2017

(6.5 Staffing & performance management)

Boards in maintained schools have a statutory duty to appoint an external adviser for advice and support on the Head Teacher's appraisal and to consult that adviser on setting objectives for, and appraisal of, the Headteacher

The Chair informed governors that the Head Teacher appraisal had been carried out, with herself and Mrs Blackmore as governors, and Liz White, SIA.

Confidential item, contained in the confidential section to these minutes.

FGB1/20-21/12 TEACHER PAY COMMITTEE

The Chair informed governors that the Teacher Pay Committee had met to appraise pay requests and had made all recommendations in line with approved processes.

FGB1/20-21/13 POLICIES

No policies were presented for approval.

FGB1/20-21/14 UPDATE ON GDPR

None to report.

FGB1/20-21/15 SFVS

The Chair informed governors that this had been completed in April 2020.

FGB1/20-21/16 TERMS OF REFERENCE

The Chair informed governors that she would look at the committee structure pages of the Terms of Reference.

Action: Chair to review committee structure pages.

Chair

FGB1/20-21/17 HEALTH AND SAFETY

Addressed throughout the meeting. No issues of concern raised.

FGB1/20-21/18 TRAINING AND DEVELOPMENT

Mrs McCrone and Mrs Lyon had attended the Ofsted Covid briefing.
Mrs Lyon had attended the SEND Chatroom.

FGB1/20-21/19 DfE KEEPING CHILDREN SAFE IN EDUCATION (KCSIE)

The Clerk introduced the item informing governors that:-

Revised safeguarding policy from September 2020 is to reflect the following changes;

Definition of safeguarding;

New responsibilities have been granted to the role of DSL;

More guidance provided to allow schools to ensure that any allegations that are made against a supply teacher are handled accordingly;

Online learning and ensuring that safety measures are put in place to keep children safe whilst working from home online;

More emphasis made on protecting children's mental welfare as part of the safeguarding process;

New paragraph included about Coronavirus plus supporting guidance;

It is expected there will be an increased referral rate to Children's Social Care on the return of all pupils in September due to COVID – 19.

He concluded that governors should ensure that all staff, and themselves are informed of the new changes and have read, and confirmed they have read, KCSIE part 1 and part 2 where appropriate.

FGB1/20-21/20 PROPOSED ADMISSION ARRANGEMENTS FOR NOTTINGHAM COMMUNITY SCHOOLS

The Clerk drew attention to report and asked governors to,

Note that the Local Authority is not consulting on its proposed admission arrangements and oversubscription criteria for 2022-2023, and consider the proposed planned admission number for their own school.

FGB1/20-21/21 PUPIL AND STAFF WELL BEING

The Head Teacher informed governors that a survey had been circulated to staff and pupils.

FGB1/20-21/22 ANY OTHER BUSINESS

Governors asked about possible Ofsted checks for the school.

The Head Teacher replied that Ofsted were only carrying out remote checks currently. Full checks are to resume in January. The school is prepared for the visit when it comes.

Governors asked if there could be a space on GovernorHub where they could store monitoring reports.

The Head Teacher made space available live during the meeting.

Mrs Patel informed governors that as it is Mellers 50-year anniversary next year they were looking for community ideas to celebrate.

Action: Governors to send celebration ideas to Mrs Patel.

Govs

FGB1/20-21/23 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

The following meeting date was agreed:

- PP committee – Tuesday 26th January at 1.30pm;
- P&C committee – Wednesday 3rd February at 1.30pm;
- F&GP committee – Tuesday 9th February at 1.30pm;
- FGB – Tuesday 23rd March at 4.00pm.

FGB1/19-20/24 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that no items be deemed confidential for the purpose of the minutes with the exception of agenda item 1, pre-meeting confidential item, and item 11 Head Teacher appraisal.

Communication of the decisions made was considered, and it was agreed that the school would undertake all communication with the stakeholders.

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:

FGB1/20-21/04 DECLARATION OF INTEREST AND GOVERNORS CODE OF CONDUCT	School Business Manager to email out Pecuniary Interest form to Governors. All governors to complete and return Pecuniary Interest forms to school. All governors to review the school Code of Conduct complete the Virtual Confirmation button on GovernorHub	SBM Govs Govs
FGB1/20-21/05 ELECTION OF CHAIR AND VICE CHAIR	FGB ratify the appointment of Mrs Blakeway as Vice Chair.	Governors
FGB1/20-21/16 TERMS OF REFERENCE	Chair to review committee structure pages.	Chair
FGB1/20-21/22 ANY OTHER BUSINESS	Governors to send celebration ideas to Mrs Patel.	Governors

Academic Year 2020 - 2021											
Governor Name	Autumn 2020				Spring 2021				Summer 2021		
	FGB	PPC	PCC	FGPC	EC	FGPC	PPC	PCC	F&GP	FGB	FGB
Mr A Abakir	✓										
Mrs S Blakeway	✓										
Miss A Dawson	✓										
Mr F Folorunso	✓										
Ms J Kervick	✓										

Mrs L Lyon	✓											
Mrs C McCrone	✓											
Mrs C Morris	✓											
Cllr A Peach	✓											
Miss T Reid	✓											
Associate members												
Cllr L Ali	✓											
Mrs L Patel	✓											
Mrs J Travis	✓											

Mellers Primary School Governing Body

Pupil Progress Committee 26th January 2021 at 2.30pm

MEMBERSHIP (A denotes absence)

A

Lesley Lyon, chair of the committee
Femi Folorunso
Sue Blakeway
Carol McCrone
Teeny Reid
Amanda Dawson, Headteacher

IN ATTENDANCE

Clare Colmore, clerk to the governing body
Laura Patel, deputy head and associate member of the governing body
Lorna Dermody, assistant head
Joy Buttress, assistant head
Krissie Dickens, key stage 1 lead

PPC2/01/20-21 APOLOGIES FOR ABSENCE

ACTION

There were no apologies for absence.

Governors thanked Sue Blakeway for agreeing to chair the Pupil Progress Committee. She would also be taking on the role of joint vice-chair of the governing body with Carol McCrone, at the next meeting of the full governing body.

Governors offered their sympathy and support to the Deputy Head, Laura Patel, whose close family member had recently passed away with Covid.

PPC2/02/20-21 DECLARATION OF INTEREST

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

PPC2/03/20-21 MINUTES FROM THE PREVIOUS MEETING OF THE COMMITTEE

The minutes from the meeting held on 22nd September 2020 were approved as an accurate record of the meeting.

Matters arising from the minutes

Person	Action	Ref	Action taken / further action required
Clerk	Pass thanks for support to Nick Lee / David Thompson	03	Actioned
Chair	FGB agenda – discussion re baseline testing, gap analysis and school's actions (30mins)	04	It was recognised the data and school actions had not been discussed at the full governing body; however it would be covered at this meeting of the Pupil Progress Committee.
Deputy Headteacher	Upload risk assessment to GHub	03	Actioned

PPC2/04/20-21 UPDATE ON PUPIL ASSESSMENTS FROM AUTUMN TERM AND HOW THIS HAS INFORMED PLANNING

The Chair reminded governors that at the previous meeting governors had been informed about baseline testing which was to be used to inform the plans for addressing gaps in learning.

The Deputy Head advised that the baseline tests had identified that children had been 2 bands below the age related expectations, regardless of whether they had been learning on site or remotely during the period of the first lockdown when the focus had been on pupil wellbeing. The analysis of the data had shown that KS1 disadvantaged children were not catching up in KS1 although they made strong progress in school, with their progress in KS1 to be a focus for developments. In other cohorts there were specific groups of children which were a focus for support.

It was noted that foundation children were in school.

The data from the end of the autumn term showed that children had made considerable progress and were catching-up, reflecting the quality first teaching. Writing attainment was lower, which was in line with the school's usual data.

Governors were reminded that since the Christmas holiday the school had returned to lockdown, although many more children were attending school than in the first lockdown. The Headteacher advised that children received live lessons for at least 3 hours each day, with 4 maths and English lessons each week and the full curriculum being delivered, including art, computing and music. Monitoring showed that children were making good progress, with their embedded learning habits ensuring they sought support when they needed help. The overall aim was for all children to make accelerated progress, with teachers supported in developing their online teaching. Technical support was provided where needed and the family support worker liaised with those families who were harder to contact.

The school had distributed 70 laptops / tablets to families based on Joy Buttress's analysis of need. She had also analysed engagement in remote learning, with around 80% of pupils engaged, although 100% of year 6 accessed learning. The analysis included whether children attended all the 3 lessons every day, or whether they attended inconsistently, including not always submitting their work.

Many vulnerable children were attending school, with additional bubbles to be opened should they be needed. Vulnerable children included those not accessing the remote learning.

Krissie Dickens, KS1 lead, informed governors that the KS1 team had set the expectations for learning in the first few days of online learning and that they had been amazed by the engagement of the children. A maths lesson for year 1 had been observed, as part of the maths deep dive, and had been inspirational. The expectations for children were very high, with attendance monitored and those not attending contacted.

The Headteacher advised that having sight of the children also strengthened the school's safeguarding procedures.

The Headteacher shared the engagement data, with governors enquiring about year 5 which had the lowest attendance. They were informed about the support in place to enable the children to access the remote learning, including the involvement of the family support worker, and also about the EAL group which had been set up for around 15 children who were new to English, many of whom were from year 5, who were making strong progress.

Governors commended all that the school was doing to ensure that children's learning was not disrupted and that all children were safe. They recognised that the remote learning offer was exceptional and the focus on every child reflected the school's values and commitment to all children excelling. They placed on record thanks to all staff.

PPC2/05/20-21 FEEDBACK ON PROGRESS FROM FIRST 2 WEEKS OF HOME LEARNING IN HISTORY AND MATHS

The Headteacher informed governors that during lockdown there had been 2 online deep dives in reading and maths, with monitoring remaining as robust as if the school were open.

Lorna Dermody informed governors that there had not yet been any formal assessments in history; however she had undertaken observations and work scrutiny, and had asked teachers to send her a recorded lesson to support her monitoring of the history curriculum and teaching. It was evident that the history curriculum was in place and enjoyed by teachers and pupils. The timeline enhanced children's understanding, which was apparent from conversations with children which showed they enjoyed history and researched beyond the curriculum.

Governors asked whether the online history curriculum and quality of teaching were comparable with that delivered in school and were informed that the curriculum was delivered and that the teaching of history was high quality and continued to strengthen

Governors discussed the school's home learning and agreed that it was a model of good practice, exceeding that provided by many schools, with the monitoring of the provision a key facet of ensuring the excellent provision.

Lorna Dermody advised governors that the accelerated progress made by children since September reflected the excellence in teaching seen through the monitoring programme. Krissie Dickens added that initially, from September, knowledge had been consolidated in maths, but now teachers were delivering the full curriculum, with high expectations for every child. It had been evident from the deep dive that the non-negotiables continued to be evident online and that children were absorbed in high quality learning.

The Headteacher informed governors that when the deep dives had been first mooted there had been some anxiety from staff, but that it had been a supportive and non-threatening exercise, used to develop and support staff, with good practice celebrated and minor areas for development identified and addressed. Krissie Dickens added that the school had a culture of mutual support and of celebration of excellence.

Governors recognised that for some children remote learning supported their confidence and their opportunity for independent learning beyond the curriculum. It was recognised that it also enabled parental engagement in learning.

PPC2/06/20-21 FILLING THE GAP – HOW THE SCHOOL IS SUPPORTING CHILDREN IDENTIFIED AS HAVING DIFFICULTY LEARNING FROM HOME

The Headteacher advised governors that staff regularly called children where there were concerns about them accessing learning remotely, with the data collated and an alert mechanism for when there were specific concerns. Families could access technical support where needed through school. Vulnerable children, including those not accessing remote learning, were invited into school, with numbers in school increasing.

Children were expected to complete assignments following the online lessons, which they then

submitted. They were marked by staff and returned to the child.

It was recognised that for some parents working from home it could be difficult to support their children. The Headteacher advised that children were developing independence as learners and once logged on did not need parental support. Consideration was being given to recording the live lessons for children to access at a later point if necessary. Children regularly remained online at the end of a lesson for additional support and accessed chat rooms to address any issues.

Governors placed on record thanks for all that was being done for vulnerable learners.

PPC2/07/20-21 UPDATE ON PROGRESS OF IDENTIFIED FOCUS GROUPS – BOYS IN YEAR 1

Governors asked about the progress of the boys who were now in year 1 and who had been identified whilst in the foundation stage as needing additional support.

Laura Patel advised that year 1 was very boy heavy and that the data from the end of the autumn term showed boys overall performed well, but those children who had been below in the foundation stage remaining below. There was some overlap with special needs and speech and language needs, for which support was in place. Parental engagement had improved through online learning.

The next steps were:

- To continue with phonics work for all children as it helped them to access the curriculum;
- The focused maths lessons and support;
- Review the value of continuous provisions to engage with boys;
- Accessing specific reading books for engagement of boys;
- Specific interventions especially regarding the physical development of gross and fine motor skills which may have been missed in lockdown.

It was agreed that the committee continue to focus on the specific vulnerable groups in school, including year 5, year 1 and the nursery cohort, where there was a high level of children with specific needs.

Agenda

PPC2/08/20-21 ANY OTHER BUSINESS

No other items were discussed.

PPC2/09/20-21 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that no items be deemed confidential for the minutes.

The meeting closed at 3.30 pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:		
To be undertaken by	Action	Reference
Chair	Agenda items – year 5, year 1, nursery	07

MELLERS PRIMARY SCHOOL GOVERNING BODY

PUPILS AND CURRICULUM COMMITTEE

Minutes of the spring term meeting of the Pupils and Curriculum Committee of the Governing Body of Mellers Primary School held at the school on 3rd February 2020 at 1.30 pm

MEMBERSHIP (A denotes absence)

Ms Jo Kervick, chair
Mr Femi Folorunso
Ms Teeny Reid
Mrs Celia Morris
Mrs Sue Blakeway
Mrs Lesley Lyon
Miss Amanda Dawson, Headteacher

IN ATTENDANCE

Clare Colmore, Clerk to the governing body
Mrs Laura Patel, Deputy Head
Joy Buttress, Assistant Head
Two parents for part of the meeting

Action

P&C2/01/20-21 Apologies for absence

All governors were present at the meeting.

Two parents would be joining the meeting at 2pm for agenda item 06.

The following governors reported that they needed to leave the meeting at various points:

- Sue Blakeway would be leaving at 2.30pm;
- Femi Folorunso would be leaving at 2.55pm;
- Lesley Lyon for 15 minutes at 2pm.
- The Headteacher would be leaving the meeting at 2pm, with assistant head Joy Buttress, the school's lead on blended learning, in attendance to report to governors.

P&C2/02/20-21 Declaration of interest

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

P&C2/03/20-21 Minutes of the previous meeting and matters arising from the minutes

The minutes from the meeting held on 29th September 2020, were approved as an accurate record of the meeting.

Actions arising from the minutes.

P&C1/20-21/02 Speak with children regarding the history curriculum – carried forward to the Govs summer term.

P&C1/20-21/04 Arrange link visits via Zoom with subject leads to understand the objectives for their area. Actioned.

P&C1/20-21/06 Remind staff to email the weekly newsletter to all parents. The Headteacher

would arrange for all governors to receive the newsletters. With the increasing use of Facebook HT
for communication the newsletters were now less frequent.

P&C2/04/20-21 Remote learning update and demonstration

The Chair of the governing body advised that the governing body had responsibilities for online learning and that Ofsted have the power to inspect online learning. Parents could complain to Ofsted regarding the virtual learning provided.

The Pupil Progress Committee had been informed about the excellent provision and its potential for the future use of online learning by the school. The statement was on the website, with the HT
Headteacher to upload the policy.

Governors considered the storage of recorded lessons to ensure GDPR compliance.

Jo Kervick shared clips from lessons from across school and invited governors to contact her should they want to attend a lesson connected to their link area. The clips included maths lessons demonstrating subtraction and fractions; a section from an English lesson on comprehension and interpretation and a PE session. The clips demonstrated the interaction with children, with governors informed that approximately 50% of children had their video on during the lessons. Governors were informed that staff were proud of what they were doing and their ability to work interactively and creatively with children

Governors thanked Jo Kervick for the videos which showed the richness of the learning and the enjoyment and engagement of the children.

In response to a question about whether all children were able to connect to online lessons, governors were informed that 70 devices had been provided to families to support children connecting. On average only 2 children in each class were not now connecting. **Governors asked about the few children who were not engaging** and were informed that the staff made regular contact, with the family support worker involved and socially distanced calls made to the homes.

2pm – Headteacher and Lesley Lyon left the meeting

P&C2/05/20-21 Pupils' views of remote learning

2pm two parents joined the meeting and were welcomed by the committee chair.

Joy Buttress invited them to speak about their experience of remote learning for their children.

One parent informed governors that initially she had found it difficult to motivate her child to do the work and had welcomed the communication from school when her child had not been engaged and submitting the assignments. She had spoken with school staff frequently by phone and was grateful for the support for her child. She thanked the staff for helping to ensure her child did not fall behind.

Governors asked one of the children about his experience. He responded that he really liked the work and that it was not too difficult.

Governors asked whether it was better than in the first lockdown and were told that it was definitely much better. In the first lockdown the work had been set but parents had felt a pressure to teach their children. This time the children attended lessons and could talk to their teachers. It was also better to have a structure and expectations for the time for work, so that the family routines could be arranged around the school work. It took pressure off parents, as

for many parents being able to support their children was difficult, especially if they had more than one child.

Foundation 2 children accessed pre-recorded lessons and a parent advised that for their year 1 child, as they got distracted, they needed support. The advantage of the recorded foundation 2 lessons was that they could be slotted in around the online learning and repeated if necessary.

Parents were glad that the lessons for year 1 upwards were at specific times and appreciated the additional support for children who had struggled with a concept.

Governors asked about children sharing IT equipment. A parent responded that her children had their own iPads but they both worked at the same table and therefore it was difficult if the lessons overlapped. Their children at secondary school worked in separate rooms.

The parents were thanked for attending and for speaking so openly about their experiences. They then left the meeting.

Joy Buttress informed governors that the remote learning covered the whole curriculum except DT. The emotional health and wellbeing of children benefitted from the online lessons, with children loving seeing each other and connecting.

Teeny Reid informed governors that parents had stayed online after the morning lesson. Some parents had said that their child was more focused at home than they would be in the classroom and their work has improved compared with being in school. The first week had been hard, but children were now engaged and concentrating. Sometimes it was necessary to remind children to use mute and if children were in houses with background noise it just had to be accepted. One parent had said they found it a lot easier as they could leave their child to get on with learning. Children and parents appreciated the opportunity to stay on at end of lesson if they needed extra help. Parent had said they were hugely grateful to the teachers and they were impressed with the progress their children were making. Parents reported that if their children were tired at the end of a lesson they were pleased to be able to do the assignments later, provided they were submitted by the end of the day. Parent had said that they appreciated the opportunity to learn alongside their children and understand the teaching methods used in school.

Governors asked whether parents said that children were working better because they were not distracted and were informed for some children it had been amazing to see how well they concentrated when they had no distractions.

Governors asked how children who did not attend the online lessons could catch-up and were informed that the assignments also included guidance and examples. A few children missed occasional lessons, but most were completing the assignments. The children could also access the slides which were displayed during the online lessons. There was also a recap at the start of the next lesson.

Sue Blakeway left at 2.30pm

Joy Buttress advised that it was hoped that children would all be back in school in a few weeks. In the meantime, the delivery of remote learning continued to be developed, with 1:1 reading sessions to be introduced to support specific pupils, with a book to be delivered to the child's home for the child to read with the staff member online.

Governors asked how teachers were finding working remotely and were informed that it was

getting easier, although sometimes technology issues and broadband width were a problem. Staff missed the interaction and immediate feedback from children, which was especially difficult when teaching 2 classes. Staff now knew the additional children they were teaching. It was recognised as important to ensure every child had a chance to respond. It also provided teachers with an opportunity to be reflective about their teaching style and recognise the importance of clarity of communication.

Governors asked that their thanks be passed to all staff for the amazing and creative development of blended learning.

P&C2/06/20-21 Parents' views of remote learning

Covered under P&C2/05/20-21.

P&C2/07/20-21 AOB

No items raised.

P&C2/08/20-21 Confidentiality and communication

It was **agreed** that no items be deemed confidential for the purpose of the minutes.

The meeting closed at 2.35 pm

Signed by the chair:

Date:

Ref	Action	Who / where / when
P&C2/03/20-21	Speak with pupils regarding history	Governors
P&C2/03/20-21	Arrange for newsletters to be emailed to all governor	Headteacher
P&C2/04/20-21	Upload policy to website	Headteacher

Mellers Primary School

Minutes of the virtual meeting of the Finance and General Purposes committee meeting held on 9th February 2021 at 1.30pm

MEMBERSHIP

A Mrs C McCrone, Chair of the Committee
Cllr A Peach
Mrs Lesley Lyon
Miss A Dawson, Headteacher

IN ATTENDANCE

Mrs C Colmore, clerk to the governing body
Mrs J Travis, business manager
Mrs L Patel, Deputy Headteacher

FGP2/20-21/01 APOLOGIES FOR ABSENCE

There were no apologies for absence.

ACTION

FGP2/20-21/02 DECLARATION OF INTEREST

No governor expressed a personal benefit through attendance at the meeting.

The committee chair, Carol McCrone declared a conflict of interest regarding the purchase of the LA HR advisory service. It was agreed that the purchase of services be ratified by the full governing body.

FGB agenda

FGP2/20-21/03 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 5th November 2020, copies of which were available on Governorhub, were taken as read and confirmed as an accurate record of the meeting. The Chair shared the minutes on screen

Action points and matters arising from the minutes

Ref	Action	Delegated to:	
06	Liaise with Nick Lee regarding Nottingham Nursery	Chair of the governing body	Actioned
07	The Pay Committee had met and approved pay increments for eligible staff. Headteacher and committee chair to resolve an issue related to a late application.	Headteacher and Carol McCrone	The late application had been approved.
07	Chair of the Committee to investigate the impact of the growth of the school's group size.	Headteacher and Carol McCrone	The Chair advised that the addition of the deaf unit would not affect the school group size – it would stay in group 3.

	Employment of NQT from Nursery		No longer required.
10	Investigate access to more recent benchmarking data	School business manager	Actioned and distributed – see agenda item 12

FGP2/20-21/04 FINANCIAL UPDATE

The financial report had been uploaded to GovernorHub prior to the meeting.

The school business manager led governors through the report which was displayed on the screen:

- The projected surplus had increased to £52K;
- Income adjustments were noted, with £22K additional income for the teacher pension grant, additional pupil premium income of £17K and £13K Covid catch-up. **Governors asked about the additional pupil premium income** and were advised that free school meal applications were updated regularly. There had been reduced income for Universal Infant Free School meals and income for dinners, school trips, external support work, after school and breakfast club was reduced by £41K.
- Overall there was additional income of £4.9K compared with the budget.
- Expenditure adjustments, resulting in an underspend against budget of £11K:
 - An underspend on teaching largely as a result of the Deputy Head's deployment at Nottingham Nursery having been extended
 - Supply staff costs included payments for staff working additional days in school and were offset against agency costs.
 - Education support staff costs were slightly over budget, largely because of one TA increasing from 0.8 to full time.
 - Premises – additional cleaning in place.
 - The main area of underspend was for other supplies and services, including swimming and catering charges,
 - Overspend on IT resources as bought tablets.

Governors thanked the school business manager for her prudent financial management.

Governors discussed the use of the projected surplus, recognising the value of a reserve. It was noted that there would be some maintenance costs in the next year, including for the Nursery floor.

Governors agreed that the development of a library could be a key project for the next year, recognising that pupils had spoken about wanting a library. Paula Newbold, who was leading on the project, had spoken with the Chair of the governing body. Possible locations were considered, including at the entrance to school where the book bench was located. It was recognised that a wall might need to be removed and therefore quotes were required.

Virements

The virements, which had been circulated prior to the meeting, were displayed on screen. The school business manager informed governors about the reasons for the virements, including Covid Catch-up funding and salary contributions from the Nottingham Nursery. Virements approved

Catch-up Funding

Governors asked about accountability for the expenditure of the Catch-up funding and were informed the plans were published in the website, with all expenditure kept separate for accountability purposes. The Headteacher advised that it was intended to use the Teach First mentoring programme.

FGP2/20-21/05 TRADED SERVICES ORDER

The school business manager advised that the quotes for services for the next financial year had been updated, reflecting the current numbers of staff and pupils. The increase to the costs for the same services, compared with the current year, was £2326. It was noted that there were some savings through committing to a three-year contract for services. As the Chair of the committee had a conflict of interest it was agreed that the decision to purchase services be undertaken by the full governing body.

FGB

Governors gave consideration to staff absence insurance, recognising that it provided peace of mind and security should there be long term illness, and that in some years the school would not benefit through purchase of insurance. Headteacher and school business manager to investigate expenditure and income from staff absence insurance from over recent years, to inform a recommendation to the governing body.

HT/SBM

FGP2/20-21/06 COVID UPDATE

The Headteacher advised governors that:

- Lateral flow tests were undertaken twice weekly by all staff, with records of results maintained. Governors asked whether any member of staff was refusing the lateral flow tests and were informed that 1 or 2 staff were unwilling.
- The effectiveness of the online learning had been reported to the Pupil Progress Committee and the Pupils and Curriculum Committee. Live lessons were in place for all children from years 1 to year 6. Attendance at the live lessons was high, with only 1 or 2 children in each class not accessing the lessons.
- The risk assessment was updated regularly.
- 70 devices had been distributed to children with the school able to order more.

Governors asked about numbers of children in school and were informed there were about 120, with parents asking for more children to attend. The Headteacher advised that places were being refused as there was no further capacity taking into account the DfE recommended maximum size for a bubble of 15. All key worker children and vulnerable children were guaranteed a place, some of which were part time. Families were provided with support by the family support worker.

FGP2/20-21/07 FACILITIES AND MAINTENANCE

Health and safety visits were deferred, pending the full reopening of school. Governors expressed confidence in the school's procedures and the programme of maintenance in school.

FGP2/20-21/08 NOTTINGHAM NURSERY UPDATE

The Chair of the governing body informed governors advised that:

- She had received a phone call from Steve McLaren, Chair of the governing body of Nottingham Nursery, in late January saying the governing body of the Nursery was submitting an application for an annual £75K uplift to funding from the Schools Forum, with Nick Lee's agreement. If approved it would require Secretary of State agreement. Mellers was cited within the application for the funding, but had not been consulted about being included.

- The Schools Forum had approved the application.
- Steve McLaren had spoken about the appointment of a Headteacher for the Nursery and about continued joint / collaborative working with Mellers. The Nursery had approved a budget recovery proposal which included the Nursery having a head in post.

Laura Patel, who continued to work at the Nursery as Head of School, informed governors that she had been advised that she could not be part of decisions made by the governing body at the Nursery where she had a conflict of interest. She considered that the changes needed to make the Nursery viable in the long term needed external project management.

Governors considered the ongoing relationship with the Nursery, expressing a commitment to ensuring the best possible facilities for the children and the community. They agreed that Mellers had provided excellent support for the Nursery, leading the process of developing a sustainable model for the operation of the Nursery. The long term involvement of Mellers needed to be clarified, recognising that the governing body had demonstrated unwavering support for the Nursery by enabling Laura Patel's secondment to be extended.

It was agreed therefore that an emergency meeting of the governing body be called, with a view to:

- Writing to the governing body at the Nursery, seeking clarification about the Nursery's plans for a formal structural arrangement between Mellers and the Nursery, including collaboration or federation
- Deciding on the future commitment involvement of Mellers with the Nursery.

Meeting scheduled for 23rd February 2021 at 4pm.

FGP2/20-21/09 DEAF PROVISION UPDATE

The Headteacher informed governors that the staff team from Firbeck had visited and were very pleased at the unit being relocated. She had also hosted 2 parental visits which had allayed anxieties. The consultation had ended and, provided approval followed, the modular building arrangements would be made ready for the unit to open in September.

The Chair would contact Cllr Wendy Smith, former governor at Firbeck and former teacher of the deaf, to invite her to join the governing body.

Chair

FGP2/20-21/10 POLICY REVIEW

The Headteacher had circulated the Remote Learning policy to all members of the governing body and uploaded it to the website. Governors commended the Policy.

FGP2/20-21/11 STAFFING UPDATE

The Headteacher informed governors that Henry Ward was now SENCO full time and undertaking the SENCo qualification. It was unanimously agreed that he be paid the SENCO allowance.

The Headteacher advised that Amy Lightfoot would be returning from maternity leave, to work in year 1 for 3 days each week. The TA who had covered her post would work the other two days, and be deployed to provide SEND support for her remaining days.

The preferences of staff for working at home or in school were being accommodated.

FGP2/20-21/12 ANY OTHER BUSINESS

Benchmarking information. The report had been uploaded to GovernorHub. The school business

manager informed governors that there were no exceptional areas for expenditure, aside from expenditure on premises which was comparatively low. Governors agreed that this reflected the commitment to maintenance so that unexpected premises expenditure was minimised.

FGP2/20-21/13 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that no items be deemed confidential for the purpose of the minutes.

Communication of the decisions made was considered, and it was agreed that the school would undertake all communication with the stakeholders.

The meeting closed at 2.50 pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-

Ref	Action	Delegated to:	
02	Purchase of services from LA to be full governing body agenda item	Clerk	
05	Investigate staff absence insurance	Headteacher and school business manager	
09	Contact Cllr Wendy Smith, former governor at Firbeck and former teacher of the deaf, to invite her to join the governing body.	Chair	
08	Arrange additional FGB meeting	Chair	

MELLERS PRIMARY SCHOOL GOVERNING BODY

Minutes of the meeting of the full governing body held on 23rd March 2021 at 4pm. The meeting was held virtually using Zoom

Membership (A denotes absence)		Mrs L Lyon, Chair Mrs C McCrone, Vice-Chair A Cllr L Ali, Associate Member Mrs S Blakeway Mr F Folorunso Ms A Fuller Ms J Kervick Mrs C Morris Cllr A Peach Miss T Reid Mrs L Patel, Deputy Head and Associate Member Miss A Dawson, Headteacher
In Attendance		Mrs C Colmore, Clerk to the Governors Mrs J Travis, business manager

Note: The meeting took place in accordance with the Virtual Meetings Policy.

PRELIMINARIES

Action

FGB2/20-21/01 APOLOGIES FOR ABSENCE

Amy Fuller had sent an apology for later arrival.

FGB2/20-21/02 NOTTINGHAM NURSERY UPDATE

The Headteacher and Deputy declared an interest in the developments with Nottingham Nursery. Both were entirely committed to the best provision for children both at Mellers and the Nursery.

The Chair invited Laura Patel to update the governing body about Nottingham Nursery. She informed governors that the children were thriving, loving being at the Nursery, and benefiting from the outdoor provision with many not having spent much time outdoors during lockdown. There were additional safeguarding needs and families seeking support. Governors agreed that Laura Patel had provided excellent support for Nottingham Nursery, enabling improvements and developing a sustainable future for the Nursery.

The Chair reminded governors of the extraordinary meeting held on 23rd February where the governing body had discussed the ongoing support for the Nursery and the need for a permanent partnership if the arrangement was to continue. A letter, which had been agreed with all members of the governing body, had been sent to the governing body of Nottingham Nursery and to Nick Lee, seeking a proposal from the governing body of the Nursery for a meaningful partnership in terms of governance, leadership, and the operation of the Nursery.

The letter, which had been sent in the first week of March, requested a formal proposal from the governing body of Nottingham Nursery by 19th March. The Chair advised governors that no response had been received, aside from an email from the Chair thanking the governing body for the correspondence. No response had been received from Nick Lee to the governing body.

The Chair advised that the decision from the Secretary of State regarding the additional funding for Nottingham Nursery was awaited.

The Chair invited comments and questions from governors:

- Governors were concerned at the discourtesy from both Nottingham Nursery and Nick Lee in not responding;
- Governors confirmed the previous decision that support should be withdrawn at the end of the summer term if a proposal had not been received by the 19th March deadline;
- Governors were concerned that Nottingham Nursery governing body were ill-advisably intending to recruit a head for the Nursery. The future financial sustainability for the Nursery was of concern should they recruit a head;
- Mellers Primary School had been entirely supportive of the Nursery, but it was not the responsibility of the school or the governing body to resolve the current impasse. The Headteacher advised that the LA were very keen for there to be partnership arrangements. The governing body agreed that the responsibility for the Nursery lay with the LA and therefore the school could do no more to develop partnership or offer further support at this point.

4.15pm Amy Fuller arrived

Governors unanimously approved the following motion:

- To terminate the involvement of Laura Patel as acting head at Nottingham Nursery at the end of the summer term;
- To cease any consideration of governance structural partnership with the Nursery for the present;
- That the Chair write to the governing body of Nottingham Nursery and Nick Lee informing them of the decision.

Chair

The governing body recognised that the support provided for the Nursery, focused on securing the best for children in Nottingham City, had been the right decision. The governing body would review the school's involvement in the future should the circumstances change.

FGB2/20-21/03 NOTTINGHAM CITY DEAF PROVISION

The Headteacher reminded governors that the school been invited to host the deaf provision which was currently based at Firbeck. The governing body had throughout been entirely supportive of the proposal recognising that it fully aligned with the inclusive ethos of the school. It would be relocated to Mellers from September 2021.

Consultation had been undertaken throughout January and into February, with socially distanced visits held for parents, staff and some children, which had been very positive. Currently there were 14 children attending the deaf provision.

DfE approval was awaited, as the provision was moving from a MAT back to the LA maintained school, but the Headteacher was confident that it would be approved.

The new building was being planned, with the Headteacher and Chair having met the building team. The building would be a modular build, ideally adjacent to the KS2 building, where services were available. Governors enquired whether there was an indication if it was affordable and would it be 2 storey. The Headteacher responded that it would be cheaper to build there than at the previously considered site near KS1, and it avoided the need to fell 2 established trees. The school business manager would be liaising with Kathryn Stevenson, LA finance. The Headteacher advised that the support through the process from Janine Walker, LA head of

service for inclusion, had been excellent.

Governors were informed there was a need to recruit an additional teacher of the deaf, with staff in school offered the opportunity to undertake the 2 year training. If necessary the post would be recruited to externally. All staff would be trained in BSL.

Governors agreed that the development was entirely positive both for the school and for the provision of education for children who were deaf.

50th Anniversary celebration

The Headteacher informed governors that Laura Patel was leading on the arrangements to celebrate the 50th anniversary of the school. At present it was planned that the autumn term would provide an opportunity to look at the history of the school from a range of perspectives and across the decades, with a full week of celebrations in the first week back after half term to include the opening of the deaf unit.

Laura Patel advised that the celebrations would continue into the spring term and involve pupils, staff and parents past and present, and the community, with a summer event celebrating Mellers in 2022.

The Headteacher added that she was hoping to have a huge map installed by Miroslav over Easter showing the British Empire and a huge globe had been put in the foyer, to develop children's understanding of the importance of history in their lives. Governors were invited to visit and see the installations.

Library

The Chair reminded governors of conversations she had had previously with more able children from years 5 and 6 where they had been keen to have a library in school. Finding a location for the library had been difficult, with the reading recovery teachers now involved in looking at options for a library, and a designer invited to look at options for a learning resource centre. It would provide a space where children could access books and have a comfortable area in which to research and learn. The Headteacher added that they were also investigating having a reading timeline.

FGB2/20-21/02 DECLARATION OF INTEREST

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

FGB2/20-21/03 MEMBERSHIP

Current membership

The current membership of the governing body was available on GovernorHub.

Attendance requirements

It was noted that a governor who, without the consent of the governing body, has failed to attend their meetings for a continuous period of six months beginning with the date of the first such meeting the governor fails to attend, is, on the expiry of that period, disqualified from continuing to hold office as a governor of that school. (The School Governance (Constitution) (England) Regulations 2012).

There were no absences to consider.

Vacancy update

The Chair informed governors that parent governor Dr A Abakir had sent in a letter of resignation, due to his work commitments. Governors recognised his substantial contribution to the governing body and the school, including facilitating an open meeting for parents to come to the school to ask their questions about the sex and relationship education which helped to allay parental fears. The Chair would write and thank him on behalf of the governing body.

Chair

The Headteacher would arrange for a parent governor election to be held.

HT

Governors were asked to complete the Declarations of Interest on GovernorHub.

Govs

It was noted that Jo Kervick had been re-elected as staff governor in Sept 2020.

End of terms of office

No issues to address.

Governors Code of Conduct

Governors had agreed that a requirement of membership of the governing body was adherence to the Code of Conduct.

Approval of Scheme of Delegation

The Chair had updated the committee membership on the Scheme of Delegation.

It was agreed that membership of a staff dismissal committee, staff dismissal appeal committee or a pupil discipline committee would be any three non-staff governors, with no conflict of interest or prior knowledge of the case, selected according to availability.

Get information about schools (GIAS) check

The Clerk had reviewed governor information on Get information about schools (GIAS). Dr Abakir's resignation would need to be added.

HT

Confirmation that governor checks are up to date (DBS and Section 128)

The school business manager would check that governor DBS checks were up to date.

SBM

FGB2/20-21/04 MINUTES OF THE LAST MEETINGS

Minutes of the meeting held on **19th November 2020**, copies of which had been uploaded to Governor hub for review, were taken as read and approved as an accurate record of the meeting.

The Headteacher shared the minutes.

Action points

Ref	Action	Delegated to	Action taken / required
FGB1/20-21/04	School Business Manager to email out Pecuniary Interest form to Governors. All governors to complete and return Pecuniary Interest forms to school. All governors to review the school Code of Conduct complete the Virtual Confirmation button on	SBM Govs Govs	Declarations of interest and confirmation of agreement with Code of Conduct to be completed on GovernorHub

Govs

	GovernorHub		
FGB1/20-21/05	FGB ratify the appointment of Mrs Blakeway as Vice Chair.	Governors	Governors agreed to appoint Sue Blakeway as a joint vice-chair.
FGB1/20-21/16	Chair to review committee structure pages.	Chair	Actioned. To be sent to the Headteacher for uploading to the website
FGB1/20-21/22	Governors to send celebration ideas to Mrs Patel.	Governors	Actioned

Chair

Matters arising

There were no other matters arising from the minutes.

Minutes of the special meeting held 23.02.2021

Minutes of the special meeting held on 23rd February 2021, copies of which had been uploaded to Governor hub for review, were taken as read and approved as an accurate record of the meeting.

FGB2/20-21/05 CHAIR'S OR VICE CHAIR'S EMERGENCY ACTION SINCE LAST MEETING

Neither the Chair nor the Vice-Chairs reported any actions or decisions undertaken using emergency authority.

FGB2/20-21/06 CORRESPONDENCE ITEMS

From the Chair

No correspondence reported

From the Headteacher

The Headteacher informed the governing body about the following correspondence:

- Letter of resignation received from Dr Abakir.
- Correspondence regarding breaches of the Anti-Social behaviour Policy.

The Headteacher informed governors that she was consulting LA legal services regarding the correspondence. Two warning letters had been sent previously to a parent. The Headteacher had confidence in the support from the LA. The Headteacher confirmed that a log of incidents was being maintained, but that she was concerned at escalating issues where the school's response was supportive and did not curb the unacceptable behaviours at an early stage.

Confidential details – see appendix.

Governors gave consideration to expectations around parental behaviour, recognising the school's dedication in always seeking to build good relationships with parents and resolve issues with parents.

Governors agreed that there was a duty of care to staff, to protect them from harassment and harm, and fully supported the Headteacher in taking any action required at an earlier stage if necessary, to ensure staff were protected.

Governors agreed that the Headteacher should call upon the Chair / Vice-Chairs for specific support with issues related to stakeholders, with anonymised limited information provided to the governing body, enabling governors to be impartial if involved in any associated complaints panels. Communication from the governing body to be used if the Headteacher felt it would be of value.

Governors gave consideration to the parental agreement signed by parents when children joined school, recommending a clause be added confirming the agreement covered the full period the child attended Mellers and that regular reminders of the agreement should be included in newsletters. HT/SBM

Governors asked about the use of site bans and were advised that bans were used.

5.10pm – Carol McCrone joined the meeting, apologising for her late arrival

Overall governors agreed there was a duty to protect the safety of staff and children, suggesting signage be installed reminding parents and other adults of the behavioural requirements – Headteacher and school business manager to investigate. HT/SBM

From the Clerk

No correspondence reported.

SCHOOL PROGRESS

FGB2/20-21/07 HEADTEACHER REPORT TO GOVERNORS

Governors thanked the Headteacher for the wealth of information on GovernorHub.

The Headteacher informed governors that lots of work had been done with the school improvement advisor (SIA), including deep dives and a reading review, all of which provided valuable information supporting the school's journey to outstanding. The SIA reports had been included in the documentation together with FFT data.

Questions and comments were invited:

- Governors value the focused report with signposting to additional documents and appendices.
- The data for 2021 would be reviewed at the autumn term meeting of the Pupil Progress Committee. Governors asked about the reliability of teacher assessments and were assured that teachers were accurate in their assessments.
- Governors commended the exceptional progress made by children in school, with no child assessed as being at age related on entry at 3 years old, but by year 6 children were in line with or exceeding national. The Headteacher was pleased to inform governors that the Progress 8 measure for former pupils was also strong, reflecting the foundations laid for their future life opportunities. The Headteacher would liaise with Amy Fuller about further analysis of the progress made on transition to secondary school.
- Governors asked whether the advice from the SIA matched the needs of the school, or was too broad, and were informed by the Headteacher that the SIA was supporting the school on the journey to outstanding and that all the guidance was taken on board. Many of the recommendations were quick fixes and they were all focused in the school's School Improvement Plan's priorities.
- Governors asked about leadership time for subject leaders for their monitoring role and were informed that the focus had moved to ensuring explicit links with the National Curriculum. The recording and submitting of lessons delivered virtually had also enabled

HT / AF

subject monitoring without the need for in person observations.

- Governors asked about provision for children with SEND, as the children could not be taken out of bubbles into small support groups and were informed that the school had reviewed the timetabling so that the children still received the support they needed. The school was currently seeking to appoint HLN funded TAs.
- Governors asked about the impact of wellbeing support for children and the affect on families of children learning from home. The Headteacher informed governors that wellbeing had been a focus for the school and was a core development priority. It had been discussed in detail at committee with parents who had attended the Pupils and Curriculum Committee meeting speaking about how they had valued the support from school. The school had considerable evidence from the surveys undertaken, with the results sent to governors. Attendance during lockdown had been very high, with families checked on and support provided where needed
- Governors asked about the wellbeing support for children back in school and were informed about the use of outdoor learning, including in the wildlife area, regular mindfulness sessions and that it remained a priority in school. The parent support worker was working with the parent support worker from the Nursery to support the mental health and wellbeing of younger fathers and families. Governors agreed that the focus on wellbeing and support was evident when visiting school.

The Headteacher's report was received with thanks.

FGB2/20-21/08 COVID CATCH UP FUNDING, PUPIL PREMIUM AND SPORTS FUNDING UPDATE

The school business manager had completed the pupil premium and sports premium expenditure reports for uploading to the website.

Nathan Walters, sports coach, would be providing outreach evening sessions for parents.

Catch-up funding was being used to appoint a TA for the summer term, to release teachers and TAs to work with specific vulnerable children, together with an additional day of EAL support.

FGB2/20-21/09 APPROVAL, DELEGATION OF APPROVAL, OF BUDGET 2021-2022, INCLUDING PURCHASE OF SERVICES

Approval of budget delegated to the Finance and General Purposes Committee.

F&GP

The school business manager advised that the projected carry forward from 2020-21 was currently £70K. The budget for 2021-22 currently appeared to result in a carry forward of £36K reflecting an in year deficit of £34K. The budget included additional maintenance and staffing.

Governors thanked the school business manager for her support and expertise which resulted in the governing body having a clear and accurate understanding of the financial position.

FGB2/20-21/10 GDPR UPDATE

The school business manager informed governors that the school would receive an audit from the advanced DPO through NST, who would also answer any queries she had.

FGB2/20-21/11 COMPLETION AND APPROVAL OF SCHOOLS FINANCIAL VALUE STANDARD (SFVS)

The deadline had been extended to May 28th. School business manager to complete and present to the meeting of the Finance and General Purposes Committee scheduled for 28th April 2021

SBM

FGB2/20-21/12 STAKEHOLDER VIEWS INCLUDING PUPIL AND STAFF WELL-BEING

The Headteacher would circulate the pupil responses once correlated.

HT

FGB2/20-21/13 JOHN CARROL LEISURE CENTRE PROPOSED CLOSURE

Cllr Peach declared a commitment to the Leisure Centre staying open, recognising its value for the whole community. She informed governors that consideration was being given to alternative youth provision within the building.

The Headteacher had emailed all the councillors, with no response. Cllr Peach said that she had asked the portfolio holder, Cllr David Trimble, to respond. Only two councillors had attended a Zoom meeting set up to discuss the closure.

Governors considered the LA's decision to close the John Carrol Leisure Centre:

- It would increase the cost of swimming for school by £15K annually, and so children would have less opportunity for swimming.
- Its closure would have a huge impact on the community.
- The councils loss of money through Robin Hood Energy resulted in residents having to pay increased costs and to compound that with closing the Leisure Centre was unacceptable.

It was agreed that a letter be sent to Cllr Mellen expressing the strong opposition of the governing body to the closure. Headteacher and Chair to draft the letter, to include details of the impact on children in school.

HT /
Chair

GOVERNOR REPORTS

FGB2/20-21/14 REPORTS FROM COMMITTEES

The Pupils Progress Committee had met 26th January. The committee chair, Sue Blakeway, informed governors that the committee had received reports on pupil assessments from the autumn term, the online learning provision and deep dives in reading and history.

The Pupils and Curriculum Committee had met on 3rd February. The committee chair, Jo Kervick, informed governors that the committee had looked at the online learning, including having an opportunity to observe recorded lessons and hear from parents and a child about their view of the provision.

The Finance and General Purposes Committee had met on 9th February. The committee chair, Carol McCrone, informed governors that the committee had received a financial update. The committee had considered the services to be purchased for 2021-22, and as Carol McCrone had declared a conflict of interest as an employee of Nottingham City, were recommending to the governing body the services, as detailed in the report be purchased. Carol McCrone and Cllr Peach withdrew for the vote.

Governors unanimously approved the purchase of traded services as presented.

FGB2/20-21/15 GOVERNOR TRAINING AND DEVELOPMENT

Governors were encouraged to attend training.

The Chair would be attending safeguarding training

Femi Folorunso would be attending training on the governing body's responsibilities around looked after children.

Carol MC Crone had attended the SEND workshop.

FGB2/20-21/16 REPORTS FROM GOVERNOR VISITS

The monitoring week had been deferred until the summer term.

Governors were invited to write an entry for the governor blog, reflecting on their knowledge of school over the recent period.

REPORTS TO GOVERNORS

FGB2/20-21/17 VIRTUAL MEETINGS POLICY

Governors adopted the Governing Body Virtual Meeting Policy which had been updated to include a confirmation from governors that they were in a private space when attending meetings virtually.

FGB2/20-21/18 DFE BEST PRACTICE GUIDANCE FOR SCHOOL COMPLAINTS PROCEDURES FOR MAINTAINED SCHOOLS: UPDATED JANUARY 2021

The clerk advised that on 15th January 2021, the DfE updated their best practice guidance for school complaints procedures for maintained schools, including a model procedure and policy.

It was agreed that the Headteacher review the guidance and bring a proposal to the Finance and General Purposes Committee.

HT /
F&GP

FGB2/20-21/18 NST REPORT

The NST report had been circulated.

CONCLUDING ITEMS

FGB2/20-21/19 SAFEGUARDING AND CHILD PROTECTION

Included in the Headteacher's report.

The updated child safeguarding policy was approved by email after the meeting.

FGB2/20-21/20 HEALTH AND SAFETY UPDATE

The school business manager advised that the playground inspection had identified one high risk item which was being removed on Friday

The risk assessments were kept up to date and published on the school's website.

FGB2/20-21/21 EQUALITY INCIDENTS REPORTED SINCE THE LAST MEETING

No incidents reported.

FGB2/20-21/22 EVIDENCE OF GOVERNING BODY IMPACT ON SCHOOL IMPROVEMENT

The governing body reflected on their impact on school, agreeing that the governing body had been influential in the school's strategic progress including:

- Support for the school's partnership arrangements with both Nottingham Nursery and the deaf provision,
- The development of the learning resources centre,
- Support for the Headteacher in ensuring the safety of staff and pupils.

FGB2/20-21/23 ARRANGEMENTS FOR CHAIR TO INSPECT SCHOOL RECORDS

Chair to inspect when in school.

FGB2/20-21/24 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

The following meeting dates were agreed:-

Summer term 2021: 13th July 2021 at 4pm.

The Finance and General Purposes Committee would meet on 28th April at 1.30pm

The Pupil Progress Committee would meet on 13th May at 1.30pm

The Pupils and Curriculum Committee would meet on 19th May at 1.30pm.

FGB2/20-21/25 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that no items be deemed confidential for the purpose of the minutes, aside from aspects of the discussion under agenda item FGB2/20-21/06 – see confidential appendix.

Communication of the decisions made was considered, and it was agreed that the school would undertake all communication with the stakeholders.

The meeting closed at 6.02 pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-

Reference	Action	Responsible	Outcome
FGB2/20-21/02	Write letter regarding Nottingham Nursery to GB of the Nursery and Nick Lee	Chair	
FGB2/20-21/03	Letter of thanks to Dr Abakir	Chair	
FGB2/20-21/03	Hold parent governor election	Headteacher	
FGB2/20-21/03	Complete declarations of interest for the register of pecuniary interests on GovernorHub	All governors	
FGB2/20-21/03	Update GIAS	Headteacher	
FGB2/20-21/03	Check governor DBS checks were complete	School business manager	
FGB2/20-21/04	Confirm agreement with Code of Conduct on GovernorHub	Governors	
FGB2/20-21/04	Send terms of ref to the Headteacher, so committee membership could be uploaded to the website	Chair / Headteacher	
FGB2/20-21/06	Parental agreement signed by parents when children joined school - add a clause confirming the agreement covered the full period the child attended Mellers and that regular reminders of the agreement should be included in newsletters.	Headteacher / school business manager	
FGB2/20-21/06	Investigate signage reminding parents and other adults of the behavioural requirements	Headteacher / school business manager	
FGB2/20-21/07	Liaise with Amy Fuller regarding progress of pupils after transition to Ellis Guilford	Headteacher	

FGB2/20-21/09	Approval of budget	Finance and general purposes committee	
FGB2/20-21/11	SFVS	School business manager / Finance and general purposes committee	
FGB2/20-21/12	Circulate results from pupil survey	Headteacher	
FGB2/20-21/13	Letter to Cllr Meller regarding John Carrol Leisure Centre	Headteacher / Chair	
FGB2/20-21/18	Complaints Policy review	Headteacher / Finance and general purposes committee	

ATTENDANCE AT GOVERNING BODY MEETING 2020-21

Governor Name	FGB 19.11.20	PPC 22.9.20	PCC 29.09.20	FGPC 5.11.21	SPECIAL FGB 23.2.21	FGPC 9.2.21	PPC 26.1.21	PCC 3.2.21	F&GP 9.2.21	FGB 23.3.21
Mr A Abakir	✓									RESIGNED
Mrs S Blakeway	✓	✓	✓		✓		✓	✓		✓
Miss A Dawson	✓	Apols	✓	✓	✓	✓	✓	✓	✓	✓
Mr F Folorunso	✓		✓		✓			✓		✓
Ms J Kervick	✓		✓		✓			✓		✓
Mrs L Lyon	✓	✓	Apols	✓	✓	✓	✓	✓	✓	✓
Mrs C McCrone	✓	✓	✓	✓	✓	✓	✓		✓	✓
Mrs C Morris	✓				✓			✓		✓
Cllr A Peach	✓			✓	✓					✓
Miss T Reid	✓	✓	✓		✓		✓	✓		✓
Associate members										
Cllr L Ali	✓		✓							
Mrs L Patel	✓	✓	✓		✓	✓	✓	✓		✓
Mrs J Travis	✓			✓		✓				✓
Mrs A	✓									✓

Fuller										
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Mellers Primary School

Minutes of the virtual meeting of the Finance and General Purposes committee meeting held on 28th April 2021 at 1.30pm

MEMBERSHIP

A

Mrs C McCrone, Chair of the Committee
 Cllr A Peach
 Ms S Bibi
 Mrs L Lyon
 Miss A Dawson, Headteacher

IN ATTENDANCE

Mrs C Colmore, clerk to the governing body
 Mrs J Travis, business manager
 Mrs L Patel, Deputy Headteacher

FGP3/20-21/01 APOLOGIES FOR ABSENCE

There were no apologies for absence.

ACTION

New governor Shelly Bibi was welcomed to her first meeting. A round of introductions followed.

FGP3/20-21/02 DECLARATION OF INTEREST

No governor expressed a personal benefit through attendance at the meeting.

The Headteacher advised that her daughter was teaching drumming in school privately, which had been discussed with the Chair.

FGP3/20-21/03 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 9th February 2021, copies of which were available on Governorhub, were taken as read and confirmed as an accurate record of the meeting. The Headteacher shared the minutes on screen

Action points and matters arising from the minutes

Ref	Action	Delegated to:	
02	Purchase of services from LA to be full governing body agenda item	Clerk	Actioned
05	Investigate staff absence insurance	Headteacher and school business manager	Actioned
09	Contact Cllr Wendy Smith, former governor at Firbeck and former teacher of the deaf, to invite her to join the governing body.	Chair of governing body	Carried forward
08	Arrange additional FGB meeting	Chair of governing body	Actioned

Chair of the GB

FGP3/20-21/04 FINANCIAL UPDATE

The financial report had been uploaded to GovernorHub prior to the meeting.

Budget Approval

The Headteacher shared the draft budget for 2021-22. The report also included details of budget and expenditure for 20-21 although it was recognised there were exceptional costs and savings in 20-21 related to the pandemic which distorted the figures.

The Headteacher informed governors about recent appointments. A HLN TA had been appointed for one year and a behaviour and emotional coach had been appointed. A year 1 post was being advertised. The Headteacher would forward information about candidates from Teach First to Lesley Lyon and Carol McCrone.

Headteacher

Income

Funding for 2021-22 was noted together with the variances against the previous year. The school business manager advised that additional income was usually received throughout the year. The school would receive additional growth funding for 2021-22 and 22-23.

The projected carry forward from 2020-21 was £72K.

Expenditure

Budgeted expenditure was described, including variance against 2020-21. The school business manager led governors through the proposed budget:

- Teaching staff costs included the year 1 teacher and Nathan Walters, sports coach, who would be working for school from September.
- A pay increase of 1% was included for non-teaching staff, although it was recognised there was a public sector pay freeze.
- All new posts were included in the budget, including additional MDS.
- Staff absence insurance was from the same supplier as previously.
- Carpet replacement costs had been included, to be funded from the carry forward from 20-21.
- Expenditure on cleaning materials had been reduced.
- Water sewerage costs could exceed budget – school business manager to investigate.
- Other occupational costs included health and safety and fire alarms. In the previous year issues with the alarm had resulted in additional charges, but the issue had now been resolved.
- Trips, day and residential – it was noted that it was unpredictable whether trips would be able to run, but the budget included costs for both day and residential trips. The Headteacher advised year 2 were planning a trip to the seaside and a camp in the school hall, but she did not think there would be residential trips, so there would be money available in the budget code.
- Foundation unit costs had reduced as the outdoor equipment had been installed in the previous year. The Headteacher recommended that governors visit to see the new equipment.
- Governors asked whether there was a need for a small area for the SENCo in the new deaf unit. The Headteacher advised there would be spare spaces within the deaf unit, with 2 classrooms and 2 group rooms.
- Agency budget had been reduced to £7K, reflecting the expected reduction in need and Henry Ward being the SENCo in school. It was noted that Catch-Up funding would also be used for TA supply costs. Governors asked about the budget for supply staff, and whether, if there were to be another lockdown, £7K would be sufficient? The school business manager advised there was additional money available. Some of the additional

SBM

costs in the previous year had been for MDS, but employing additional MDS would reduce the risk of costs. An over staffing model was used across school, providing capacity for cover from within school.

- The swimming budget had been increased, reflecting the additional costs resulting from the closure of the John Carroll Leisure Centre, including the cost of buses. The Headteacher advised that the children were enjoying the sessions at Harvey Hadden, receiving an hour in the water. Governors agreed that it was really important for all children to receive 10 hours of swimming every year.
- It was noted that support work in the previous year had reduced substantially thereby reducing income.
- In response to a question about how the school tendered for services, the school business manager responded that the LA services were purchased through a standard process. Where the service provided was good, alternatives were not routinely considered. For some external services, for example staff insurance, competitive quotes were sought.

The net result of the proposed budget was for a carry forward of £43K.

Nothing related to the deaf provision was included in the budget. The Headteacher advised the deaf provision would not act as a drain on the budget and could generate a surplus.

Governors sought assurance that expenditure was sustainable, recognising there was an in year deficit. The school business manager advised that some costs were not recurring, for example expenditure on carpets and roofing. The expenditure on staffing had been reviewed, with the additional temporary TA in KS2 being to provide support from the Covid Catch-Up funding. It was agreed that the school business manager complete a three-year forecast for circulating to governors – to be discussed at the full governing body meeting. The school business manager would also incorporate deaf provision funding.

SBM

Governors approved the budget for 2021-22.

Governors were invited to contact the school business manager should they have any further questions.

Governors thanked the school business manager for providing strong financial leadership and support in school.

SFVS

The Headteacher shared the completed SFVS. The school business manager led governors through the report. It was noted expenditure on teaching resources were relatively low. The reading recovery teachers and the EAL teacher affected the ratio of staff to children. Progress scores were noted to be well above average, providing evidence of achievement of value for money

The questions had been completed by the school business manager, based on the previous year's submission. Finance was now reported to the full governing body as well as this committee, ensuring compliance. There were no areas of concern.

SFVS approved for return to the LA.

School Fund Audit

The audit was presented for 2019-20. The audit had been undertaken by School Finance, with

any areas for action having been addressed. The school business manager would be arranging for the School Fund to be closed as it was no longer required, and could be incorporated into the school budget system.

Library

The Chair of the governing body had spoken with the more able children previously and found they wanted a library area. With the reading recovery teachers the Chair had looked for potential locations and had identified the IT area as an area for development as an information centre, to be used in lessons, at break times and for after school clubs. An external creative expert had looked at the space and would produce proposals and drawings. At present there was no budget defined for the development. Liz McGrath from the library service was also providing ideas and resources, including access to funding and books.

Governors discussed how to progress the proposals, ideally to be opened as part of the 50th anniversary celebrations for the school. The designer costs were noted to be minimal, although it was agreed the designer should be paid appropriately for the work done. The development cost for the space and equipment was as yet unknown. It was noted there was some flexibility within the budget for 2021-22 due to the carry forward from 2020-21.

Governors gave consideration to the possible costs and approved expenditure of up to £10K. The Chair of the governing body would circulate information on the designs once available.

Chair

FGP3/20-21/05 NURSERY UPDATE

Laura Patel expressed a conflict of interest and did not contribute to the discussions and decisions.

The Chair of the governing body had contacted Nick Lee and Steve McLaren, chair of the governing body of Nottingham Nursery, informing them of the governing body's decision from the special meeting of the full governing body.

The Chair of the governing body advised governors that the Secretary of State had refused the additional funding; however the money (£75K / year for 3 years) had been arranged through consultation with the ESFA. The money had been approved by Cllr Mellen, with a requirement that it be used to address the deficit.

A proposal from the Chair of Nottingham Nursery had been circulated prior to the meeting, following persistence from the Chair. Whilst the proposal was not detailed, the Headteacher considered that there were some positive elements to the proposal, including a recognition of the need for governance structural links.

It was agreed that the Chair of the governing body liaise with Lucy Juby for her to arrange for the Nottingham Nursery governing body to formulate a firm proposal. For the present communication with the Nursery governing body would be through Lucy Juby, although it was agreed there could be value in inviting the Nursery governing body chair and vice-chair to attend a meeting with Mellers governing body to present a proposal. Governors discussed whether the whole Nottingham Nursery governing body should be involved, but agreed that for the present communication should be with their chair and vice-chair and through Lucy Juby. It was agreed to defer any action until the Nursery restructure was completed.

Chair

FGP3/20-21/06 DEAF PROVISION UPDATE

The Headteacher advised governors about progress, including visits from parents and pupils. She was pleased to report that the staff were excited to be joining Mellers.

A meeting regarding the new building had been not included the Headteacher and Chair and had decided on an inappropriate location and building. Following interventions from the Headteacher and Chair the decision had been reviewed, with the new building to be located adjacent to the KS2 meeting and matching the school's buildings.

TUPE meetings were being undertaken. There were concerns about the employment of one TA with a second role in addition to her full time post. Although her skills were valued there was no vacancy for the additional role.

Overall the Headteacher advised the plans were progressing well with the modular build to begin once finances were confirmed.

In response to a question about whether there would be a need for MDS signing training the Headteacher advised that it was as yet unclear.

FGP3/20-21/07 COVID 19 UPDATE

Governors were informed that most staff had received their first vaccinations and that there had not been any bubble closures.

Six pupils who had travelled to Pakistan without school authorisation had then had to pay for quarantine on return.

FGP3/20-21/08 STAFFING UPDATE

Two TAs would return from maternity leave for 3 days per week.

The Deputy Headteacher proposed a TLR for assessment, which was needed due to the growth of the school and as she did not have the capacity for the role. The school business manager advised that the TLR had been included in the budget.

Two teachers had expressed interest in the post. Governors considered the options available, including the use of a temporary TLR3, and asked about how the post would operate. They were advised that the post holders would be coached for the first year by the Deputy, with the responsibilities of the role to be developed over time, but to include assurance, oversight and accountability responsibilities, working alongside the phase leaders.

The Headteacher advised that a focus on the use of data was required. The use of data needed to be effective, with pupil progress meetings and interim meetings focused on addressing progress, in particular for vulnerable and disadvantaged children.

Governors approved two TLR3 posts for one year for the development of assessment.

FGP3/20-21/09 POLICY UPDATES

No policies were presented for approval.

FGP3/20-21/10 ANY OTHER BUSINESS

No other business was considered.

The Chair thanked Shelly Bibi for attending the meeting.

FGP3/20-21/11 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that no items be deemed confidential for the purpose of the minutes.

Communication of the decisions made was considered, and it was agreed that the school would undertake all communication with the stakeholders.

The meeting closed at 3.30pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-

Ref	Action	Delegated to:	
04	Invite Cllr Wendy Smith to join the governing body	Chair of the governing body	
04	Send information from Teach First to Chair of the governing body and the committee chair	Headteacher	
04	Investigate water sewerage costs	School business manager	
04	Complete a three year forecast for circulating to governors – to be discussed at the full governing body meeting. The school business manager would also incorporate deaf provision funding.	School business manager / full governing body agenda	
04	Circulate library designs	Chair of the governing body	
05	Liaison with Lucy Juby to progress matters with Nottingham Nursery governing body	Chair of the governing body	

Mellers Primary School Governing Body

Pupil Progress Committee 13th May 2021 at 1.30pm

MEMBERSHIP
(A denotes absence)

A

Lesley Lyon
Femi Folorunso
Sue Blakeway, Committee Chair
Carol McCrone
Teeny Reid
Amanda Dawson, Headteacher

IN ATTENDANCE

Clare Colmore, clerk to the governing body
Laura Patel, deputy head and associate member of the governing body
Lorna Dermody, assistant head
Joy Buttress, assistant head
Grace Atherton, FS lead

PPC3/01/20-21 APOLOGIES FOR ABSENCE

Apologies for absence received from Femi Folorunso. Absence approved.

ACTION

PPC3/02/20-21 DECLARATION OF INTEREST

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

PPC3/03/20-21 MINUTES FROM THE PREVIOUS MEETING OF THE COMMITTEE

The minutes from the meeting held on 26th January 2021 were approved as an accurate record of the meeting.

Matters arising from the minutes

Person	Action	Ref	Action taken / further action required
Chair	Agenda items – year 5, year 1, nursery	07	Agenda item 06

PPC3/04/20-21 OFFICIAL SCHOOL DATA FOR THE ACADEMIC YEAR 2019-2020

The Headteacher shared the school's Self-Evaluation Form (SEF) from September 2020, which was available on the school's website. She advised that the judgements were based on a variety of evidence.

Governors were led through the contextual information which included details of the level of deprivation, the high levels of EAL and the bulge year 5.

The judgement for quality of education was outstanding, reflecting the accelerated progress made by children in school which continued into secondary school, evident from their progress 8 scores.

Grace Atherton, foundation stage lead, advised that children's baseline results were based on teacher observations within their first 4 weeks in school, with moderation of the judgements. No child was at expected for all aspects of the curriculum on entry, with the key areas requiring

support being communication and listening and physical, which were therefore the focus for the autumn term.

The Headteacher led governors through the data from 2019 KS2 SATs, which showed that by age 11, 79% of children were at the expected standard, exceeding national, with progress from KS1 showing the exceptional progress made. Average scaled scores were very high.

The Mellers' pupils continued to achieve well at secondary school, with their progress 8 scores above national average scores at year 11, showing that the children left Mellers with the tools to make excellent progress in secondary school.

Governors recognised that the school set children on the path to learn and to succeed, raising expectations and aspirations, which was so important for children in secondary school. Governors asked why children did so well? The Headteacher responded that excellence was at the heart of everything in school, with the school having a commitment to smashing glass ceilings for the children and the community. It was achieved by excellent teaching, supported by senior leaders providing support where necessary, coaching and developing staff to deliver high quality learning, but without undue pressure. The leaders were exceptional at making sure all staff had what they needed.

Governors said that it was evident, when visiting school, that all staff and children had high expectations. The Headteacher responded that all staff, on occasion, might not be performing at their peak; however, the school provided an environment where staff were well supported and enabled to excel.

Governors asked about where in school children made exceptional progress and were informed that substantial progress was made in early years and it was then built year on year. Children left EYFS with around 65% at a good level of development, which whilst below the national average, reflected the progress they made. The investment in full time places in N2 was a key factor in children's progress. Children who did not attend the nursery typically entered with lower attainment, with interventions put in place as needed.

Governors asked about progress in KS1 and were informed that they continued to make accelerated progress, so that by the time they finished year 2 they were broadly in line with national, other than in writing. The work on phonics, reading and maths mastery supported their progress, with the impact on children's writing more evident in KS2.

It was noted that governors had received the full 2020 FFT data pack in the autumn term.

PPC3/05/20-21 PROGRESS OF CURRENT COHORT

Governors were reminded that 20 children had not accessed online learning during lockdown and for the lowest 20% of children, progress had been less than had they been in school. Governors were led through a presentation by assistant heads, Joy Buttress and Lorna Dermody, explaining the school's response and support for children following lockdown:

- Of the 20 children who did not access online learning, 18 were pupil premium.
- An additional TA had been employed in KS2, mainly working in years 3 and 4.
- The timetable had been rearranged so that maths and English were first thing every morning, with time allocated for spellings and phonics, providing for interventions in the remainder of the day.
- The overstaffing model in years 5 and 6 provided capacity for interventions.
- The interventions in KS2 were described, including in maths, phonics, spelling, literacy,

dyslexia support and reading.

- All teachers had provided a baseline for the children accessing interventions, so the impact could be monitored.
- The majority of children accessing interventions were pupil premium children.
- 46% of children who had not accessed the online learning were now accessing interventions. The others did not need the additional support because they are making expected progress.
- The programme for 15 children new to English, who had been in school over lockdown, was very effective. They were with Aurelie Guinard, although some were now starting to filter back into their classes for specific lessons. The Headteacher added these were a group of children who had been of concern, and so they had been invited in during lockdown, supporting both their emotional and academic needs. The programme had been very effective.
- There was increased ELSA capacity with 6 children per week supported, to address mental health and wellbeing.

Governors asked a number of questions:

- **How were the remaining children from the 20 who had not accessed online learning being supported?** Governors were informed that teachers were filling in the gaps in learning for all children, resulting from the online learning. Where children had gaps in curriculum knowledge but could keep up in the class, the teachers were backfilling within the lessons. In addition, of the 20, 3 children were SEND and therefore had individualised programmes, one child had left school, one child was abroad and two children were working at greater depth. In each lesson the teachers started with backfilling prior learning.
- **Why had the children not accessed the online learning?** Governors were informed there were a variety of reasons. It was frustrating, as the school had endeavoured in every way to enable children to access online learning. School invested in tablets, before the DfE laptop order arrived, enabling every child that needed one to have a device to work from. The school also distributed Vodafone SIM cards with 3 months free internet access to families without internet at home. It had worked well where children were determination to do it themselves, but for some children who had been less supported by parents, they had not accessed the lessons. For each child there was a back story with the school having tried in every way to provide support.
- **Were the 20 children from across school?** Yes from across the whole school.
- **Were the interventions proving effective?** Governors were informed they were going really well, with issues around space addressed. The interventions were short and focused and did not prevent children from accessing the rest of the curriculum. Some were delivered within lessons, for example in maths. They appeared to be having impact, with meetings to be held to check they were effective. The focus children for the interventions were the 20% least able, the children who had not accessed the online learning and pupil premium children.
- **How were the 20 children who had not accessed online learning reintegrated after lockdown?** The Headteacher responded that children were delighted to be back in school, and happy to be accessing all the opportunities through school, with swimming lessons making children exhilarated.
- **How had the higher attaining children achieved through lockdown?** Governors were informed that there was not yet enough evidence from the spring data to show whether children were working at greater depth. It would be discussed with teachers at interim meetings. It was noted that for some children there was anecdotal evidence of children making exceptional progress in lockdown.

- **How are year 6?** Lorna Dermody informed governors that it was a strong year group with a lot of potential for children to achieve greater depth. They had engaged very well with the online learning and continued to do well across the curriculum. Delivering the full curriculum helped in engagement.

The Headteacher advised that she had been contacted by NFER regarding recovery after Covid. She said that in practice school was not doing anything differently, there was just a sharper focus on specific children's needs, which had always been done in school through the pupil progress meetings.

PPC3/06/20-21 UPDATE ON PROGRESS OF KEY GROUPS: YEAR 5, YEAR 1 AND NURSERY

Nursery

Grace Atherton, foundation stage leader, informed governors that:

- During lockdown many nursery children had been in school, growing from 25 of the 48 initially to close to 40 children in school by the end of lockdown. For F2 children who had not accessed learning, precision teaching was in place, together with pre and post teach. It had been decided not to take groups of children out of the continuous provision and play, as during lockdown children had missed out on play.
- Staff meetings had focused on the importance of interactions, based on research, which had the greatest impact in supporting learning.

Governors asked whether there were any concerns with F1 and F2 and would they make the usual progress? The Headteacher responded that there were increasing numbers of children with significant needs, in particular autism. A number of the children joining in the next year also had high levels of need. Although some children were not on track to reach their attainment targets, the learning was focused on the physical elements they had missed out on and on writing and communication and language. In F2 8 new to English children had made huge progress in the autumn, but then the lockdown had disrupted their learning, so EAL interventions were in place during play, providing a language rich environment

The Headteacher reminded governors that the early years setting had been transformed and invited governors to visit – Sue Blakeway would visit in the near future.

SB

Year 5

Lorna Dermody and Joy Buttress informed governors that:

- The changes to the timetable had been very effective;
- There were 25 children in each class and they were making rapid progress, with data showing no significant concerns. In some areas children seemed ahead of expectations and in maths the children very quick to fill their gaps. Writing and reading were area of more concern.
- Work was being done on fine motor skills to build up strength and stamina, with more physical exercise each day. Feedback from children was that they liked having maths and English first and then having lots of opportunities to learn outside and physically.

The Headteacher informed governors that they were still a mobile year group, with children joining, some with no English and so joining the EAL group. Although there had been concern it had the potential to be very challenging cohort, with continuity and consistency their learning had been very effective.

Governors were pleased to hear of the positive impact of the interventions and teaching.

Governors discussed future monitoring and agreed a focus on years 3 and 4.

PPC3/07/20-21 ANY OTHER BUSINESS

No other business raised.

PPC3/08/20-21 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that no items be deemed confidential for the minutes.

The meeting closed at 2.33 pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:		
To be undertaken by	Action	Reference
PPC3/06/20-21	Visit the nursery	Sue Blakeway
PPC3/07/20-21	Monitoring focus on years 3 and 4	Next agenda

MELLERS PRIMARY SCHOOL GOVERNING BODY

PUPILS AND CURRICULUM COMMITTEE

Minutes of the spring term meeting of the Pupils and Curriculum Committee of the Governing Body of Mellers Primary School held at the school on 19th May 2021 at 1.30 pm

MEMBERSHIP (A denotes absence)

Ms Jo Kervick, chair
Mr Femi Folorunso
Ms Teeny Reid
Mrs Celia Morris
Mrs Sue Blakeway
Mrs Lesley Lyon
Miss Amanda Dawson, Headteacher

IN ATTENDANCE

Clare Colmore, Clerk to the governing body
Mrs Laura Patel, Deputy Head
Martin McKeefry, geography
Becky Bryan, DT

Action

P&C3/01/20-21 Apologies for absence

All members of the committee were present at the meeting.

P&C3/02/20-21 Declaration of interest

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

P&C3/03/20-21 Minutes of the previous meeting and matters arising from the minutes

The minutes from the meeting held on 3rd February 2021, were approved as an accurate record of the meeting.

Actions arising from the minutes.

Ref	Action	Who / where / when	Action taken / required
P&C2/03/20-21	Speak with pupils regarding history	Governors	Pupils to attend next meeting of the committee and speak about history and other aspects of the curriculum
P&C2/03/20-21	Arrange for newsletters to be emailed to all governors	Headteacher	Carried forward
P&C2/04/20-21	Upload policy to website	Headteacher	Actioned

Agenda

HT

P&C3/04/20-21 Subject leaders monitoring feedback

The Chair, Jo Kervick, informed governors that the School Improvement Advisor (SIA) Liz White

had met with curriculum leaders and undertaken subject leader interviews with a range of subject leads. The report had been uploaded to GovernorHub.

The Chair informed governors about the actions from the report for the curriculum leaders, including:

- Knowledge of the national curriculum and reference to links with the national curriculum
- A focus on children with SEND
- Presentation and articulation of the curriculum
- Awareness of prior knowledge of children.

P&C3/05/20-21 Next steps for subject leads

Governors were informed that Lorna Dermody was working with all staff on preparation for deep dives, with staff meetings being used to prepare, including:

- Monitoring of the curriculum, to enable sharing good practice across school
- Effective observations.

Curriculum leaders were currently undertaking observations across school and analysing the outcomes to identify good practice and areas for development. They would provide feedback at staff meetings.

Governors asked about the observations and were informed they were being done independently and lasted for around 20 minutes, to ensure safety, and were focused on specific aspects. They were rigorous, with all staff prepared and effective in completing observations, with staff accepting of observations and recognising their value in staff development. The school used an incremental approach to lesson observations, identifying one thing for progression, which could then be monitored at the next observation. Observations across school were also valuable in seeing the progression steps in the curriculum.

Governors asked about who had devised the targets and were informed they had been developed in conjunction with the SIA, personalised for each curriculum leader, with staff valuing the opportunity to monitor their curriculum area. The system for monitoring the curriculum was vigorous and supported further improvements.

Governors valued receiving the reports from the SIA, which the Headteacher shared, to enable the governing body to have a breadth of evidence.

Governors asked whether there was increasingly confident leadership from the subject leaders. Jo Kervick responded that staff were passionate about their areas, with planning shared and scrutinised, and staff providing mutual support. The Headteacher added that monitoring had continued during lockdown, with observations recognised as developmental and supportive. Jo Kervick confirmed observations were valued and enabled curriculum leaders to see the curriculum across school.

P&C3/06/20-21 Martin McKeefry: Geography and Becky Bryan: DT

Becky Bryan and Martin McKeefry joined the meeting (1.50pm).

The Chair welcomed them to the meeting. It was noted that Becky Bryan would be joining the deaf provision team, but would maintain her subject leadership.

The Chair invited Becky Bryan and Martin McKeefry to inform the governing body about their areas of the curriculum and the deep dives.

Becky Bryan said that it had been valuable for her as a new leader for DT. Having an opportunity to understand the types of questions asked, and rehearse the answers, had increased her confidence in her knowledge. The SIA had asked very specific questions, which whilst she had known the answers to them, she had benefited from having the opportunity to reflect on her answers and improve her ability to account for the excellence in the DT curriculum. It had supported her in preparation for any external deep dive.

It had also enabled her to have an additional understanding of the expectations of her knowledge, for example around referencing the national curriculum. The Headteacher advised that curriculum leaders would have a curriculum file to refer to with them during a deep dive, with staff developing booklets showing the excellence in school for their curriculum areas. Governors recognised that being able to show the excellent provision and subject leadership was an important aspect of being able to excel in an inspection.

Governors asked Becky Bryan whether she had found it useful to speak with the SIA about monitoring the subject. Becky Bryan responded that before she met with the SIA she had not had the opportunity to monitor DT due to the lockdown, but since then she had observed staff across school, using the SIA's advice. The questions about monitoring had helped her to be reflective and informed the observations. The observations had been of value for sharing good practice and identifying where she could provide support. It had also been pleasing to see the children loving DT and the opportunities for learning. Having the resources and the plan on SharePoint ensured that the curriculum followed the progression of skills.

Martin McKeefry added that it was supportive for staff, with the curriculum leader working jointly with the teacher where they had questions about aspects of the curriculum.

Governors asked whether subject leadership was now becoming consistent and embedded. The Headteacher responded that it was now the standard to follow the curriculum plans to ensure progression in learning. They also supported planning by teachers, with teachers knowing what had to be taught across the year for each curriculum area, and so able to map across the year, where relevant combining aspects of the curriculum.

Governors asked if working with the SIA had changed their understanding of the role of the subject leader. Jo Kervick said that she understood the expectation that she could articulate the curriculum across the whole of school. Becky Bryan added that the FED leadership had been valuable in developing leadership skills which she applied in curriculum leadership. Martin McKeefry said that he had been nervous about the interview with the SIA, but had appreciated the opportunity to experience the types of questions which would be asked, to inform any future preparation for a deep dive.

Governors asked whether the deep dives would be repeated with other curriculum leaders. The Headteacher advised that it could be repeated in the next year, or deep dives could be carried out by the SLT, using the suggested questions. The staff who had not been involved had paired up with those who had, to share the knowledge. There were other priorities, with the SIA's focus the summer term being early years.

Governors asked whether the curriculum was flexible enough to be adapted to enable catch-up by children. The Headteacher advised the areas children had missed most were PE, swimming, and some art, with the online learning covering nearly all the curriculum, and 90% of children attending. Swimming was now being prioritised. **Governors asked about whether there was any news regarding the John Carroll Leisure Centre** and were informed the school now used the pool at Harvey Hadden, which was better, but there were cost implications for the transport.

Martin McKeefry informed governors that staff had adapted the curriculum to reflect the value of outdoor learning. He was mapping outdoor orienteering across school, which he would share with staff, providing for learning geographical skills outdoors. The Headteacher added that as so many children had spent much of lockdown indoors there was a substantial focus on learning outdoors.

Martin McKeefry informed governors that a huge globe had been ordered for the foyer, with one also in each class, to create enthusiasm for geography. From all he had seen children were loving the subject.

The Headteacher said that the curriculum leaders may not be experts in their curriculum areas, so they had been supported in gaining the knowledge, and resourcing the curriculum properly. NST networks had been attended and some staff had joined curriculum professional organisations. It enabled them to lead with a combination of a passion for a subject and expertise.

The term topic was no longer used, with the actual curriculum area spoken about. As a result children were now able to distinguish the aspects of the curriculum. The development of vocabulary in the curriculum progression plans enabled the children to speak about their knowledge. It provided the foundations for children to learn and excel in all areas of the curriculum.

Governors asked whether the curriculum was now where the Headteacher wanted it to be and were informed that the curriculum was now a strength of the school, but there were areas for further development. It varied by curriculum area, for example RE was an area of current development. It would always be enhanced and refined.

2.25 Martin McKeefry and Becky Bryan left the meeting

Governors asked whether the Headteacher was confident in all subject leaders. She responded that there were some who had exceeded any expectations, but everyone was making good progress. RE originally did not have a lead, but was now being led effectively by Joy Buttress.

P&C3/07/20-21 Future assessment

The Chair invited the Deputy Headteacher to speak about assessment across the curriculum.

The Deputy head advised that the priority had been to get the curriculum in place first, prior to developing the assessment system. They were trialling a system, using SIMS, where children were assessed for each area of the curriculum on the same 4-point scale used in reading, writing and maths. From the data, SIMS was able to generate summary reports for the subject leaders. The data would also be of value in transition and for spotting talent. She, together with Martin McKeefry and Jo Kervick, would be working further on the purposeful collection and use of data over the next year.

Governors asked about the evidence behind the judgements made and were advised that it was a combination of ensuring the curriculum had been delivered and assessment of children's knowledge and skills, including from the work in books.

Governors asked whether there was a training need for staff around data analysis, and were informed the staff meeting prior to half term would be used for data. Staff were accustomed to SIMS, with the reports used to inform discussion and to be explored by class teachers and subject

leaders. The data would also support reporting to parents.

Governors were also informed about floor books, which were A3 books for each child, containing their work, including work from home. Child had great pride in their books. Staff had shared them on the Inset day to learn from each other's use of the books. It was agreed they would be shown to governors at the next meeting of the committee. Agenda

The Headteacher placed on record a tribute to all staff, that despite the pandemic, the school continued to have a focus on development and improvement, with the whole team committed to high aspirations for every child across all areas of the curriculum.

P&C3/08/20-21 AOB

The Chair of the governing body informed governors that she would be supporting the school in addressing expectations with a parent. If necessary a panel of governors could be brought together to address any issues.

The Chair of the governing body asked about holding a governing body meeting in school. It was agreed to meet virtually until the autumn term, although governors were visiting for specific link visits.

The Deputy Head was in the process of planning the 50th anniversary celebration for the school.

P&C3/09/20-21 Confidentiality and communication

It was **agreed** that no items be deemed confidential for the purpose of the minutes.

The meeting closed at 2.45 pm

Signed by the chair:

Date:

Ref	Action	Who / where / when	
P&C3/03/20-21	Pupils to attend next meeting and talk about the curriculum	Agenda	
P&C3/03/20-21	Arrange for newsletter to be sent to all governors	Headteacher	
P&C3/07/20-21	Floor books	Agenda item	



MELLERS PRIMARY SCHOOL GOVERNING BODY

Minutes of the meeting of the full governing body held on 13th July 2021 at 4pm. The meeting was held virtually using Zoom.

Membership (A denotes absence)	Mrs L Lyon, Chair
	Mrs C McCrone, Vice-Chair
Absent	Cllr L Ali, Associate Member
	Mrs S Blakeway, Vice-Chair
Apologies	Mr F Folorunso
	Ms A Fuller
	Ms J Kervick
	Mrs C Morris
	Cllr A Peach
	Miss T Reid
	Mrs L Patel, Deputy Head
	Miss A Dawson, Headteacher
In Attendance	Mrs C Colmore, Clerk to the Governors
	Mrs J Travis, business manager

Governors confirmed they were in a confidential space.

The meeting took place in accordance with the Virtual Meetings Policy.

PRELIMINARIES

FGB3/20-21/01 APOLOGIES FOR ABSENCE

ACTION

Apologies for absence were received and approved from Femi Folorunso.

Amy Fuller had sent apologies for late arrival.

NOTTINGHAM NURSERY AND DEAF PROVISION

It was agreed to add a report on Nottingham Nursery and the Deaf Provision to the agenda.

NOTTINGHAM NURSERY

The Chair reminded governors that a proposal, received from the Chair of the governing body of Nottingham Nursery, had been uploaded to GovernorHub. **Governors expressed disappointment that there was limited detail in the proposal about the future structural relationship between Nottingham Nursery and Mellers Primary School.**

The Chair informed governors that the Headteacher and Laura Patel, supported by Leanne Sharp from LA HR, had managed the process of reorganisation at the Nursery so that, from September 2021, it would have a sustainable staffing structure and high-quality staff in post. Laura Patel advised that private care numbers were increasing, improving income.



The Chair of the governing body of Nottingham Nursery had requested that Laura Patel remain in post as head of the Nursery School until August 2022. Governors asked whether Laura Patel would be full-time at the Nursery and were advised that the current arrangement would continue.

Governors were informed that NST, led by Sarah and Pat Fielding, were keen for a formal structure across Mellers and Nottingham Nursery, with the options being federation or collaboration. The Headteacher advised that federation provided the stronger option, but would require the dissolution of both existing governing bodies and the formation of a new federation governing body. Committees could be put in place for each school. There were some concerns that the chair of the governing body of Nottingham Nursery might not be prepared for this to progress.

The Headteacher advised that partnership working with families who had children at both Nottingham Nursery and Mellers was of value for supporting and safeguarding children. The resources across both sites would be mutually beneficial.

Governors asked about the view of the LA. The Headteacher responded that they had appealed to the LA, with little action taken; however, Nick Lee, Director of Education Services, was aware of the recommendation from NST. **Governors were disappointed that Nick Lee had not proactively taken action, despite giving governors the assurance that he would when he had attended a meeting of the governing body.**

Governors asked about the request to the Secretary of State, following the Schools Forum decisions agreeing additional money for the Nursery, and were informed the Secretary of State had refused; however temporary additional funding was being provided through the LA.

Governors agreed that continuing to support Nottingham Nursery was in the best interests of the children and the community, building on the excellent work already undertaken by Laura Patel as acting head of the Nursery.

Governors considered the risks around the process of federation, recognising the importance of rigorous due diligence. They were concerned at:

- The projected deficit at the Nursery until 2023-24;
- The potential for change to be stalled by Nottingham Nursery governing body;
- The ongoing use of the Forest School and ensuring that it being on land owned by LEAD Radford Primary Academy was not an issue. Laura Patel assured governors that the arrangements for the ongoing use of the Forest School were secure;
- The need for the LA to lead on the project. Governors agreed that the Chair request that the LA delegate this to NST;
- The process of change, including the time and energy involved;
- Whether there was any means of the LA requiring the change to a federation across both schools.

Chair

It was agreed that Laura Patel had a conflict of interest. It was noted that technically, as an associate member, she could not vote on the proposals.

Governors:

- Unanimously approved Laura Patel as acting head of Nottingham Nursery for the academic year 2021-22



- Unanimously agreed to progress towards federation with the Nursery, with federation to be in place by September 2022.

The Chair would email Pat and Sarah Fielding and Nick Lee and inform them of the decisions.

Chair

5pm Amy Fuller joined the meeting

DEAF PROVISION

The Headteacher informed governors that transition was progressing well, with staff and pupils having visited and equipment being brought over prior to the summer. Parents were enthusiastic and pupils and staff in school were all excited by the new opportunity.

There was no building for the provision for the autumn term, as the builders had not yet been contracted by the LA. The Headteacher suggested that a permanent garden room, part funded by the school, be installed, to be used initially for the deaf provision. It would need to be large enough to accommodate 2 groups of 6 pupils and would have a legacy value for use by the school following the building of the permanent deaf provision classrooms.

It was agreed that:

- The Chair would email the relevant LA officer, David Solomon, informing him that the governing body wanted a garden room installed for the deaf provision, rather than having temporary mobile classrooms;
- Up to £10K be allocated for the building, with any additional expenditure to be approved by the Chair and Chair of the Finance Committee;
- Cllr Peach would liaise with LA planning on behalf of the school to expedite the new build.

Chair

**Cllr
Peach**

FGB3/20-21/02 DECLARATION OF INTEREST

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

FGB3/20-21/03 MEMBERSHIP

Current membership

Details of the membership was available on GovernorHub.

Attendance requirements

It was noted that a governor who, without the consent of the governing body, has failed to attend their meetings for a continuous period of six months beginning with the date of the first such meeting the governor fails to attend, is, on the expiry of that period, disqualified from continuing to hold office as a governor of that school. (The School Governance (Constitution) (England) Regulations 2012).

There were no absences to consider.

Vacancy update

The governing body had vacancies for 1 parent governor and 3 co-opted governors.

It was agreed to co-opt Amy Fuller and Laura Patel to the co-opted governor vacancies. They had previously been associate members.



A parent governor election would be held in September – school business manager to arrange.

SBM

It was noted that a potential co-opted governor, who had attended one committee meeting, had ceased to show interest in joining the governing body.

The Clerk would write to invite Cllr Wendy Smith, former teacher of the deaf and member of the local governing board of Firbeck Primary, whether she would consider joining the governing body.

Clerk

End of terms of office

No issues to address.

Get information about schools (GIAS) check

The clerk had reviewed governor information on Get information about schools (GIAS) website in preparation for the meeting and reported the information that it needed to be updated. School business manager to action.

SBM

FGB3/20-21/04 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 23rd March 2021, a copy of was available on GovernorHub, were taken as read and confirmed as an accurate record of the meeting.

Action points

Reference	Action	Responsible	Outcome
FGB2/20-21/02	Write letter regarding Nottingham Nursery to GB of the Nursery and Nick Lee	Chair	Actioned
FGB2/20-21/03	Letter of thanks to Dr Abakir	Chair	Actioned
FGB2/20-21/03	Hold parent governor election	Headteacher	In September
FGB2/20-21/03	Complete declarations of interest for the register of pecuniary interests on GovernorHub	All governors	Actioned – the clerk would contact any governor needing to take action
FGB2/20-21/03	Update GIAS	Headteacher	School business manager to action
FGB2/20-21/03	Check governor DBS checks were complete	School business manager	The school business manager was updating specific DBS checks
FGB2/20-21/04	Confirm agreement with Code of Conduct on GovernorHub	Governors	Actioned – the clerk would contact any governor needing to take action
FGB2/20-21/04	Send terms of ref to the Headteacher, so committee	Chair / Headteacher	Actioned – Chair to check

Clerk

Clerk



	membership could be uploaded to the website			Chair
FGB2/20-21/06	Parental agreement signed by parents when children joined school - add a clause confirming the agreement covered the full period the child attended Mellors and that regular reminders of the agreement should be included in newsletters.	Headteacher / school business manager	Carried forward	HT / SBM
FGB2/20-21/06	Investigate signage reminding parents and other adults of the behavioural requirements	Headteacher / school business manager	Carried forward - school business manager to action	HT / SBM
FGB2/20-21/07	Liaise with Amy Fuller regarding progress of pupils after transition to Ellis Guilford	Headteacher	No longer required. Amy Fuller said that Will Robinson, Teach First, had visited Mellors and been immensely complimentary.	
FGB2/20-21/09	Approval of budget	Finance and general purposes committee	Actioned	
FGB2/20-21/11	SFVS	School business manager / Finance and general purposes committee	Actioned	
FGB2/20-21/12	Circulate results from pupil survey	Headteacher	Not required	
FGB2/20-21/13	Letter to Cllr Meller regarding John Carrol Leisure Centre	Headteacher / Chair	Actioned Regretfully it had now closed.	
FGB2/20-21/18	Complaints Policy review	Headteacher / Finance and general purposes committee	Actioned.	

Matters arising

No other actions reported.

FGB3/20-21/05 CHAIR'S OR VICE CHAIR'S EMERGENCY ACTION SINCE LAST MEETING



The Chair reported that she had attended a school meeting with a parent where expectations for behaviour had been defined, including agreement of the method of communication with school to be used by the parent.

FGB3/20-21/06 CORRESPONDENCE ITEMS

From the Chair

No correspondence reported.

From the Headteacher

No correspondence reported.

From the Clerk

No correspondence reported.

SCHOOL PROGRESS

FGB3/20-21/07 HEADTEACHER REPORT TO GOVERNORS

The Headteacher led governors through the report, which was available on GovernorHub.

Governors asked about the expectation from the foundation subject data which was being analysed by the subject leaders. The Deputy Head advised that they had worked with the SIMS team to develop a system for collating data for foundation subjects. The data was new and therefore there were no comparators. Having developed the curriculum first, to implementing the data collection system, ensured that the data collected was valuable to school.

The reading, writing and maths data was in the report. The Headteacher led governors through the data, informing them that the children most adversely affected had been in the early years, particularly in communication and language, which was now a focus for the children. The phonics result at 66% was below usual outcomes, but not exceptionally so. Year 2 data showed children's attainment was somewhat lower than typical, with writing the aspect where children were further behind. The year 6 data were very strong as a result of the excellent online offer, with a combined of 65% and 7% greater depth. Again, writing was the area below. **Governors asked whether the writing had been moderated** and were informed that as the testing was voluntary there had been no external moderation; however, staff had attended moderation training.

Governors asked whether there was any mechanism for comparisons with other schools and were informed that it would be available in the autumn term through DAISI and FFT Aspire.

Governors asked about the 3 fixed term exclusions and were informed it was a single incident involving 3 year 5 boys who had brought butter knives into school. Behaviour support were involved and the new emotional support staff member would work with the children.

Governors asked whether there any increase in safeguarding and were informed numbers had increased. The safeguarding team were exceptionally vigilant and diligent in seeking external support, escalating as necessary.

Governors asked about the replacement of the Place 2 Be counsellor and were advised recruitment had not been successful, and so the post would be re-advertised.

The Chair was invited to attend the meeting with the SIA, which would focus on school



improvement progress and objectives for 2021-22.

It was noted the budget looked healthy with a £42K projected outturn. An additional £12K Covid catch-up income had also been received, which was being used to fund an unqualified teacher and agency support.

The Headteacher led governors through the staff changes as detailed in her report.

Governor asked the Headteacher to pass the sincere thanks of the governing body to staff for all that had been achieved in the past year and to the Headteacher, Deputy head and the senior leadership for their excellent leadership, both in school and at Nottingham Nursery.

FGB3/20-21/08 UPDATE ON COVID CATCH UP FUNDING, PUPIL PREMIUM AND SPORTS FUNDING

The Headteacher advised that the Finance Committee had oversight of the expenditure of both Pupil Premium and Catch-Up income. The money had been used effectively and had a substantial impact on children's progress. The Catch-Up funding had been used for additional support for children including the release of teachers to support children.

Governors asked about guidelines on Covid restrictions. The school would retain all current restrictions, in line with LA guidance, until the end of the term and review from September.

FGB3/20-21/09 UPDATE ON APPROVAL OF BUDGET 2021-2022 AND CURRENT IN YEAR FINANCIAL POSITION

Approved at the Finance Committee.

FGB3/20-21/10 CONFIRMATION OF COMPLETION, APPROVAL AND SUBMISSION OF SFVS

The SFVS had been completed, received by the Finance Committee, and returned to the LA.

Governors thanked the school business manager for her exceptional support for the school and asked that their thanks be passed to the whole office team.

FGB3/20-21/11 POLICIES FOR REVIEW/APPROVAL

The following policies were approved:

- Attendance and Punctuality policy;
- Feedback to Children policy;
- ICT and Acceptable Internet Use policy;
- Menopause policy;
- Packed lunch policy – to be amended to remove reference to children bringing water bottles;
- GDPR policies;
- IT and acceptable internet use policy, including peer on peer abuse;
- Loss and damage policy.

FGB3/20-21/12 GDPR UPDATE

The school business manager advised that she had completed a mini audit which had identified a few data processor agreements which were required – school business manager to action.

SBM

Carol McCrone advised that where the LA was the system provider one was not required.



FGB3/20-21/13 CONSIDER ARRANGEMENTS FOR HEADTEACHER PERFORMANCE MANAGEMENT FOR ACADEMIC YEAR 2021-2022, INCLUDING APPOINTMENT OF EXTERNAL ADVISOR AND APPROVAL OF PERFORMANCE MANAGEMENT GOVERNORS

It was agreed that:

- Liz White, SIA through NST, would act as external advisor;
- The appraisal governors were the Chair and Sue Blakeway.

The Chair advised that a mid-term review had been held

FGB3/20-21/14 PUPIL AND STAFF WELL-BEING

In the Headteacher's report

GOVERNOR REPORTS

FGB3/20-21/15 REPORTS FROM COMMITTEES

Reports from the following committees were received:

- Finance Committee met 23rd April 2021.
- Pupil Progress Committee met 13th May 2021
- Pupil and Curriculum Committee met 19th April 2021.

Minutes from all committees were available on GovernorHub.

FGB3/20-21/16 GOVERNOR TRAINING AND DEVELOPMENT

No items reported.

FGB3/20-21/17 REPORTS FROM GOVERNOR VISITS

Governors would send the reports to the Headteacher for uploading to the Blog. Visits included:

- Chair – English and KS2;
- Sue Blakeway – Art, maths, RE, DT and MFL;
- Cecelia Morris – computing and science;
- Teeny Reid – PE;
- Carol McCrone – KS1 action plan, SEND, geography and history. Year 3 had visited Nottingham Castle prior to its reopening;
- Jo Kervick – RSHE.

FGB3/20-21/18 END OF YEAR IMPACT STATEMENT

The Chair would draft the impact statement and circulate to all governors.

Chair

Governors were invited to contact the Chair regarding suggestions for a meeting at the start of the year to plan the year ahead and review the Impact Statement.

REPORTS TO GOVERNORS

FGB3/20-21/19 LA AND DFE REPORTS

Determined admission arrangements for Nottingham City community/maintained schools 2022-2023

ACTION FOR GOVERNORS

Governors noted the report, including:

- The determined admissions arrangements and oversubscription criteria for 2022-2023;



- The planned admission number;
- The timelines for the 2022-2023 co-ordinated admissions process;
- The requirement that the information was on the school's website.

DfE statutory guidance: Early Career Framework induction programme for teachers (September 2021)

Information

From 1st September 2021, the new two-year Early Career Framework induction programme for early career teachers (ECT) will replace current NQT induction arrangements.

Governors noted the three options for delivering the new induction requirements:

The main changes are:

- The term early career teacher (ECT) will replace newly qualified teacher (NQT);
- The induction programme for ECT's will last for two years (NQT programme is one year);
- ECTs will get a 5% timetable reduction in their second year of induction. The first year remains at a 10% reduction;
- Induction mentors will support ECT's through induction, this is a new post and is separate from the existing requirement to have an induction tutor.
- There will be two formal assessment points, one mid-term and one at the end of the programme;
- Additional funding will be available to the school to help cover the costs of the ECT's timetable reduction and time spent with their mentor.

Governors are recommended to;

- Discuss SLT's preferred option for delivery of the new programme;
- Ensure the induction policy takes into account the changes from 1st September 2021 and is reviewed and approved by governors.

The Headteacher advised that the school was following NST's recommendation and using the Flying High induction programme.

FGB3/20-21/20 NST REPORT FROM SPRING 2021

For information only. The Clerk would check the location on GovernorHub.

Clerk

CONCLUDING ITEMS

FGB3/20-21/21 SAFEGUARDING AND CHILD PROTECTION

In Headteacher's report.

FGB3/20-21/22 HEALTH AND SAFETY UPDATE

No issues raised

FGB3/20-21/23 EQUALITY INCIDENTS REPORTED SINCE THE LAST MEETING

In Headteacher's report.

FGB3/20-21/24 ARRANGEMENTS FOR CHAIR TO INSPECT SCHOOL RECORDS

The Chair would visit and review the school's records.



FGB3/20-21/25 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

The following meeting dates were agreed:

Autumn 2021;

Thursday 18th November 2021 at 4.00pm.

Spring 2022;

Thursday 24th March 2022 at 4.00pm.

Clerk to consider how to automate dates in diaries.

The Chair would develop a schedule for the committee meetings.

Clerk
Chair

FGB3/20-21/26 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that no items be deemed confidential for the purpose of the minutes,

The Headteacher thanked the GB for their support throughout the year.

Communication of the decisions made was considered, and it was agreed that the school would undertake all communication with the stakeholders.

The meeting closed at 6.10pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:

Reference	Action	Responsible	Outcome
Nottingham Nursery	Email Pat and Sarah Fielding and Nick Lee and inform them of the Nottingham Nursery decisions	Chair	
Deaf provision	Email the LA officer David Solomon, informing him that the governing body wanted a garden room installed for the deaf provision, rather than having temporary mobile classrooms Cllr Peach would liaise with LA planning on behalf of the school to expedite the new build.	Chair Cllr Peach	
FGB3/20-21/03	Arrange for parent governor election	School business manager	
FGB3/20-21/03	Invite Cllr Wendy Smith to join the governing body	Clerk	
FGB3/20-21/03	Update GIAS	School business manager	
FGB3/20-21/04	Contact any governor needing to complete declarations of	Clerk	



	GovernorHub		
FGB3/20-21/04	Check terms of ref uploaded to the website	Chair	
FGB3/20-21/04	Parental agreement signed by parents when children joined school - add a clause confirming the agreement covered the full period the child attended Mellers and that regular reminders of the agreement should be included in newsletters.	Headteacher / school business manager	
FGB3/20-21/04	Investigate signage reminding parents and other adults of the behavioural requirements	Headteacher / school business manager	
FGB3/20-21/12	BDPR compliance actions	School business manager	
FGB3/20-21/18	Draft and circulate an Impact Statement	Chair	
FGB3/20-21/20	Ensure NST report was on GovernorHub	Clerk	
FGB3/20-21/25	Clerk to consider how to automate dates in diaries. The Chair would develop a schedule for the committee meetings.	Clerk Chair	

ATTENDANCE AT GOVERNING BODY MEETING 2020-21

Governor Name	FGB 19.11.20	PPC 22.9.20	PCC 29.09.20	FGPC 5.11.21	SPECIAL FGB 23.2.21	FGPC 9.2.21	PPC 26.1.21	PCC 3.2.21	F&GP 9.2.21	FGB 23.3.21
Mr A Abakir	✓									RESIGNED
Mrs S Blakeway	✓	✓	✓		✓		✓	✓		✓
Miss A Dawson	✓	Apols	✓	✓	✓	✓	✓	✓	✓	✓
Mr F Folorunso	✓		✓		✓			✓		✓
Ms J Kervick	✓		✓		✓			✓		✓
Mrs L Lyon	✓	✓	Apols	✓	✓	✓	✓	✓	✓	✓
Mrs C McCrone	✓	✓	✓	✓	✓	✓	✓		✓	✓



Mrs C Morris	✓				✓			✓		✓
Cllr A Peach	✓			✓	✓					✓
Miss T Reid	✓	✓	✓		✓		✓	✓		✓
Associate members										
Cllr L Ali	✓		✓							
Mrs L Patel	✓	✓	✓		✓	✓	✓	✓		✓
Mrs J Travis	✓			✓		✓				✓
Mrs A Fuller	✓									✓

Governor Name	FGPC 28.04	PPC 13.05	PCC 19.05	FGB 13.07
Mr A Abakir	RESIGNED			
Mrs S Blakeway		✓	✓	✓
Miss A Dawson	✓	✓	✓	✓
Mr F Folorunso		Apols	✓	Apols
Ms J Kervick			✓	✓
Mrs L Lyon	✓	✓	✓	✓
Mrs C McCrone	✓	✓		✓
Mrs C Morris			✓	✓
Cllr A Peach	Absent			✓
Miss T Reid		✓	✓	✓
Associate members				
Cllr L Ali				
Mrs L Patel				Appointed as co-opted governor - attended
Mrs J Travis				✓
Mrs A Fuller				Appointed as co-opted governor - attended