



## MELLERS PRIMARY SCHOOL GOVERNING BODY

Minutes of the special meeting of the governing body to plan for the operation of the governing body for the forthcoming year, held on 9<sup>th</sup> September 2021 at 3.30pm. The meeting was held virtually using Zoom.

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Membership  
(A denotes absence)

Mrs L Lyon, Chair  
Mrs C McCrone, Vice-Chair  
Absent Cllr L Ali, Associate Member  
Mrs S Blakeway, Vice-Chair  
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

Governors confirmed they were in a confidential space.

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

### PRELIMINARIES

#### SPECIAL/21-22/01 APOLOGIES FOR ABSENCE

**ACTION**

There were no apologies for absence.

The Chair had uploaded the draft impact statement, monitoring plan and schedule for meetings on to GovernorHub.

#### SPECIAL/21-22/02 DECLARATIONS 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.

It was agreed that governors should use either a Nottingham City Council email address or a Mellers email address.

#### SPECIAL/21-22/03 IMPACT REPORT

The Chair had developed the draft impact statement based on the activities of the governing body over the previous year, including information from the governors' blog, reports from governors and the minutes from meetings. It included a reflection on the progress made in school throughout the pandemic, despite all the challenges which faced both the school and the governing body, and the continued involvement of members of the governing body in both monitoring and providing strategic leadership.



Minor suggestions for amendment were noted, including adding the focus of the governing body on both the wellbeing of staff and pupils and the safeguarding of children.

The impact statement was approved for publishing on the school's website.

Governors asked about the response from pupils to the new library and were informed that the staff and pupils were very excited by the new library, with the formal launch to be held in the next week. The Headteacher added that a link had been developed with Nottingham High School which included support with the library. Photos of the new library were available on GovernorHub.

### **SPECIAL/21-22/04 MONITORING PLAN**

The Headteacher informed governors that the School Development Plan would be finalised shortly, with three areas of development:

- Curriculum development and quality first teaching, focused on writing, spelling, the oracy project and creativity;
- Implement the focus provision for deaf pupils successfully, integrating the staff and children into the Mellers' Way
- Wellbeing, with a focus on staff supervision.

The Headteacher had invited the Chair and Vice-Chairs to attend the session with staff which would look at the strategic plans for the schools, including the SEF and SDP.

Governors gave consideration to the committee membership and link roles. Amy Fuller was invited to choose which committee she would wish to join. She was added to the humanities team for monitoring.

**AF**

Wendy Smith, who was joining the governing body as an associate member, would be included within the SMSC and focus provision monitoring team. The Chair and Clerk would liaise with Wendy Smith.

**Chair / Clerk**

The committee membership and link areas, as detailed in the monitoring plan, were approved.

The monitoring weeks would be checked with the school's diary – Chair to add to the plan.

**Chair**

All the documents would be available on the school's website.

### **SPECIAL/21-22/05**

#### **Nottingham Nursery**

The Chair and Headteacher had met with the CEOs of NST, who were now leading the process for the federation of Mellors Primary School and Nottingham Nursery School. A meeting was scheduled for 13<sup>th</sup> September with the heads, chair and vice chairs of both schools, Nick Lee, and Pat Fielding as chair, to start the formal process.

Governors asked whether a formal federation would replace both governing bodies and were informed it would result in a single federation governing body covering both schools. There was the potential for committees for each school.

Governors asked about the financial implications and were informed this needed to be considered as part of the process.





### **Focus Provision for Deaf Children**

The Headteacher advised that the start had been excellent, with staff and children having settled in well. The focus provision team were very pleased to be part of Mellers.

The Headteacher was concerned at the delay from the LA in both achieving planning permission and the building the new classrooms. The governing body had suggested an interim solution, to be part funded by the school, of a new garden room; however the LA had not approved the proposal. Two small temporary classrooms had therefore been put on site, which were entirely unsatisfactory. The LA had advised that the new build would not been available until July 2022.

The governing body fully supported the Headteacher and Chair in requiring the LA to expedite the process and agreed that the Headteacher and Chair should continue to put pressure on the LA to install the permanent buildings as soon as possible. The Chair, on behalf of the governing body, would send a request to Cllr Peach, requesting support.

Governors were concerned at the excessive time the LA had implied was needed for planning permission to be granted, particularly as the provision was for vulnerable children, and the provision had been moved to Mellers at the request of the LA.

Governors asked about interaction of the focus provision children with the rest of the school and were informed the children were largely in classrooms with their hearing peers, integrated within the school.

### **Parent governors**

HT

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

### **SPECIAL/21-22/06 COMMITTEE DATES**

#### **Full governing body meetings:**

##### **Autumn 2021**

Thursday 18<sup>th</sup> November 2021 at 4.00pm.

##### **Spring 2022**

Thursday 24<sup>th</sup> March 2022 at 4.00pm.

### **Dates for Committee Meetings 2021/2**

#### **Autumn 2021**

Pupil Progress Committee – 22.9.21

Pupils and Curriculum Committee – 29.9.21

Finance Committee – 4.11.21

Pay Committee – 29.9.21 at 3.30pm

#### **Spring 2022**

Pupil Progress Committee – 26.1.22

Finance Committee 9.2.22

Pupils and Curriculum Committee – 23.2.22

#### **Summer 2022**

Finance Committee-27.4.22

Pupil Progress Committee - 18.5.22

Pupils and Curriculum Committee – 8.6.22



All committee meetings to start at 1.30pm.

Each committee meeting would look at Ofsted progress.

**SPECIAL/21-22/06 CONFIDENTIALITY AND COMMUNICATION**

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

**The meeting closed at 6.10pm**

**Signed by the Chair:**

**Date:**

**ACTION POINTS FROM THE MEETING:-**

Ref	Action	Responsible	Outcome
04	Choose committee membership	Amy Fuller	
04	Contact Wendy Smith	Chair / Clerk	
04	Update the Impact Report and Monitoring Plan	Chair	
05	Write to Cllr Peach seeking support in getting the new classrooms installed with urgency	Chair	
05	Arrange for parent governor election	Headteacher	





## Mellers Primary School Governing Body

### Pupil Progress Committee 22<sup>nd</sup> September 2021 at 1.30pm

#### MEMBERSHIP (A denotes absence)

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

#### IN ATTENDANCE

Daniel Harvey, clerk to the governing body  
Laura Patel, Deputy Headteacher and associate member of the governing body  
Joanne Kervick

#### PPC1/21-22/01 APOLOGIES FOR ABSENCE

Apologies for absence received from Celia Morris and Teeny Reid. Absence approved.

#### ACTION

#### PPC1/21-22/02 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.

#### PPC1/21-22/03 MINUTES FROM THE PREVIOUS MEETING OF THE COMMITTEE

The minutes from the meeting held on 13<sup>th</sup> May 2021 were approved as an accurate record of the meeting.

#### Matters arising from the minutes

ACTION POINTS FROM THE MEETING:		
To be undertaken by	Action	Reference
PPC1/06/21-22	Visit the nursery	Sue Blakeway
PPC1/07/21-22	Monitoring focus on years 3 and 4	Next agenda

The committee Chair informed the meeting she visited nursery during the summer term following concerns raised around the number of children with special educational needs. The committee Chair said the nursery team are able to provide the support required for all the pupils.

#### PPC1/21-22/04 SUMMARY OF SCHOOL PROGRESS DATA FOR THE END OF THE ACADEMIC YEAR 2020-2021

The Headteacher commented the data discussing during the meeting has been made available on governorhub, governors confirmed they had received the data report.

Governors heard the school is pleased with the outcomes of the Year 6 cohort, the Headteacher said this is partially due to the high engagement with the remote learning of that cohort.



Governors noted 65% of the cohort achieved expected standard in reading, writing and maths. The Headteacher said the data gathered was from teacher assessments and this is accurate. Outcomes for writing were 64.5% which was down 11.3% on the previous year, the Headteacher said writing in particular was significantly impacted due to the lockdowns and this is representative of a local and national picture. The outcomes in reading and maths were up against the previous years.

**Governors asked, why writing was in particular effected.** The Headteacher said the main reason is down to the difficulty in delivering writing intervention work remotely.

The Headteacher said pupil premium pupils have been the most adversely affected by lockdown, of 20 pupils not engaging with the remote learning, 18 of those were pupil premium pupils.

Governors noted that local writing data shows the school is comparable or better than similar schools on the IDACI chart.

The Headteacher said four pupils achieved the highest outcomes in writing.

The meeting discussed the difficulty schools found stretching greater depth pupils through remote learning. Governors commented the reading and maths data is very promising, looking back the work in support outcomes has been very impressive.

Mrs Patel informed the meeting, early year's data has not been confirmed as the school are in the process of completing the baseline, and she explained the school felt it was important for those pupils to go through a settling in period. She said the deadline of completion of the baseline assessment is the end of half-term.

The Headteacher said for those pupils in F2 the data shows that there are no pupils exceeding and these pupils have been impacted significantly during lockdown. She explained the pupils lacked exposure to play based learning and communication with other children. The Headteacher said the school is running an over staffing model across the early years, identifying those concerns around communication and language.

Governors noted remote learning engagement for the early years children would have been difficult due to the difficulty in delivering play based curriculum remotely is difficult to achieve. The Headteacher said the school is aware of this and work is ongoing to address and fill those gaps.

The Headteacher said of the 61 cohort, there are five pupils on an education health care plan (EHCP), the school is focused on ensuring the SEN provision is a high quality. The attainment set is 10-15% lower than previous targets, however the progress will be accelerated. The Headteacher recommended governors monitor early years this year.

The Headteacher said in Year 1, 66% of pupils achieved the standard phonic score. The pattern in Year 3 is similar to the rest of the school, progress in reading is very high, exceeding outcomes were lower than expected and the reason has been identified earlier in the meeting. The target for this year is above those last year, writing outcomes are similar as those across the school.

The Headteacher said target for expected progress for this academic year is 100%.

Governors noted that there has almost been 3 terms worth of learning loss due to lockdowns.





The Headteacher commented the Year 6 cohort is challenging, since joining in Year 2 mobility has been 48%, with a high number of EAL. She commented the attainment data is not going to be as strong as it usually is, however the progress data will be strong. **Governors asked, what additional support is there for EAL pupils.** The Headteacher said with the school using the overstaffing model, TA's are delivering interventions for targeted cohorts, including specific EAL cohorts.

Still gathering data from the deaf provision, recommend asking the lead (Louise Burrow) to present at the next committee meeting. Discussion on inclusivity and including the data for the deaf provision within the school data set.

**Governors asked, where the pressure points are across the school.** The Headteacher said early years, Year 6 and writing across the school.

Governors discussed the monitoring arrangements for the year, it was **agreed Mrs Blakeway** would discuss with the Headteacher the best use of governor monitoring given the data presented and this would be shared with governors.

SB

Governors asked for specific questions that could be brought to the monitoring sessions.

The Headteacher informed the meeting the school development plan is in draft form, once complete the **Headteacher agreed** to email to Mrs Blakeway to look through to produce questions for governors to ask at their monitoring visits.

HT

#### **PPC1/21-22/05 ASSESSMENT PROCEDURES FOR THE CURRENT ACADEMIC YEAR**

Mrs Patel said there has been no great change to the assessment procedure, one area the school is looking to improve is how the school capture the information and how that is shared.

**Governors asked, how many formal assessment points are there during the year.** Mrs Kervick said the formal assessment points are termly, however teachers carry out informal checks following a unit of work.

The Headteacher re-confirmed the reception baseline assessments are taking place and will be completed by the end of this half-term.

#### **PPC1/21-22/06 UPDATE ON PROGRESS OF CHILDREN SINCE THE START OF TERM, INCLUDING THOSE CHILDREN IN THE FOCUS PROVISION FOR NOTTINGHAM CITY DEAF CHILDRENU**

The Headteacher said pupils in the focus provision have settled in very well considering the situation.

Governors heard the school has dealt with high numbers of Covid since the start of the autumn, the situation has been managed calmly and pupils have settled in and it feels a very positive start.

The Headteacher said teachers have missed the face to face engagement with parents and to bridge that gap, teachers are having detailed conversations with parents over the phone to discuss learning ladders, targets for the year and general wellbeing of their children.

**Governors asked for an update on the focus provision building arrangements.** The Headteacher said the school are looking at having a connector between the focus provision and the school



building.

**PPC1/21-22/07 UPDATE ON PROGRESS OF KEY GROUPS, YEAR 6, YEAR 2 AND F2**

Note the key focus for governors will be monitoring of early years and Year 6, the Headteacher recommended adding Year 1 phonics as an additional focus.

The committee agreed 'update on Year 1 phonics' as an agenda item for the next committee meeting.

**PPC1/21-22/08 ANY OTHER BUSINESS**

No other business raised.

**PPC1/21-22/09 CONFIDENTIALITY AND COMMUNICATION**

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

**The meeting closed at 2.30pm**

**Signed by the Chair:**

**Date:**

<b>ACTION POINTS FROM THE MEETING:</b>		
To be undertaken by	Action	Reference
04	Discuss with the Headteacher the best use of governor monitoring given the data presented and this would be shared with governors.	Mrs Blakeway
	Email SIP to Mrs Blakeway to look through to produce questions for governors to ask at their monitoring visits	Headteacher/ Mrs Blakeway





## Mellers Primary School Governing Body

### Minutes of the special meeting of the Governing Body of Mellers Primary School on Wednesday 29<sup>th</sup> September at 1.30pm via Zoom

Membership                      Mrs L Lyon, Chair  
(A denotes absence) A    Mrs C McCrone, Joint Vice Chair  
   A    Cllr L Ali, Associate Member  
   A    Mrs S Blakeway, Vice-Chair  
   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 R Harvey, Clerk to the Governing Body

#### ITEM

#### ACTION

**SPM/01/21/22**

#### **WELCOME AND APOLOGIES FOR ABSENCE**

The Chair welcomed all to the meeting. Apologies for absence were received and approved from the Vice Chairs, both had provided proxy votes to the Chair in advance of the meeting.

**SPM/02/21/22**

#### **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. The Head and Deputy Head declared an interest to any discussion about the proposed federation.

**SPM/03/21-22**

#### **PRESENTATION OF THE FEDERATION PROCESS AND TIMELINES - Presented by Lucy Juby, Project Manager, Local Authority**

Lucy Juby thanked the staff and governors for the support given to the nursery during the last few years and for being supportive of the federation model. There had been a lot of hard working during the last two years to reach the stage of considering going out to consultation to federate. The aspiration of the Local Authority is for the Mellers Primary School and Nottingham Nursery School to federate but the ultimate decision remains with the governing bodies following the consultation.

Lucy Juby presented the key points on a power point (See link to appendix 1):-

- The key elements of a federation;
- The rationale and potential benefits;
- The formal federation process;



- Key stakeholders to consult;
- Suggested timelines

Governors thanked Lucy Juby for her presentation.

SPM/04/21-22

#### DISCUSSION, QUESTION AND ANSWERS

The Chair invited questions.

**The Head asked if the federation would impact on the membership of the current governing body.** The clerk explained, the shadow governing body would move to become the permanent governing body and they would agree the constitution from February 2022. Lucy Juby added, there will be scope to have sub committees within the governance model.

**Governors asked would the existing services and contracts remain going forward.** Lucy Juby said the schools would still remain as separate entities with separate budgets. All staff will continue to be employed by the Local Authority. The rights and liabilities will be transferred to the federated governing body and they will do the due diligence. Contractual issues may arise but they can be resolved as required.

**Governors asked are there examples of successful federations and how they are managed.** Lucy Juby said there are examples and she would circulate a link of examples of federations to governors.

L Juby

**Governors asked if there could be potential for confrontation.** The Head said that she and the Deputy Head had the same vision, and does not envisage any issues that could cause confrontation. The Chair added, we have taken a big leap forward and a lot of the negative discussion is behind us. We now have a positive way forward.

**Governors asked would the membership to NST continue.** The clerk said both schools were members of NST and this would not change.

**Governors asked if the committee structures remain and governors continue on the committees within their schools.** The clerk said members of the shadow governing body would be on the committees. The members would not be split depending on the school they previously represented.

**Governors asked are there expectations to add more schools to the federation.** Lucy Juby confirmed there are no expectations to add any more schools.





**SPM/05/21-22      APPROVAL TO PROGRESS TO CONSULTATION ON THE  
FEDERATION PROPOSAL**

The Chair said the Vice Chair had raised a concern about finance. The Chair said the support received from Trish Lockhart, Schools Finance, Local Authority had been invaluable and with her support and the SBM, they would work together to make it work. The Head added we need to be mindful of shifts in funding and the Early Years funding is unstable, so we would look to the Local Authority for support.

Following a brief discussion, governors unanimously **approved** to consult on the federation proposal.

**SPM/06/21-22      AGREE THE STRUCTURE AND REPRESENTATIVES TO JOIN THE  
SHADOW GOVERNING BODY**

The clerk explained the shadow governing body would be made up from equal representation of the two schools plus one independent governor, totalling 9 overall. Each school will have the following governor representatives:-

- 2 x co-opted
- 1 x parent
- 1 x staff

The Local Authority nominated Margaret-Anne Dickie to be the independent governor on the shadow governing body. The shadow governing body would appoint at the inaugural meeting on 7<sup>th</sup> October at 4.00pm.

The following governors were confirmed on the shadow governing body:-

Co-opted – Sue Blakeway and Cecilia Morris

Staff – Joanne Kervick

Parent – Femi Folorunso

**SPM/07/21-22      DETERMINE CONFIDENTIALITY AND COMMUNICATION**

It was agreed the minutes would remain confidential.

**The meeting closed at 2.18pm**

**Signed**

**Date**



# ACTION FROM THE MEETING

Item	Action	Responsible	Outcome
SPM/04/21-22	Circulate the link to examples of federated schools	Lucy Juby	

Academic Year 2021 -2022										
Governor Name	Autumn 2021			Spring 2022						
	SPM 29.9.21									
Mrs L Lyon	Y									
Mrs C McCrone	Apols									
Mrs S Blakeway	Apols									
Mr F Folorunso	Y									
Ms A Fuller	Y									
Ms J Kervick	Y									
Mrs C Morris	Y									
ClIr A Peach	Y									
Miss T Reid	Y									
Mrs L Patel	Y									
Miss A Dawson	Y									
ClIr L Ali (associate)	A									

Appendix 1 (please double click to open)



Federation proposal  
280921.ppt



## Mellers Primary School Governing Body

### Minutes of the pupil and curriculum committee of Mellers Primary School on Wednesday 29<sup>th</sup> September at 2.00pm via Zoom

Membership Mrs J Kervick, Chair  
 (A denotes absence) A Mrs L Lyon  
 A Mrs S Blakeway  
 Mr F Folorunso  
 Ms T Reid  
 Miss A Dawson, Headteacher

In attendance Mrs R Harvey, Clerk to the Governing Body  
 Mrs L Patel, Deputy Head

#### ITEM

#### ACTION

#### P&C/01/21/22 WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed all to the meeting. Apologies for absence were received and approved from Lesley Lyon and Sue Blakeway.

#### P&C/02/21/22 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. There were no declarations of interest to consider.

#### P&C/03/21-22 MINUTES OF THE LAST MEETING, ACTIONS AND MATTERS ARISING

The minutes from the meeting held on 19<sup>th</sup> May 2021, were approved as an accurate record of the meeting.

##### Actions:

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

##### Matters arising:

The Head said the new format to the newsletter had been introduced and asked governors if they had received the newsletter, Governors confirmed this. The governors would provide feedback on the presentation of the newsletter to the Head.

Govs

#### P&C/04/21-22 POLICIES FOR REVIEW AND APPROVAL

The Head summarised the minor updates to the following policies:-





- Behaviour management policy;
- Safeguarding policy;
- Calculation policy.

Governors **approved** the policies.

The Chair presented examples of the Floor Books. The Head said all of our separate subjects are presented in Floor Books. We have moved away from the idea and use of the word "topic" and this has enabled the pupils to have a better understanding of the subject and what they are learning about. The new curriculum is very assertive about wanting children to understand the different strands. Governors would review the floor books as part of their monitoring visits.

#### **P&C/05/21-22 UPDATE FROM THE SCHOOL COUNCIL**

The School Council 2021/2022, were introduced to the committee.

The School Council explained how they receive feedback from pupils on what they would like in their school to support indoor/outdoor learning and activities.

**The Head asked, when the School Council have made a decision to bring change, what are the next steps.** A pupil explained the process of bringing ideas, presenting requests to the Head and provided examples of positive change including the school library.

**Governors asked are pupils using the library and what are the benefits.**

A pupil explained, we have lots of different books, subject areas are easy to find and some books are author specific. The library helps us find information.

**The Head asked what are the differences between the library and the internet.** A pupil said internet searches are not always useful, the library has books at hand and we can put forward suggestions for books we would like to have in the library.

**The Head asked what if a request is unsuccessful.** Pupils said we would try to prove why it is a good suggestion or we would take the request to Lilian Greenwood, MP.

Miss Watts explained, last year the School Council, through the use of suggestion boxes, secured outdoor equipment. The pupils added, we also have ideas for fundraising and we do litter picking.

**The Deputy Head asked about the progress of school tours.** A pupil explained we are planning tours of the school to celebrate the good work and pride we have in our school. The Deputy expanded, there will be no script and some tours will be filmed in different languages.

**The Head asked, what do the School Council need from governors.** A pupil said more outdoor play equipment for lunchtimes. A governor



suggested the installation of outdoor gym equipment. The Head said she would explore costs. **Head**

Governors thanked the School Council for their verbal report.

**P&C/06/21-22 AGENDA ITEMS FOR THE NEXT MEETING**

The following items were agreed for the next meeting:-

- Appraisal targets;
- Review of children's work;
- Pupil wellbeing;
- Focus provision;
- Consideration to the appointment of the new Head Boy and Head Girl.

**Agenda  
items**

**P&C/07/21-22 DETERMINE CONFIDENTIALITY AND COMMUNICATION**

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

**The meeting closed at 3.50pm**

**Signed**

**Date**



# ACTION POINTS FROM THE MEETING

Ref	Action	Who / where / when	Outcome
P&C/03/21-22	Review the newsletter and feedback to the Head.	Governors	
P&C/04/21-22	Explore the cost of outdoor gym equipment.	Head	
P&C/05/21-22	Appraisal targets Review of children's work Pupil wellbeing Focus provision Consideration to the appointment of the new Head Boy and Head Girl.	Agenda item for the next meeting	

# ATTENDANCE AT MEETINGS 2021/2022

Academic Year 2021 -2022										
Governor Name	Autumn 2021									
	SPM 29.9.21	P&C com	Pay com	FGB						
Mrs L Lyon	Y	Apols								
Mrs C McCrone	Apols	-								
Mrs S Blakeway	Apols	Apols								
Mr F Folorunso	Y	Y								
Ms A Fuller	Y	-								
Ms J Kervick	Y	Y								
Mrs C Morris	Y	-								
Cllr A Peach	Y	-								
Miss T Reid	Y	Y								
Mrs L Patel	Y	Y								
Miss A Dawson	Y	Y								
Cllr L Ali (associate)	A	-								





**Minutes of the virtual meeting of the Shadow Governing Body of Mellers Primary School and The Nottingham Nursery School on Thursday 7<sup>th</sup> October 2021 at 4.00pm – 5.30pm**

Membership	Sue Blakeway, Chair
(A denotes absence)	Martin Smith, Vice Chair
	Shamiso Abuka
	Nathalie Bolofo
	Margaret-Anne Dickie (MAD)
(A)	Femi Folorunso
	Joanne Kervick
	Cecilia Morris
	Jennifer Thomas
In attendance	Rachael Harvey, Clerk to the Governing Body
	Lucy Juby, Project Manager, Local Authority

Agenda item no	Item	Action
<b>SGB/01/21-22</b>	<b>Welcome, introductions and apologies for absence.</b> The clerk welcomed all to the meeting. A round of introductions followed.	
<b>SGB/02/21-22</b>	<b>Declaration of interest.</b> Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. Margaret-Anne Dickie(MAD) confirmed she is a governor at two other primary schools outside of Nottingham city.	
<b>SGB/03/21-22</b>	<b>Membership</b> Governors approved the following:- <ul style="list-style-type: none"><li>• The co-option of Nathalie Bolofo as co-opted governor (The Nottingham Nursery)</li><li>• The appointment of Margaret-Anne Dickie as LA nominated governor (independent).</li></ul>	
<b>SGB/04/21-22</b>	<b>Election of Chair and Vice Chair.</b> The clerk sought nominations for the position of Chair. Sue Blakeway self-nominated, there were no further nominations. Sue Blakeway was duly elected as Chair. The clerk sought nominations for the position of Vice Chair. Martin Smith self-nominated, there were no further nominations. Martin Smith was duly elected as Chair.	
<b>SGB/05/21-22</b>	<b>Vision, values, ethos, objectives and priorities.</b> MAD said the shadow governing body would shape the new governing body from February 2022, in terms of the constitution. The governing body must be a minimum of 7 governors and a	



maximum of 20 governors. It will also consider how to conduct business and how it is constructed.

In terms of Ofsted inspections, governors will need to have an understanding of the two schools and ensure effective provision for both schools. The visions of both schools should merge to one overarching vision.

The Vice Chair added, we need a clear understanding of what we want to create and this will be the “golden thread” that goes through everything.

Governors agreed, there also needs to be a clear understanding of what the benefits are.

**SGB/06/21-22**

**Agree the proposal document for consultation.**

Lucy Juby presented the draft proposal (see appendix 1).

MAD reminded governors, this is in statute and we have to publish.

Governors discussed in detail the staffing and how the leadership would be structured, in particular the HoS position at the nursery, currently 0.6 fte and who would be HoS for the 0.4fte.

MAD said staffing forms part of the proposal, so a structure would need to be agreed before consultation starts. The Vice Chair added, the business management across both schools also needs to be clear.

The Chair would ask the Executive Head and HoS to produce a simple structure chart and timeline.

Governors said the fixed term contracts will also need to be considered and addressed.

**Chair**

Lucy Juby said the consultation will be shared with all stakeholders. MAD added, once the process is done, the decision to approve the federation will need to be made by the two governing bodies prior to publishing. The clerk said this is included in the timeline and will take place week commencing 10<sup>th</sup> or 17<sup>th</sup> January 2022. Lucy Juby would upload the proposal document for governors to review.

**Lucy J**

The Chair asked governors to share their ideas for the vision. Governors commented:-

- Giving the best provision for our children, our families and the local community;
- Access to education and breaking barriers;
- Inspiring a love of education for the child and the family;
- Excellent quality care and provision;
- High quality provision of excellence from 0 – 11;
- Sharing of best practice and expertise while learning from each other;

The Chair and Vice Chair would draft a vision statement for governors to review by 15<sup>th</sup> October.

**Chair/  
Vice Chair  
by 15/10**



**SGB/07/21-22**

**Plan the consultation process.**

**(Consultation period 2nd Nov 21 to 13th Dec 21) – note the change from 1<sup>st</sup> Nov for staff to be informed prior to public consultation.**

Lucy Juby suggested ideas for publicising the consultation:-

- Statements on both school websites;
- Social media;
- Face to face meetings.

The Chair suggested to send out via the normal media the schools uses as we know this works well.

Governors considered other consultees and how to reach:-

- Schools in the local area/all schools – publicise via SCENE;
- NST – to email;
- Staff in both schools – questions to Jennifer Thomas (Nottingham Nursery School and Jo Kervick (Mellers Primary School)).

Governors agreed the constitution of the new governing body would be:-

6 x co-opted

1 x Local Authority

2 x staff

4 x parent

2 x Heads (one from each school).

Governors agreed the proposed timelines remain realistic.

**SGB/08/21-22**

**Agree dates for next meeting.**

Thursday 6<sup>th</sup> January at 4.00pm

**SGB/09/21-22**

**Determination of confidentiality and communication.**

It was agreed the minutes would remain confidential.

**The meeting closed at 5.23pm**

**Signed:**

**Date:**

Item	Action	Responsible/ timeline	Outcome
SGB/06/21-22	Ask Exec Head and HoS to produce a simple staff structure chart for the proposal document . Upload the proposal doc to Governorhub Draft a vision statement for the proposal document for governors to consider	Chair  Lucy Juby Chair/V.Chair	





## Appendix 1

### **(Draft) Proposal for the Governing Bodies of Mellers Primary and Nottingham Nursery Schools to become a Federation**

The Governing Bodies are consulting all key stakeholders on this proposal over a 6 week period, from 2nd November to 13th December 2021. Governors wish to hear your views – details of how you can submit them are at the end of this document.

#### Federation proposal background

The Governing Bodies of both Nottingham Nursery and Mellers Primary Schools are consulting on a proposal to form a federation between the two schools, in order to capitalise on the educational, financial, and resource benefits that such an arrangement would bring. There would be many advantages to both schools via such an arrangement and, most importantly, for the benefit of all the children at the two schools.

A federation is a governance structure which provides a firm but flexible basis for closer school to school partnership working. It enables schools to share resources, best practice, facilities and expertise. Schools in a federation retain separate identities, continue to receive full individual budgets and retain existing admission arrangements. The main change is that federated schools operate under the governance of a single, shared governing body and can therefore make strategic and budgetary decisions in the interests of both schools.

The federated governing body will aim to build on the strengths of both schools and to achieve benefits for all pupils across the entire Nursery and Primary phase.

Since 2018, Mellers Primary and Nottingham Nursery have been working closely together to benefit from shared leadership. This arrangement has worked very well and the schools have both benefited from the collaboration... do we want to say how?

Discussion around the sustainability of The Nottingham Nursery, including different models for consideration has been ongoing for some time. The Nursery is highly regarded in terms of provision and its importance to the local community. However, maintained nurseries are facing particular challenges, and decisions around Early Years funding has proved to be extremely challenging.

The Local Authority has worked closely with Mellers Primary leadership and with the lead governors of both schools, to review the staffing structure and to identify a solution since the resignation of the previous Head of Nottingham Nursery School.

We are now at a point, after establishing some interim stability and funding, to move forward. However, we are facing uncertain times with demographic changes and the impact on Early Years provision. This further promotes a rationale for the long-term benefits of federation, while still retaining the unique offer of both schools in the community they serve. The Local Authority recognise this as a positive step to providing excellence from both schools.

Following the successful informal collaboration over the past two years, we now feel the time is right to formalise the arrangement and make the move to a Federation. The Governing Bodies are in



agreement that this formal Federation would further support both schools as they move forward, and provide our children with better and wider opportunities.

Our governing bodies feel that there will be the following particular benefits to this federation:

- Shared vision, ethos and priorities
- Strong collaboration with shared accountability to a wider education community
- Shared and strengthened leadership capacity with an Executive Head to set the strategic direction of both schools, with additional senior leadership support from within each school.
- The opportunity to develop and benefit the nursery phase across both schools
- Transition benefits for pupils from the nursery to the primary phase
- Shared staff expertise across both schools to tackle challenges together
- Increased staff development opportunities
- Improved staff retention and recruitment
- Economies of scale and collective purchasing through shared business management, can help us to manage shrinking budgets
- Flexible budgeting with improved financial sustainability
- Driving school improvement and improved outcomes for pupils
- Governors can come together to share strategic thinking, to combine skills and support each other in challenging times

The shared vision of the federation

To be agreed

#### Staffing

All staff will continue to be employed by the Local Authority and contracts of employment will not change. Shared leadership capacity is currently in place at Nottingham Nursery, provided by a member of the Mellers leadership team. If the Federation proposal is agreed, this arrangement will continue with the added benefit of shared and strengthened leadership of the Executive Head to set the strategic direction of both schools.

#### Constitution of the new Governing Body

In constituting the new Governing Body, we will endeavour to ensure that an equal representation from each school is secured.

#### Budget

Each school continues to receive its own budget. The total allocated budget could be used across both schools but the Federation decides how this will work and if any elements of the budget will be pooled.



### School status

The status of the federated schools will remain as individual maintained schools, but with a shared governing body and Executive Head Teacher, with Nottingham City Council remaining as the admissions authority.

### Inspection

Ofsted recognises that schools are involved in different partnership arrangements. The scheduling of inspections may be adjusted to facilitate a co-ordinated inspection. However, Ofsted will consider the date of the previous inspection for each school in the federation, together with other local information, which may initially make it inappropriate for federated schools to be inspected at the same time.

### Consultation process and what happens next?

The Governing Bodies are consulting all key stakeholders on this proposal over a 6 week period, from 2nd November to 13th December 2021.

The senior teams and governors of both schools, and Nottingham City Local Authority are fully behind the proposal to federate. We need your feedback to ensure our wider community is fully engaged with the process and have the opportunity to consider the benefits of more formal collaboration. This is a proposal to enhance our children's school experience and attainment through shared resources and experiences, which your feedback can influence.

This proposal is being circulated to all parents, carers and staff of both schools, other stakeholders and the Secretary of State for Education. Interested parties are invited to send comments by email to: Lucy Juby, Project manager, Local Authority, by 13th December 2021.

The governing bodies will meet individually by mid-January 2022 to consider the consultation responses and to make a final decision on the proposal to federate. If finally agreed, it is proposed that the federation will be in place from 1st February 2022.





## Mellers Primary School

### Minutes of the virtual meeting of the Finance and General Purposes committee meeting held on 9<sup>th</sup> November 2021 at 10.30am

#### MEMBERSHIP

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

#### IN ATTENDANCE

Mrs C Colmore, clerk to the governing body  
Mrs J Travis, business manager  
Ms G Atherton

#### FGP1/21-22/01 APOLOGIES FOR ABSENCE

There were no apologies for absence.

#### ACTION

#### FGP1/21-22/02 DECLARATION OF INTEREST

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

#### FGP1/21-22/03 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 28<sup>th</sup> April 2021, 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:	
04	Invite Cllr Wendy Smith to join the governing body	Chair of the governing body	Actioned. Cllr Smith would be joining the governing body as an associate member.
04	Send information from Teach First to Chair of the governing body and the committee chair	Headteacher	Actioned Teach First had not been used.
04	Investigate water sewerage costs	School business manager	The school business manager advised that the additional costs related to the charges not having been received in the previous year.
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	Actioned
04	Circulate library designs	Chair of the governing body	Actioned, with the library now opened.



Nottingham Nursery was an agenda item.

#### **FGP1/21-22/04 FINANCIAL UPDATE, INCLUDING AFTER SCHOOL CLUB**

The financial report had been uploaded to GovernorHub prior to the meeting. The Headteacher shared her screen showing the P7 outturn.

The school business manager advised governors that:

- The data included salaries to the end of September with forecasts for the remainder of the year.

#### **Income**

- Income for the focus provision was now included, together with additional grant income.
- When the budget had been set the focus provision income was unknown.

**Governors asked whether focus provision income was adequate** and were informed that sufficient income appeared to have been received, with Janine Walker having provided assurances that hosting the focus provision would not be at detriment to the school's financial position.

**Governors asked whether additional income could be requested.** The Headteacher advised that it would be monitored for the first year and then reviewed. **Governors asked whether Janine Walker was aware the governing body might request additional funding** and were advised that she would listen and had already provided assurances regarding additional costs for teacher increments.

**Governors asked about progress on the build** and were informed that the lack of progress remained frustrating, with the builders requesting to do exploratory digging work in term time. Communication at present with the project manager was not as good as required, with the Headteacher to liaise with Rob Caswell seeking high quality project management.

**Governors asked about the additional costs for the new buildings** and were informed that they would be met by the LA, with the LA to also install the previously proposed garden room.

- HLN funding – additional income received compared with budget.
- Addition pupil premium income received.
- Reduced income from external support.
- Additional grants for schools – universal FSM meals income had reduced – school business manager to investigate. **Governors asked who administered the UFSM income** and were informed it was through the LA.
- Income predicted from the After School Club had reduced.

**SBM**

#### **Expenditure**

- Additional focus provision expenditure noted.
- Supply costs were used for paying for additional time from part time staff.
- Premises – additional focus provision cleaning. **Governors checked that this could be reclaimed** and were assured it could be.
- Admin and clerical – over budget due to cover for maternity leave and the role being undertaken. A parent volunteering in the office had been appointed for reception duties for 4 hours per day.
- Catering – underspend expected.
- Agencies costs exceeded budget.

The school business manager advised that the projected carry forward was in region £63K.





The Headteacher informed governors that the main challenge was staffing as a result of Covid during the first half of the term. Agency supply had been used to ensure continued high quality provision.

Income from Nottingham Nursery for Laura Patel supported the budget. Governors asked whether the school business manager was doing work for the Nursery and were informed that she was providing only minimal support as she did not have capacity. The federation staffing model did not include the school business manager at Nottingham Nursery.

#### **Virements**

The school business manager shared virements related to Covid Catch-up and focus provision. Virements approved.

#### **After School Club**

The school business manager had provided reports on the After School Club. In the previous year there had been a deficit of over £3K. **Governors asked if the staff hours had been used for anything else** and were informed that she had provided support. The projection for the current year was also for a deficit, but considerably smaller.

Governors agreed that the After School Club was a valuable provision, with the school buying places for children in specific circumstances.

It was noted that breakfast club was fully funded from support received. It was very well attended. Governors agreed they did not need a breakdown of income and expenditure for the breakfast club.

**Governors asked about whether additional children could be attracted.** The Headteacher agreed to advertise the After School Club on Facebook; however it was noted that parental working arrangements had changed so there was less need.

Governors asked for a report to the next meeting of the committee.

**SBM**

#### **Five Year Plan**

**Governors asked about projected numbers on roll and** were informed that the school was not affected by reducing numbers and was oversubscribed for places. The reputation of the school supported numbers on roll.

The school business manager advised that the 5 year plan was based on all known expenditure. The revenue balance over time was of concern, with a significant drop in income in 2023-24 resulting in a projected substantial in year deficit. The income reduced, as a result of reduced growth income. The school business manager would continue to liaise with the LA.

Governors agreed that projections were difficult and asked whether LA finance were concerned and were advised that they had explained the reduced income, but had not expressed concern.

#### **Pupil Premium**

**Governors asked about monitoring of pupil premium.** The Headteacher advised Joy Buttress now had responsibility, supported by the school business manager, with disadvantaged children making exceptional progress in school. The Chair of the governing body to meet with Joy Buttress. Committee chair to liaise with the SENCo regarding pupil premium.

**LL  
CMcC**

#### **FGP1/21-22/05 COVID UPDATE**





The Headteacher advised that staffing had been disrupted by Covid, which had made the first half of the term very complex. Lots of families and pupils had also had Covid. Advice had been taken from PHE and the LA. The agency supply costs reflected the need to use external staff.

It was noted there were some long term staff absences.

Governors commended the focus on well-being. A wellbeing survey had been undertaken at the time of greatest pressure, with the responses used to inform practice – Headteacher to circulate.

HT

#### **FGP1/21-22/06 NOTTINGHAM NURSERY UPDATE**

The federation consultation was underway. The Headteacher shared the proposed leadership structure across the federation. She had been advised by Lucy Juby from the LA to further develop the proposal, giving details of the split of time across both school.

Governors asked about impact on contact time for the leadership staff appointed to the new roles. The Headteacher advised that the a key factor was ensuring continuing high quality provision for year 6 at Mellors, whilst ensuring the proposed deputy head roles had leadership capacity. The current assistant heads were noted to already be providing considerable leadership in school.

Governors asked for access to the consultation documents – Headteacher to re-circulate.

HT

#### **FGP1/21-22/07 POLICY REVIEW**

##### Teachers' Pay Award and Pay Policy 2021

The committee chair advised there had been very limited changes.

The Headteacher asked whether there was a means of minimising the work required to make the policy bespoke to the school. Carol McCrone advised that the track changes document, which had been shared, showed what needed to be updated.

Policy approved.

##### Pupil Premium

The policy had been circulated. Policy approved.

##### Level 3 TA

Confidential item – see appendix.

#### **FGP1/21-22/08 STAFFING UPDATE**

##### Early Years staffing structure proposal

Grace Atherton led governors through the proposal for the early years staffing which was shared on screen. Care assistant roles were paid at level 1. It was noted that some staff had come through the apprenticeship route.

Ratios were important in informing the structure with a L2 TA maximum ratio being 8 children whereas for a L3 it was 13. L3 TAs could provide some limited teaching cover.

**Governors asked about the costs** and were advised that they were minimal, although it was noted there would be movement on the pay spine which would increase costs over time.

**Governors asked whether the committee had delegated authority for changes to the staffing structure** and were informed by the Headteacher that the committee was able to make the



decision.

Governors advised that it was necessary to advertise the new posts internally.

Staffing structure as proposed approved.

#### Staffing changes

The Headteacher informed governors about staffing changes, including maternity leave changes.

The Place 2 Be vacancy had not been recruited to, with the Headteacher seeking a refund. The previous employee was providing one day per week counselling.

**Governors asked about the impact of not having Place 2 Be** and were advised it was detrimental for the children. Recruiting to the post was the problem, related to the pay for the role. It was agreed that if necessary the school should move from Place 2 Be and either employ a counsellor directly or contract the service from an alternative organisation. To be discussed by the full governing body. **Full GB**

#### Pay Committee actions to note

The Pay Committee had met and approved the recommendations.

Grace Atherton left the meeting

Confidential item – see appendix.

#### **FGP1/21-22/09 HEALTH AND SAFETY AND PREMISES**

The school business manager would arrange a visit from the LA H&S officer. Committee Chair to attend the visit. The playground had been inspected. **CMcC**

Confidential item – see appendix.

#### **FGP1/21-22/10 BENCHMARKING**

Carried forward to the next meeting, to include salary and agency expenditure. **Agenda**

#### **FGP1/21-22/11 ANY OTHER BUSINESS**

Governors congratulated the Headteacher and school for their excellent celebration to celebrate the school's anniversary.

#### **FGP1/21-22/12 CONFIDENTIALITY AND COMMUNICATION**

It was **agreed** that no items be deemed confidential for the purpose of the minutes, with the exception of items from FGP1/21-22/ Policy Review, FGP1/21-22/09 Staffing Update and from FGP1/21-22/09 Health and Safety.

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	Investigate universal FSM income	School business manager
04	After School Club report to the next meeting	School business manager
04	The Chair of the governing body to meet with Joy Buttress. Committee chair to liaise with the SENCo regarding PP	Lesley Lyon Carol McCrone
05	Circulate wellbeing survey outcomes	Headteacher
06	Circulate consultation documents	Headteacher
08	Discussion of provision of counselling services	Full governing body
08	Inform staff about UPS movement	HT
09	Attend health and safety visit	Carol McCrone
09	Write to Janine Walker regarding levels of special need in school	Lesley Lyon
10	Benchmarking to include salary and agency costs to be received for the next meeting of the committee	Agenda for next meeting / school business manager





## MELLERS PRIMARY SCHOOL GOVERNING BODY

**Minutes of the meeting of the full governing body held on 6<sup>th</sup> December 2021 at 4pm. The meeting was held virtually using Zoom.**

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Membership  
(A denotes absence)

Mrs L Lyon, Chair  
Mrs C McCrone, Vice-Chair  
Cllr L Ali, Associate Member  
Mrs S Blakeway, Vice-Chair  
Ms H Darko  
Mr F Folorunso

Apols

Ms A Fuller  
Ms J Kervick  
Mr A Kabir  
Mrs C Morris  
Cllr A Peach  
Miss T Reid  
Cllr W Smith, associate member  
Mrs L Patel, Deputy Head  
Miss A Dawson, Headteacher

In Attendance

Mrs C Colmore, Clerk to the Governors  
Mr P Fielding, CEO NST

The Chair welcomed the new members of the governing body, Cllr Wendy Smith who was joining as an associate member with a focus on the deaf provision, and newly elected parent governors Hannah Darko and Aseal Kabir. Wendy Smith informed governors about her background as a teacher of the deaf and a governor at the school which had previously had the focus provision. Both parent governors introduced themselves and expressed their commitment to Mellers Primary School. A round of introductions followed.

### PRELIMINARIES

Note: The meeting took place in accordance with the Virtual Meetings Policy. Governors confirmed they were in a confidential space

### FEDERATION WITH NOTTINGHAM NURSERY

Pat Fielding was attending the first part of the meeting to support the discussions regarding federation.

Teeny Reid left the meeting due to health (Covid).

Sue Blakeway reported on the meeting of the shadow governing body, advising that the shadow governing body was keen to ensure the federation developed successfully. The consultation process was underway with a completion date at the end of the month, with the shadow governing body to next meet in the new term.

Governors thanked Femi Folorunso, Celia Morris, Sue Blakeway and Jo Kervick for their work on the shadow governing body.

Pat Fielding offered to answer any questions. He advised governors that both the LA and NST were delighted by the developments. He placed on record thanks from both the LA and NST for the governing body's work in supporting Nottingham Nursery and the development of the federation.



Laura Patel, head of school for Nottingham Nursery and deputy headteacher informed governors that the Nursery had received a first Ofsted inspection for the under twos provision and had been judged a secure good. The areas for development would further enhance the provision. The under twos provision had grown, with 6 babies now with places. The Headteacher added that the growth in interest in places for the under twos was testament to the leadership of the Nursery by Laura Patel.

Governors asked what would happen after the consultation process was completed and were advised the governing bodies of both schools would need to meet to receive the responses to the consultation and decide whether to proceed – meeting date agreed as 12<sup>th</sup> January 2022 at 4pm. If both governing bodies agreed to federate then the LA would complete the final documentation and required procedures.

On the date of federation the existing governing bodies would be dissolved and the governing body of the federation would be incorporated. The consultation had included a proposal for a federation governing body with 15 places, with the potential to amend it in the future. The federation governing body would then decide on governance structures including the use of committees / working parties.

Pat Fielding advised that some areas would remain separate, for example finance, but with the opportunity to work efficiently where there were areas of convergence and synergies. Lucy Juby would continue to provide support.

Action: Sue Blakeway would contact Lucy Juby and the chair of the shadow governing body about the next stages in the process.

The governing body expressed a commitment to retaining the membership and strength of the current Mellors governing body.

#### **4.30pm Pat Fielding left the meeting**

#### **FGB1/21-22/01 WELCOME, APOLOGIES FOR ABSENCE AND INTRODUCTIONS (if required)**

**ACTION**

Apologies for absence were received and approved from Amy Fuller who was working away from Nottingham.

#### **FGB1/21-22/02 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.

#### Renew register of business interest forms

The register of business interest form had been uploaded to Governorhub. Governors were asked to ensure that their entries in the register of business interests were up to date.

**All gobs**

#### Review and sign Governors Code of Conduct

The Code of Conduct had been uploaded to Governorhub. Governors agreed to confirm compliance with the code of conduct on GovernorHub.

**All gobs**

#### **FGB1/21-22/03 MEMBERSHIP**

##### **Current membership**

Details of the 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**

Femi Folorunso was appointed to the co-opted governor vacancy.

Cllr Wendy Smith was appointed as an associate member.

#### **End of terms of office**

There were no end of terms of office to consider.

#### **GIAS update**

The clerk had checked the governance information on GIAS and advised that the details required updating in line with the changes made.

HT

#### **FGB1/21-22-04 ELECTION OF CHAIR AND VICE CHAIR**

Lesley Lyon was unanimously elected unopposed as chair of the governing body.

Carol McCrone and Sue Blakeway were unanimously elected unopposed as vice-chairs of the governing body.

#### **FGB1/20-21/05 MINUTES OF THE LAST MEETING**

Minutes of the meeting held on 13<sup>th</sup> July 2021, a copy of which had been uploaded to Governor hub for review, were taken as read, confirmed and will be signed by the Chair.

The governing body had also held special meetings on 9<sup>th</sup> September 2021 and 29<sup>th</sup> September 2021. The meeting minutes, which were available on GovernorHub, were approved as accurate records of each meeting

#### **Action points**

Ref	Action	Responsibility of	Action taken / required
Nottingham Nursery	Email Pat and Sarah Fielding and Nick Lee and inform them of the Nottingham Nursery decisions	Chair	Actioned and had led to the progress on the development of the federation.
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	Actioned. See below
FGB3/20-21/03	Arrange for parent governor election	School business manager	Actioned
FGB3/20-21/03	Invite Cllr Wendy Smith to join the governing body	Clerk	Actioned





FGB3/20-21/03	Update GIAS	School business manager	Actioned
FGB3/20-21/04	Contact any governor needing to complete declarations of GovernorHub	Clerk	Actioned
FGB3/20-21/04	Check terms of ref uploaded to the website	Chair	See agenda item 14
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	Actioned
FGB3/20-21/04	Investigate signage reminding parents and other adults of the behavioural requirements	Headteacher / school business manager	Actioned
FGB3/20-21/12	GDPR compliance actions	School business manager	Actioned
FGB3/20-21/18	Draft and circulate an Impact Statement	Chair	Actioned, approved by governing body and uploaded to website
FGB3/20-21/20	Ensure NST report was on GovernorHub	Clerk	Actioned
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	Actioned. Meeting dates were visible on GovernorHub.  Actioned

### **Matters arising**

#### **Focus provision**

The Headteacher advised that having the focus provision had enhanced the school; however it was of serious concern that the new build had not been in place for September, as a result of LA delays. The governing body's proposal that a garden room be installed and used in the interim had been refused, with instead two temporary metal containers installed, which had entirely unsatisfactory acoustics for the deaf provision. As a result spare spaces in school were being used for the deaf children, which had a knock on impact on the provision of interventions for other children. The LA had now agreed to install a garden room.

Cllr Smith added that she had been horrified by the impact on school and the deaf children. The building needed appropriate acoustic conditions for deaf children and she was deeply disappointed by the situation. She had been working for some time with the LA about the move of the focus provision and had been very pleased that it had been relocated to Mellers. She was though frustrated that the new build was not yet in place.



Governors thanked Cllrs Smith and Peach for all they had done to try and expedite the situation.

Governors were pleased to hear that it was expected that the new building would be in place for May, with the garden room to be installed in January.

#### **FGB1/21-22/06 CHAIR'S OR VICE CHAIR'S EMERGENCY ACTION SINCE LAST MEETING**

The Chair had been involved in supporting the Headteacher with regard to requirements for parental behaviour.

#### **FGB1/21-22/07 CORRESPONDENCE**

##### Chair

No correspondence reported.

##### Headteacher

No additional correspondence reported, aside from that related to agenda item 6.

##### Clerk

No correspondence reported.

### **SCHOOL PROGRESS**

#### **FGB1/21-22/08 HEADTEACHERS REPORT, INCLUDING THE SIP AND SEF, TO GOVERNORS**

The Chair placed on record thanks to the Headteacher for the comprehensive report and reminded governors that it provided governors with a key source of evidence about the school. It was an expectation that all governors read the report prior to the meeting.

The Headteacher shared the report on screen and informed governors about:

- Assessment of children including not having national tests since 2019. Children made accelerated progress from F1 to year 6. On entry all children were below national, but by leaving in year 6 children on average were in line with or exceeded national. For progress, the school was in the top 10% nationally.
- Covid and lockdowns had most affected children in younger year groups, including in social skills and communication.
- It was expected there would be SATS tests in 2022 with the targets included in the report.
- Writing had been most affected by lockdown, with writing predilections lower than maths and reading.
- The prediction for KS2 SATs was combined 61% expected and 5% greater depth

**Governors asked about the current year 6** and were advised it was the mobile cohort, with many of the children joining the school when an additional class was added to provide places for children without a school place. Less than 50% of the children had been at the school from reception. Governors recognised the impact of mobility on learning and considered the school's response to meeting the needs of the children had been exemplary. **Governors asked about national comparator data** and were advised it was not available. The Headteacher added that nationally it was known that pupil premium children had been disproportionately affected by the lockdowns.

**Governors asked about foundation children and whether the detriment to younger children was typical nationally** and were advised it was a recognised issue that lockdown had affected the youngest children. The Headteacher added that the data was used to enable research to understand the causes and for support to be put in place.

**Governors asked if there could be additional support for parents to help children with their SATs.** The Headteacher responded that the year 6 teachers had held structured conversations





with each parent at the start of the year and would be sending text books home. She would ask the year 6 team to provide sessions for parents on how to support their children.

HT

**Cllr Smith said that the welcome to the focus provision staff had been exceptional and that the staff were pleased to be part of the school. The school having adopted a deaf awareness ethos was wonderful.**

**Governors asked about attendance and whether there were targets.** The Deputy Head responded that ambitious targets were set and included in the Headteacher's report. She was pleased to inform governors that lateness had improved. The school had rigorous procedures to address attendance. It was noted there were no government targets although schools were expected to achieve good attendance, over 95% prior to the pandemic. The Headteacher added that attendance and engagement with the virtual learning had been high resulting in strong learning throughout the lockdowns. **Governors asked about how lateness had been improved** and were informed that gate had been opened earlier and it was now inconvenient to be late

**Governors asked about Place 2 Be** and were informed that recruitment had not yet been successful. It was hoped there would be someone in place from January, with volunteer counsellors in place for play therapy. The school would receive a refund. **Governors asked about the impact** and were informed that other staff had needed to put in place support for children who would have accessed Place 2 Be.

**Governors asked about the F2 cohort with high levels of needs.** The Headteacher advised that she had met with the LA SEND team. There had been a lack of knowledge in the SEND team about the level of needs and the relocation of the focus provision. There had been a guarantee of additional support and the LA were aware not to send more children with EHCPs to the school. The provision had been reviewed to ensure the children's needs were being met and to address the detriment to others. The Headteacher advised that the DfE SEND review had implications for further inclusion.

**Governors asked about the complaint made to Ofsted and whether it would be removed from the school's record.** Carol McCrone to investigate. The Headteacher advised she had the full record of the process followed.

CMcC

**Governors asked about the introduction of appraisal for the deaf provision TAs** and were informed they were pleased to be part of supportive performance review procedures.

**Governors asked about the integration of the focus provision and the SENCo's role.** The Headteacher advised that the team in the focus provision had been accustomed to work in an isolated way but were pleased to work closely with the SENCo. The focus provision felt a full part of school.

**Governors were delighted that the new young teachers were shadowing middle leaders to develop leadership capacity. Governors asked about the ECT** and were informed that he was effective, hardworking, professional, calm and an asset to school.

#### **FGB1/21-22/09 ARRANGEMENTS FOR THE HEADTEACHER'S 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 Headteacher's appraisal and to consult that adviser on setting objectives for, and appraisal of, the Headteacher".*

The Headteacher's appraisal had been completed with Liz White as external advisor and appraisal governors Sue Blakeway and the Chair. An interim review would be held.





The Headteacher added that her appraisal had informed the appraisal of all teachers.

It was noted that the impact of the federation and addition of the focus provision would need to be reviewed to see if it affected the school group size.

**FGB1/21-22/10 CONFIRM THE MEMBERS OF THE TEACHERS PAY COMMITTEE AND THE ARRANGEMENTS TO HEAR THE RECOMMENDATIONS OF THE HEADTEACHER**

The Pay Committee had met and approved the recommendations from the Headteacher, which were all based on a strong and effective performance management procedures.

The Headteacher added the appraisal cycle had been completed and informed all recommendations. Three members of staff had moved to the upper pay range, with movement up the upper pay range automatic based on successful completion of appraisal objectives.

**FGB1/21-22/11 POLICIES FOR REVIEW/APPROVAL**

Peer on Peer Abuse Policy

The Headteacher advised it had been developed to reflect the Ofsted report on peer on peer abuse. An issue had been dealt with in line with the Policy.

Peer on Peer Abuse Policy approved.

**FGB1/21-22/12 UPDATE ON GDPR**

The Headteacher advised that the school business manager had reviewed all procedures and policies and the school was fully compliant.

**Governors asked about training for GDPR** and were advised that all staff received an annual refresher. The clerk would investigate whether there were any implications for governor training.

Clerk

**FGB1/21-22/13 ARRANGEMENTS FOR THE COMPLETION OF THE SCHOOL FINANCIAL VALUE STANDARD (SFVS)**

Delegated to the Finance and General Purposes committee.

F&GP

**GOVERNOR REPORTS**

**FGB1/21-22/14 TERMS OF REFERENCE AND DELEGATION OF FUNCTIONS 2021/2022**

The terms of reference remained unchanged subject to the following amendments:

- Aseal Kabir was added to the membership of the Pupils and Curriculum Committee.
- Hannah Darko was added to the membership of the Pupil Progress Committee.

A new terms of reference would be required for the federation governing body.

It was agreed that the mutual arrangement of members of the governing body providing support to other governing bodies for the purpose of staff and disciplinary procedures continue.

Pupil discipline committee

Any three governors, excluding those employed to work in school. All committee members to have no prior knowledge of the exclusion being considered and no conflict of interest.

In the event of insufficient governors being available, governors to be sought from other NST schools, subject to them having no conflict of interest.

Staff Dismissal Committee

Any three governors, excluding those employed to work in school. All committee members to have no prior knowledge of the case being considered and no conflict of interest.

In the event of insufficient governors being available, governors to be sought from other NST



schools, subject to them having no conflict of interest.

#### Staff Dismissal Appeal Committee

Any three governors, excluding those employed to work in school. All committee members to have no prior knowledge of the case being considered and no conflict of interest.

In the event of insufficient governors being available, governors to be sought from other NST schools, subject to them having no conflict of interest.

#### **FGB1/21-22/15 REPORTS FROM COMMITTEES**

Reports from each of the three committees were received:

- The Pupil Progress Committee had looked at data, including year 6, F2 and the focus on writing.
- The Finance and General Purposes Committee had considered the impact of the focus provision, the after school club, the 5 year financial forecast, numbers on roll, pupil premium, Nottingham Nursery and had received a staffing update.
- The Pupils and Curriculum Committee had discussed the library and outdoor provision with the school council. Children's work had been shared

#### **FGB1/21-22/16 GOVERNOR TRAINING AND DEVELOPMENT 2021-2022**

The clerk informed the meeting that the governor training was available to view and book directly on Governorhub and detailed on the front page of the Governor Report booklet.

#### **FGB1/21-22/17 REPORTS FROM GOVERNOR VISITS AND VIRTUAL MONITORING**

Governors shared their reports from recent visits. They had been provided with example questions to ask:

- The Chair had met Joy Buttriss with a focus on English. She reported on spelling and the teaching of phonics across school, including into KS2. Writing had been affected by the lockdowns, in particular handwriting, punctuation, speed and the amount children were writing.
- Jo Kervick had met the PHSE lead. She had also joined the staff wellbeing group and was sharing their ideas with the Headteacher. Walking at the start of school provided opportunities for communication with children.
- Sue Blakeway had seen 5 subjects: RE - she commended the progress being made, with children now having visits to places of faith; maths – post lockdown work was needed on longer problem solving; Artsmark – some visitors had come to school, children enjoyed art; DT – the curriculum and passion was joyful; MFL – children were learning French. There was also a focus on specific EAL children. Some children yet to have a school place were receiving EAL support.
- Carol McCrone had met with Lorna Dermody and commended the history curriculum. The 50<sup>th</sup> Anniversary had been excellent. The focus on diversity in history had been commended by David Olusoga. She had met with the KS1 lead and had discussed intervention work and support for specific children. She had also met with the phonics lead and spoken about phonics across school. A need for change to the phonics scheme had financial implications although there would be additional income.
- Femi Folorunso had visited linked with PE and swimming. Having specialist teachers ensured focused and effective PE delivery. The curriculum was skills based. Mellers had won Swim England Primary School of the Year Award. All governors were delighted with the Award. Development areas included the use of data and assessment to coordinate support for specific children. The Headteacher added that The One Show were to visit and speak with the Headteacher, Mr Nottingham and the head girl and to film swimming and the impact of the closure of John Carole leisure centre on the affordability of provision.
- Celia Morris had a meeting scheduled regarding science. She would submit her report to





the Headteacher for uploading to the blog.

**Govs**

The Headteacher shared the governor blog from the school's website, showing recent visits. Reports should be emailed to the Headteacher for uploading to the website.

The Chair would join Cllr Peach linked to Early Years for the present time.

## **REPORTS TO GOVERNORS**

### **FGB1/21-22/18 DFE REPORT; KEEPING CHILDREN SAFE IN EDUCATION (KCSIE) 2021**

#### Action for Governors

- Ensure that all staff, are informed of the new changes and have read, and confirmed they have read, KCSIE part 1 where appropriate;
- Governors to read KCSIE part 1 and part 2 and digitally sign as "read" on GovernorHub
- As a result of these changes, governors will need to approve an updated version of the Safeguarding and Child Protection Policy.

**All govs**

#### What Governors need to know

All relevant policies, particularly but not in isolation, the schools safeguarding policy should be reviewed to include the updated statutory information and expectations found within the KCSIE document 2021. The revisions to the KCSIE document 2021 are summarised below:-

- Safeguarding information for all staff: condensed version of part 1 introduced;
- Management of safeguarding: protecting children from peer-on peer abuse in part 2;
- Recognition that peer-on-peer abuse may be taking place, even if not reported;
- Online safety, including the use of the internet on mobile phones due to its role in peer-on-peer abuse;
- Additional barriers when recognising abuse for pupils with SEND.
- Safer recruitment: restructured part 3 with more guidance on the recruitment process
- Managing allegations against staff: updated guidance on low-level concerns in part 4
- Child-on-child sexual violence and harassment: additional guidance in part 5.
- Updates to the role of the Designated Safeguarding Lead (DSL)

### **FGB1/21-22/19 LOCAL AUTHORITY REPORTS**

#### **PROPOSED SCHOOL ADMISSION ARRANGEMENTS FOR NOTTINGHAM CITY COMMUNITY SCHOOLS 2023-2024**

##### INFORMATION FOR GOVERNORS

- Note that the admission arrangements determined for 2021-2022 and 2022-2023 have been varied in order to comply with a mandatory requirement of the School Admissions Code. It is not necessary to refer this variation to the schools' adjudicator in order to meet a mandatory change to the Code;
- Note that the Local Authority is not consulting on its proposed admission arrangements and oversubscription criteria for 2023-2024 set out in Appendices 1 and 2;
- Consider the proposed planned admission number for their own school (as set out in Appendix 3;
- Note the draft timelines for the 2023-2024 co-ordinated admissions process as set out in Appendix 5.

**Governors noted the report.**

### **FAIR ACCESS PROTOCOL (UPDATED AUGUST 2021)**

#### ACTION FOR GOVERNORS

- Note the updated fair access protocol and procedures;
- Agree to the updated Fair Access Protocol 2021 to be in operation.





The School Admission Code (September 2021) states that each Local Authority must have a Fair Access Protocol to ensure that unplaced and vulnerable children, and those who are having difficulty in securing a school place in-year, are allocated a school place as quickly as possible.

All admission authorities must participate in the agreed fair access protocol. If a majority of schools agree to the updated fair access protocol, the protocol will be applicable by default to all schools, academies and admission authorities including any who originally did not agree. If a local fair access protocol cannot be agreed then the Secretary of State will impose a protocol, which may not meet the specific needs of all stakeholders.

The key updates are:-

- Updated changes to the fair access triggers from the code;
- Revised the protocol to start after the in-year admissions process for all cases, with the exception of Fair Access criteria K;
- Included the statutory requirement to make an offer through fair access within 20 school days;
- Updated guidance and information about refusing applications on Challenging Behaviour;
- Revised Managed Move processes;
- Updated membership and requirement for all admission authorities to provide a representative for fair access;
- Increased the frequency of panel meetings for secondary cases to comply with 20 school day deadline;
- Support for assessments and EAL support will be available after an application has been considered, due to reduced timelines.

**Governors noted the report.**

#### **FGB1/21-22/20 NST REPORT (for information)**

Report noted. It was agreed that membership of NST was very effective.

#### **CONCLUDING ITEMS**

##### **FGB1/21-22/21 SAFEGUARDING AND CHILD PROTECTION**

The Headteacher advised that the community had been saddened and shocked by the death of Arthur Labinjo Hughes and was entirely committed to vigorous procedures to keep children safe.

Femi Folorunso to attend a safeguarding meeting

**FF**

##### **FGB1/21-22/22 PUPIL AND STAFF WELLBEING**

Place 2 Be discussed as part of the Headteacher's report. Governors were grateful for Jo Kervick joining the staff wellbeing group as the governing body had a duty of care to staff. It was noted Teeny Reid was also a member of the group.

The Headteacher advised that the wellbeing survey at the time of highest stress had shown the true picture of the strains for staff which were being addressed.

##### **FGB1/21-22/23 HEALTH AND SAFETY UPDATE**

The school business manager was arranging a H&S inspection with Carol McCrone to attend. Carol McCrone to also attend a fire evacuation.

**CMcC**

##### **FGB1/21-22/24 EQUALITIES INCIDENTS REPORTED SINCE THE LAST MEETING**

No incidents reported

##### **FGB1/21-22/25 EVIDENCE OF GOVERNING BODY IMPACT ON SCHOOL IMPROVEMENT**



The governing body's impact report had been uploaded to the website.

#### **FGB1/21-22/26 ARRANGEMENTS FOR CHAIR TO INSPECT SCHOOL RECORDS**

Chair to visit to review and sign the school records.

**Chair**

#### **FGB1/21-22/27 CONFIRM DATES AND TIMES OF FUTURE MEETINGS**

The following meeting dates were agreed:-

Spring term 2022:

Special meeting to consider responses to federation consultation - 12<sup>th</sup> January 2022 at 4pm

Full governing body - 24<sup>th</sup> March at 4pm

Pupils and Curriculum 23<sup>rd</sup> February 2022

Pupil Progress 26<sup>th</sup> January 2022

Finance 9<sup>th</sup> Feb 2022.

It was noted the vaccination rate locally was exceptionally low and meetings would therefore remain virtual for the time being.

Governors wanted to record their gratitude and thanks to the clerk Clare, who announced that this would be her last meeting as clerk. Governors were very sorry to lose her as clerk to the governors, as her impact has been hugely significant over the past few years. With expertise, kindness and clarity, she has guided and supported Mellors governing body to grow and develop into the highly effective body that it is now. Governors wished Clare all the best for the future, whilst being very sorry to see her leave.

#### **FGB1/21-22/29 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.

Parent governors were asked to write a pen portrait for the parent newsletter and website.

**New  
parent  
govs**

**Governors placed on record thanks to all staff.**

**The meeting closed at 6.15pm**

**Signed by the Chair:**

**Date:**

#### **ACTION POINTS FROM THE MEETING:-**

Ref	Action	Responsibility of
	Contact Lucy Juby and the chair of the shadow governing body about the next stages in the federation process.	Sue Blakeway
02	<u>Renew register of business interest forms</u> Governors were asked to ensure that their entries in the register of business interests were up to date.  <u>Review and sign Governors Code of Conduct</u> The Code of Conduct had been uploaded to Governorhub. Governors agreed to confirm compliance with the code of conduct on GovernorHub.	All governors





03	Update GIAS	Headteacher
08	Arrange for year 6 teachers to provide additional support for parents to enable parents to support their children with SATs preparation	Headteacher
08	Investigate process for complaints made to Ofsted being retained / removed	Carol McCrone
13	SFVS	F&GP
17	Send visit reports to Headteacher for the website blog	All governors
18	Read KCSIE Part 1 and 2 and sign for doing so on GHub	All governors
21	Attend safeguarding meeting	Femi Folorunso
23	Attend H&S check and fire evacuation	Carol McCrone
26	Sign school records	Chair
29	Provide chair with brief written details of themselves	New parent governors

Academic Year 2021 -2022												
Governor Name	Autumn 2021				Spring 2022				Summer 2022			
	FGB 6.12.21	PPC 22.9.21	F&GP 9.11.21	P&C 29.09.21	FGB				FGB			
Mrs L Lyon	✓	✓	✓									
Mrs C McCrone	✓	✓	✓									
Cllr L Ali, Associate Member	✓											
Mrs S Blakeway	✓	✓										
Ms H Darko	✓											
Mr F Folorunso	✓	Apols										
Ms A Fuller	Apols											
Ms J Kervick	✓											
Mr A Kabir	✓											
Mrs C Morris	✓	Apols										
Cllr A Peach	✓		✓									
Miss T Reid	✓											
Cllr W Smith, associate member	✓											
Mrs L Patel	✓	Apols										
Miss A Dawson	✓	✓	✓									





**Minutes of the virtual meeting of the Shadow Governing Body of Mellers Primary School and The Nottingham Nursery School on Thursday 6th January 2022 at 4.00pm**

Membership Sue Blakeway, Chair  
(A denotes absence) Martin Smith, Vice Chair  
Shamiso Abuka  
Nathalie Bolofo  
Margaret-Anne Dickie (MAD)  
(A) Femi Folorunso  
Joanne Kervick  
Cecilia Morris  
(A) Jennifer Thomas

In attendance: Rachael Harvey, Clerk to the Governing Body  
Lucy Juby, Project Manager, Local Authority  
Tara Zindani, HR Consultant

Agenda item no	Item	Action
<b>SGB2/01/21-22</b>	<b>Welcome and apologies for absence.</b> The Chair welcomed all to the meeting. There were no apologies for absence.	
<b>SGB2/02/21-22</b>	<b>Declaration of interest.</b> Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. Margaret-Anne Dickie(MAD) confirmed she is a governor at two other primary schools outside of Nottingham city.	
<b>SGB2/03/21-22</b>	<b>Feedback from the consultation and discussion</b> Governors confirmed the report had been received in advance of the meeting. Lucy Juby presented the consultation report.  <b>Consultation analysis</b> <b>Proposal for the Governing Bodies of Mellers Primary and Nottingham Nursery Schools to become a Federation</b> The Governing Bodies consulted all key stakeholders on this proposal over a 6-week period, from 2nd November to 13th December 2021. The attached proposal document was circulated to all parents, carers and staff of both schools, other stakeholders and the Secretary of State for Education. The following is the full list of stakeholders who were invited to submit their views on the proposal to federate: <ul style="list-style-type: none"><li>o Staff – Mellers and NNS</li><li>o Parents / carers – Mellers and NNS</li><li>o Governors – Mellers and NNS</li><li>o NST</li><li>o Local primaries</li><li>o Published in SCENE</li><li>o Local Trusts – LEAD and Transform</li><li>o Published on school websites</li><li>o Local Ward Councillors</li></ul>	



- o NCC Portfolio Holder – Cllr Eunice Campbell-Clark
- o NCC Trade Union Reps
- o LA Education colleagues
- o NCC HR / Finance / Legal
- o Department of Education / Secretary of State

Consultees were invited to specify whether they agree with the proposal to federate (*yes, no or do not know*) and any further comments they wished to add. They were also invited to raise any queries or requests for further information, by email or phone call.

#### Consultation responses

A total of 10 responses were received (all by email) and 8 of these were in support of the proposal to federate. The other 2 (from UNISON and the DfE) gave no opinion but did raise some questions, as detailed in the responses below.

Analysis %	Do you agree with the proposal to federate?			
Respondents	Total	Yes	No	No opinion
<b>Overall</b>	<b>10</b>	<b>8 (80%)</b>	<b>0</b>	<b>2 (20%)</b>
Parent/carer of a pupil	0	0		
Member of staff	5	100%		
Governor	2	100%		
Trade Union	1			1
Other	2	1		1

Each school will still receive their own budget; the federation will consider the extent to which any resources are pooled. There will be one Governing Body, the constitution of which is stated in the proposal document.

The arrangements for reporting child protection and other issues would continue as is, but with a new formalised leadership and governance structure.

The staffing position is that there would only be a small number of staff who could be required to work across the two settings: the Executive Head, Head of School, SENCO and Business Management roles. Those affected individuals would require contractual changes to reflect this and any other changes to their posts required to operate the federation, i.e. for the new Exec Head and Head of School posts.

There would be no other implications for staff pay or hours.

Finally, a response from the DfE was received, regarding the structure of the governing body, as follows:-

The DfE firstly confirmed our understanding that the Federation Regulations state that the Secretary of State must be notified within one week of the decision being determined by both Governing Bodies.

Observations were made about the proposed number for the federation governing body; that the proposal of 15 governors is a large board and is not in keeping with the Department's view that it is important for boards to be tightly





focused and no larger than they need to be to have all the necessary skills to carry out their functions effectively.

When schools are creating a federation, the purpose is to have one governing body overseeing the running of all schools in the federation. Our expectation is that the board should not be much larger than a single maintained school governing body or that of a trust board within a multi-academy trust and not an amalgamation of the original boards.

Noted that the proposal document states 4 Parent Governors. The School Governance (Constitution Federations) (Amendment) regulations 2016 which supersedes the 2012 Regulation in regards to parent governors, substituting 'one parent governor elected or appointed...in respect of each school in the federation' to 'two parent governors.' So the Department would expect to see only two parent governors being proposed.

Additionally, it is suggested that there will be two staff governors. However, in The School Governance (Federations) (England) Regulations 2012, it states 'one staff governor' and, again, we would expect to see one staff governor listed, therefore ensuring compliance with the legislation. That staff governor will be representative across all schools in the federation. Should the body wish to appoint a member of staff to the board because of their skills/knowledge then they could be appointed as a co-opted governor. (As long as the total number of co-opted governors who are also eligible to be elected as staff governors does not exceed one third of the total membership of the governing body.)

Regarding the 'head of school,' there is no requirement or entitlement for them to be on the governing body, as they are not the 'head teacher' of the school(s) and will not fulfil the *ex-officio* role on the federated board. However, they may attend the governing body meetings, but not as a governor and therefore, they would not have a vote on decisions, unless the board decided to have them as a co-opted governor, keeping in mind the requirement mentioned above about the number of governors eligible as 'staff governors.'

Answer: on reviewing the amendments to the regulations, it states that the Governing Body "must include two parents." The same applies for staff. It does not say "limited to", which is ambiguous. Consideration needs to be given to having the Head of School and any other staff members as Co-optees.

The minimum size of the GB would still have to be at least 12 and 15 may be more practical in terms of workload sharing across both schools.

The structure and number of the federated governing body will be discussed and agreed by the shadow / temporary governing body at a meeting in early January 2022. Proposing that each school holds a staff and parent election if required. Those to be co-opted plus the LA governor will be invited to attend the inaugural meeting of the new governing body and co-opted/appointed respectively.

Lucy Juby added, the DfE guidance is ambiguous, this is about making the work manageable and the decision remains with the shadow governing body.

**Governors asked about the insurance arrangements for staff working across two sites.** Lucy Juby said five possibly six staff would work across the two sites,





the details will be discussed with Tara Zindani, HR consultant, but the existing insurance is expected to cover working on both sites.

The Chair added, she had been in contact with the SBM of the Nottingham Nursery and she was confident the use of the Forest Garden would continue. The nursery children make great use of this area and Radford Academy were happy for the current arrangements to remain in place.

Governors agreed the feedback from the consultation was a positive outcome.

**SGB2/04/21-22**

**Governing body structure - DfE recommendations.**

Governors considered the DfE recommendations and the draft proposal from Lucy Juby and Margret-Anne Dickie (MAD) to have the following governing body structure:-

- 1 x Headteacher
- 1 x staff
- 1 x Local Authority
- 2 x parent
- 10 x co-opted.

MAD explained:-

- The governing body should be skills based;
- The governing body could have up to one third staff across both schools and the process needs to be fair. There are more staff at Mellers Primary School, so we need to also ensure equality;
- There would need to be a staff election;
- There would need to be parent elections across both schools;
- The elections would need to be completed by 1<sup>st</sup> February.

The clerk explained the process for co-opting the co-opted governors and appointing the Local Authority governor, this would be done at the start of the inaugural meeting of the new governing body.

The Chair would speak with Amanda Dawson, Headteacher, to have arrangements in place to hold parent and staff elections, following the meetings of the two governing bodies on 11<sup>th</sup> and 12<sup>th</sup> January. The Headteacher would explain that staff and parents could also be considered for co-option to the governing body should they be unsuccessful in staff or parent elections.

**Chair**

MAD, in closing, said the last step for the respective governing bodies is to produce a final report before it is dissolved.

**SGB2/05/21-22**

**Arrangements for the appointment of the Executive Head and Head of School**

Lucy Juby explained, the two posts needed to be formalised. There are no other candidates to consider, so there would be no merit in adding a formal interview process but the shadow governing body need to agree the process, approve the job descriptions, pay ranges and contracts.

**Governors asked would Laura Patel be HoS at Nottingham Nursery for three days and Deputy Head at Mellers Primary School for two days.** Lucy Juby



confirmed this and explained she and Tara Zindani (HR), had reviewed the current arrangements in place and the potential salary range from 1<sup>st</sup> February.

**Martin Smith joined the meeting at 4.58pm**

**Governors asked what arrangements would be in place for the two days Laura Patel is undertaking her Deputy Head role.** The Chair said Laura Patel works from the nursery site most of the time, so she is usually available.

Lucy Juby would upload the job descriptions to Governorhub for governors to review before approval at the meeting on Monday 17<sup>th</sup> January. **LJ**

MAD explained, there are legalities regarding the HoS post, as the HoS can deputise and make decisions only when the Headteacher is off, so the Headteacher should hold responsibility for decisions.

The Clerk added, governors need to ensure the salary appropriate to the post is effective from 1<sup>st</sup> February.

Tara Zindani (HR) said Lucy Juby had provided her with school numbers, and would do some calculations and feedback to governors. **TZ**

MAD asked, on the days Laura Patel is doing the HoS role, do Mellers Primary School have another Deputy Head. The Chair said the school has two Assistant Headteachers.

**SGB2/06/21-22 Arrangements for Mellers Primary School and Nottingham Nursery Governing Bodies to receive feedback from consultation.**

Lucy Juby confirmed the meeting dates:-

- Tuesday 11<sup>th</sup> January – Nottingham Nursery;
- Wednesday 12<sup>th</sup> January – Mellers Primary School.

The clerk would upload the Consultation feedback report to Governorhub for governors to review in preparation for the meeting. **Clerk**

**SGB2/07/21-22 Next steps.**

The Chair confirmed the next steps:-

- w/c 17<sup>th</sup> January, Lucy Juby to produce the Statutory Instrument of Government, effective 1<sup>st</sup> February 2022. To be signed off by John Dexter, Director of Education; **LJ**
- Monday 17<sup>th</sup> January, the shadow governing body meet to approve the job descriptions. **SGB**
- Lucy Juby to inform the DfE of the Federation of Mellers primary School and Nottingham Nursery School from 1<sup>st</sup> February 2022. **LJ**

**SGB2/08/21-22 Agree date for inaugural meetings of the Mellers/Nottingham Nursery Governing Body**

The Chair would agree a suitable date and time with the Headteacher and inform the clerk. **Chair**

**SGB2/09/21-22 Determination of confidentiality and communication.**

It was agreed, the minutes would remain confidential.

**The meeting closed at 5.10pm**





## Minutes of the virtual meeting of Shadow Governing Body of Mellers Primary School and The Nottingham Nursery School.

Monday 17<sup>th</sup> January 2022 at 4.00pm via Zoom

Membership  
(A denotes absence)

Sue Blakeway, Chair  
Martin Smith, Vice Chair  
Shamiso Abuka  
Nathalie Bolofo  
Margaret-Anne Dickie  
(A) Femi Folorunso  
Joanne Kervick  
Cecilia Morris  
(A) Jennifer Thomas

In attendance: Rachael Harvey, Clerk to the Governing Body  
Lucy Juby, Project Manager, Local Authority

Item no	Item	Action
SGB3/01/21-22	<b>Welcome and apologies for absence.</b> The Chair welcomed all to the meeting. There were no apologies for absence. Governors noted Jennifer Thomas is currently on maternity leave.	
SGB3/02/21-22	<b>Declaration of interest.</b> Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. Margaret-Anne Dickie(MAD) confirmed she is a governor at two other primary schools outside of Nottingham city.	
SGB3/03/21-22	<b>Review and approval of job descriptions and pay ranges for the Executive Headteacher and Head of School (HoS).</b> All job descriptions had been shared with governors to review and make comments, in preparation for the meeting. The Chair said the Executive Head's job description was generic and fit for purpose. The Head of School job description was a lengthy, combining two job descriptions. The Chair and Vice Chair had worked on the document and distributed to governors. Governors agreed the document reflected all aspects of the role, although some areas, including the baby care provision, required more detail. It was agreed, that minor adjustments could be made as the role evolves.  <b>Governors asked how the salary for the HoS had been assessed.</b> The Chair explained, the current HoS is three days at Nottingham Nursery and her Deputy Head role (two days per week) at Mellers Primary School is paid at point L16 and the proposal is to pay L16 on the existing role.	





	<p><b>Shamiso Abuke joined the meeting at 4.08pm.</b></p> <p><b>Governors queried the management of the school in the absence of the Executive Head, as there are certain things, by statute, that only the Head can do. If the HoS deputises and is doing the HoS role (not the Deputy Head role) if the Executive Head is absent, do we need to review the wording in the contract.</b> Governors discussed potential implications and agreed the wording would need to be clear.</p> <p>Lucy Juby said the salary for the Executive Head had been reviewed, based on the size of the school, including the nursery and deaf provision, the group size changes from Group 3 to Group 4. The leadership scale should be L25 –L27.</p> <p>Governors <b>approved</b> the pay range and noted the Executive Head would move from point L24 to point L25 from 1<sup>st</sup> February 2022.</p> <p>The governing body <b>approved</b> the appointments of Amanda Dawson as Executive Head of Mellers and The Nottingham Nursery Federation and Laura Patel as Head of School of the Nottingham Nursery for three days per week from 1<sup>st</sup> February 2022.</p>	
SGB3/04/21-22	<p><b>Confirm the date for inaugural meetings of the Mellers/Nottingham Nursery Governing Body.</b></p> <p>The meeting will be on Tuesday 1<sup>st</sup> February at 4.00pm via Zoom.</p> <p><b>Governors asked what if the number of governors interested in continuing outweighs the number of positions on the new governing body.</b> The Chair said she would expect skills set, attendance and commitment to the role be taken into account.</p>	
SGB3/05/21-22	<p><b>Determination of confidentiality and communication.</b></p> <p>It was agreed the minutes would remain confidential.</p> <p><b>The meeting closed at 4.18pm</b></p> <p><b>Signed:</b></p> <p><b>Date:</b></p>	



**The Virtual Meeting of Mellers Primary School and The Nottingham Nursery School Federated Governing Body.**

**Minutes of the inaugural virtual meeting on Tuesday 1<sup>st</sup> February 2022 at 4.00pm via Zoom**

**Membership:**

**(A) denotes absence**

Lesley Lyon, Chair  
Martin Smith, Vice Chair  
Sue Blakeway, Vice Chair  
Shamiso Abuka  
Nathalie Bolofo  
Hannah Darko  
Femi Folorunso  
Amy Fuller  
Aseel Kabeer  
Jo Kervick  
Carol McCrone  
Kayleigh McQuade  
(A) Celia Morris  
Teeny Reid  
Amanda Dawson, Executive Head

**In attendance:**

Laura Patel, Head, Nottingham Nursery, Associate member  
Cllr Anne Peach, Associate member  
Cllr Wendy Smith, Associate member  
Rachael Harvey, Clerk to the Governing Body  
Lucy Juby, Project Manager, Local Authority

**The Clerk chaired items 1 – 4 of the agenda**

Agenda item no	Item	Action
<b>FGB1/01/21-22</b>	<b>Welcome and apologies for absence.</b> The clerk welcomed all to the inaugural meeting of the new federated governing body of Mellers Primary School and The Nottingham Nursery School. Apologies were received and approved from Celia Morris. Hannah Darko informed the meeting she would need to leave at 4.30pm	
<b>FGB1/02/21-22</b>	<b>Declaration of interest.</b> Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. There were no declarations to consider.	
<b>FGB1/03/21-22</b>	<b>Co-option of co-opted governors and appointment of the Local Authority governor.</b> The Executive Head, staff governor and parent governors considered the vacant governor positions:- <ul style="list-style-type: none"><li>• 10 co-opted ;</li><li>• 1 Local Authority;</li></ul>	



- Plus associate members.

And agreed the following to be co-opted governors:-

Lesley Lyon  
Martin Smith  
Sue Blakeway  
Nathalie Bolofo  
Femi Folorunso  
Amy Fuller  
Aseel Kabeer  
Jo Kervick  
Kayleigh McQuade  
Celia Morris  
Teeny Reid

and appointed Carol McCrone as Local Authority governor

and appointed the following as associate members:-

Laura Patel  
Cllr Anne Peach  
Cllr Wendy Smith

The Head of Nottingham Nursery said Nadia Rizk McCay had also expressed an interest in being an associate member. The clerk would contact Nadia Rizk McCay.

**Clerk**

#### **FGB1/04/21-22 Election of Chair and Vice Chair.**

The clerk sought nominations for the position of Chair. Lesley Lyon was nominated and seconded. There were no further nominations.

Lesley Lyon was duly elected as Chair until the Autumn term.

Governors discussed the benefits of having two Vice Chairs, with representation from both schools. The Chair said this would be a powerful model in terms of succession planning and a balance of opinion. Governors agreed.

The clerk sought nominations for the position of joint Vice Chairs. Martin Smith and Sue Blakeway were nominated and seconded. There were no further nominations. Martin Smith and Sue Blakeway were duly elected as Vice Chairs until the Autumn term.

The Clerk handed the meeting to the Chair.

The Chair said it had been a three year process to reach this stage but the length of time has benefited and allowed the two schools to work closely together and the governors develop a federation that will be special for the children, families and the Radford community. It is an honour to be Chair, this is a landmark for Nottingham city and we can look forward to lots of exciting things happening.

Martin Smith, Vice Chair, wished to thank all governors who had contributed in the past and the governors who have agreed to continue to the federated governing body.





Sue Blakeway, Vice Chair, added, she was looking forward to the future and joint working. We are all at the start of an exciting journey.

**FGB1/05/21-22 Receive closing reports from the dissolved Governing Bodies of Mellers Primary School and The Nottingham Nursery School.**

The Nottingham Nursery – Martin Smith, Vice Chair, summarised:-

- The nursery was set up in 2008;
- It was a landmark organisation, bringing three nurseries together to form a “super” nursery;
- The nursery engages young people well and has a unique outdoor provision;
- The last two Ofsted inspections have “Outstanding” gradings. The baby care unit has recently been graded “Good”;
- The last two years have been difficult, Covid has impacted all schools;
- There has been finance issues due to a miscalculation in funding. National funding for nurseries is a constant challenge, however, Nottingham city put value in the nursery, for which, we are grateful;
- We are looking forward to the challenges and opportunities ahead.

Mellers Primary School – the Chair summarised:-

- The school has grown from strength to strength;
- Parental engagement is strong and we have recently welcomed two new parent governors;
- Monitoring plans are robust and we work with three committees working toward a joint vision;
- Up to two years ago, governors were regular visitors to the school. Monitoring plans were in place and governors were linked to specific roles and had a staff contact;
- The provision for deaf pupils joined the school in September;
- An impact report is produced annually and we review what impact we have made;
- The last Ofsted inspection was 2018, we are awaiting a re-inspection.

Governors noted, the full reports would be uploaded to Governorhub.

**Clerk**

The clerk explained the Mellers and Nottingham Nursery Federated Governing Body had been set up on Governorhub, the membership will be updated following the meeting.

The two separate, Mellers Primary School and The Nottingham Nursery School governing bodies ceased to exist from 31<sup>st</sup> January 2021 but access to the archived information will remain.

The Executive Head said links to both websites would be added and the governance information would need to be updated. Further information would be added as we develop our work. The Chair added, the journey has been long but it is in a stronger place for the length of time. We now have a firm foundation and are in a good place.

The Executive Head, wished to thank Lucy Juby, Project Manager, for guiding both schools through the process and overseeing the consultation.



**Hannah Darko left the meeting at 4.30pm**

**An associate member asked, do we need to reaffirm our position with NST.**

Lucy Juby explained, the schools will maintain their membership with NST and they are aware of the federated governing body.

**FGB1/06/21-22 Agree meeting structures and committee members.**

Governors said these are key issues and agreed to defer to the next meeting where the focus would be:-

1. Meeting structures
2. Committee members
3. Roles and responsibilities
4. Monitoring arrangements

The meeting will be Wednesday 9<sup>th</sup> March at 3.00 – 6.00 at The Nottingham Nursery School. The Chair would prepare the agenda.

**Chair**

**FGB1/07/21-22 Agree roles and responsibilities.**

Deferred to the meeting on 9<sup>th</sup> March.

**FGB1/08/21-22 Discussion on working as a Federation.**

Deferred to the meeting on 9<sup>th</sup> March.

**Femi Folorunso joined the meeting at 4.52pm**

**FGB1/09/21-22 Agree meeting dates/times.**

The following dates were agreed:-

- Virtual finance meeting – 10<sup>th</sup> February at 1.30pm (review SFVS);
- Full governing body meeting – Wednesday 9<sup>th</sup> March at 3.00pm – 6.00pm at The Nottingham Nursery.

**Aseel Kabeer joined the meeting at 4.56pm**

**FGB1/10/21-22 Determination of confidentiality and communication. Identify any items which should remain confidential to the governing body and minuted separately.**

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 Chair said the WhatsApp group had worked well in the past. Governors agreed to continue using WhatsApp and would forward their mobile numbers to be added to the group.

Governors asked what do we need to think about in preparation for the next meeting. The Chair suggested, the whole governing body working together over two settings and a joint vision.



The meeting closed at 5.02pm

Signed:

Chair

Date:

**ACTION POINTS FROM THE MEETING:-**

Reference	Action	Responsible	Outcome
FGB1/03/21-22	Contact Nadia Rizk-McCay	Clerk	
FGB1/05/21-22	Upload closing reports to G'hub	Clerk	Completed
FGB1/06/21-22	Prepare agenda for the meeting on 9 <sup>th</sup> March	Chair	





# **ATTENDANCE AT MEETINGS:-**

Governor Name	Spring 2022				Summer 2022			
	FGB 1.2				FGB			
Lesley Lyon	Y							
Martin Smith	Y							
Sue Blakeway	Y							
Shamiso Abuka	Y							
Nathalie Bolofo	Y							
Hannah Darko	Y							
Femi Folorunso	Y							
Amy Fuller	Y							
Aseel Kabeer	Y							
Jo Kervick	Y							
Carol McCrone	Y							
Kayleigh McQuade	Y							
Celia Morris	Apols							
Teeny Reid	Y							
Amanda Dawson	Y							
Laura Patel	Y							
ClIr Anne Peach	Y							
ClIr Wendy Smith	Y							



## Mellers Primary School and The Nottingham Nursery Federation

### Minutes of the virtual meeting of the Finance and General Purposes committee meeting held on Wednesday 16<sup>th</sup> March 2022 at 2.30pm

#### MEMBERSHIP

Mrs C McCrone, Chair of the Committee  
Mrs S Blakeway  
Mrs N Bolofo  
Mrs L Lyon  
(A) Cllr A Peach  
Mr M Smith  
Mrs L Patel, Head of School, Nottingham Nursery (associate member)  
Miss A Dawson, Executive Headteacher

#### IN ATTENDANCE

(A) Mrs R Harvey, clerk to the governing body  
Mrs J Travis, School Business Manager  
Mrs L Randall, Business Manager, Nottingham Nursery

#### FGP1/21-22/01 APOLOGIES FOR ABSENCE

#### ACTION

The Chair welcomed all to the meeting. Apologies for absence were received and approved from Jo Travis, School Business Manager.

#### FGP1/21-22/02 DECLARATION OF INTEREST

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

#### FGP1/21-22/03 SCHOOL FINANCIAL VALUE STANDARD (SFVS)

The SFVS documents had been uploaded to Governorhub for review, in preparation for the meeting. Mrs Randall, Business Manager, Nottingham Nursery, led governors through the draft SFVS document, highlighting the key points:

- Jo Travis, SBM, is AAT qualified;
- Pupil numbers are regularly updated;
- The asset register is being updated;
- The deficit is being reduced by £4-£5k per month, this has been a result of increased numbers and full review of contracts;
- The Head of School and Business Manager are holding a budget setting meeting on 17<sup>th</sup> March;
- The biggest expense is the cost of supply cover, governors noted, the ratio requirements were always met;
- The website will be updated;
- Benchmarking is carried out nationally, although we are a unique setting;
- We have a number of funding streams, so estimating income can prove problematic;
- Contracts are reviewed annually;
- Discussions had been held with Jo Travis and Lynette Randall about value for money and sharing of resources;
- The staffing structure is reviewed regularly;
- Governors are undertaking a skills audit, to identify skill gap areas;
- There are no related party transactions (RPT's).

The Finance Committee Chair thanked Mrs Randall for completing and providing an overview.



The Chair of Governors would sign off before submission to the Local Authority.

Chair

The EHT led governors through the draft Mellers Primary School SFVS document, highlighting the key points:

- Expertise in governance and finance is strong;
- The SBM is Association of Accounting Technicians (AAT) qualified;
- The governing body receives clear and concise outturn reports;
- A three-year budget is in place;
- Number projections show the school is almost full. We are in a buoyant position and pupil number forecasts are strong, unlike some local primary schools which are predicted to suffer significant pupil reductions over the next few years;
- The staffing structure is reviewed regularly;
- Professional advice is available from Liz White, SIA;
- The benchmarking data had been completed;
- Goods and services are reviewed by the finance committee;
- Joint purchasing is done through NST;
- The Whistleblowing Policy is reviewed annually;
- The school fund is audited annually.

Chair

The Finance Chair thanked the EHT for providing an overview. The Chair of Governors would sign off before submission to the Local Authority.

#### **FGP1/21-22/04 BUDGET UPDATE – Period 10 outturn**

Mrs Randall, Business Manager, provided a summary of the current budget situation in the nursery and reported a deficit of -£73,402.00 for Period 10.

The EHT provided a summary of the P10 outturn for Mellers Primary School:

- The carry forward is £20,000.00, this is a reduction from last time when the school was in receipt of a £17,000.00 school meals grant, which has now stopped;
- Covid had impacted on staffing costs, with £67,000.00 spent on agency staff. The China trip had also been cancelled and we are fighting to get back the £8,000.00 deposit;
- The support staff pay rise has been agreed, for which we received late notice
- The SBM has predicted for 2022/2023, a surplus of £35,000.00.

**Governors asked if any funding was available to support with the agency staff costs.** The EHT said we have received Covid catch up funding but this had not been used for agency staff. There had been occasions when up to six staff members were absent at one time. Mrs Patel, HoS, added, there are other staff costs to consider, cleaners, midday supervisors and site staff.

**Governors asked, had the teachers and teaching assistants proved value for money.** The EHT said, some have, it had been variable. There had also been days when there was no supply staff available but we were determined to remain open throughout.

**The Finance Chair asked, does the surplus include the proposed staffing structure changes.** The EHT confirmed this.

Mr Smith, Vice Chair, would forward a DfE link to support costs due to staff absence, to the EHT.

MS

#### **FGP1/21-22/05 POLICY REVIEW AND APPROVAL**

The following policies, uploaded to Governorhub for review in preparation for the meeting, were





approved:

- Capability Policy – updated to include ECT's;
- Phonics Policy - updated;
- Social Media Policy – provided by NST;
- Pupil Premium Policy - updated.

Mrs Lyon, Chair, wished to thank the staff who had reviewed and updated the Phonics Policy for an impressive and thorough piece of work.

She had also spoken with a colleague, who had recently had an Ofsted inspection and there were a lot of questions around governors understanding of policies, especially SEND, equalities, Pupil Premium etc.

**The Finance Chair said, if we were challenged, could we demonstrate the PP spend for each child.** The EHT explained, each class has a spreadsheet with additional interventions for each child.

**Mrs Lyon, Chair, asked is data available on the uptake of extra-curricular activities.** The EHT explained, Joe Nottingham, Year 4 teacher, monitors and holds the data. The EHT would ask Joe Nottingham to present the data to the P&C committee.

EHT/  
Agenda  
item  
P&C

**The Finance Chair asked if the Nottingham Nursery Capability Policy had been updated.** Mrs Patel, HoS, confirmed this.

#### **FGP1/21-22/06 NOTTINGHAM NURSERY WEBSITE UPDATE**

Quotations had been sought to update the Nottingham Nursery website. Two quotations had been received:

- Quotation A = £1849.00;
- Quotation B = £2,800.00.

Following a brief discussion, during which it was agreed that 50% of the cost would be met from Mellers Primary School budget, to **approve** quotation A for £1849.00, which would mirror the Mellers Primary School template.

Mr Smith, Vice Chair, said the DfE would be releasing guidance on the use of drone footage and plans of a school site and there would be inspections around this in the future.

#### **FGP1/21-22/07 STAFFING STRUCTURE PROPOSAL**

**Confidential item – see confidential appendix**

#### **FGP1/21-22/08 ANY OTHER BUSINESS**

Mrs Lyon, Chair and the EHT would draft committee agendas, with the exception of the finance committee.

An agenda item for the next finance meeting on 27<sup>th</sup> April – Report on elements of childcare funding. Mrs Patel, HoS, said details are also included in her report to governors for the meeting on 24<sup>th</sup> March.

Mrs Lyon, Chair, would meet with Mrs Patel, HoS, and Mrs Randall, Business Manager, to discuss agenda items from the nursery perspective.

LL/EHT

Agenda  
item  
27/4  
LL/LP/  
LR

#### **FGP1/21-22/09 CONFIDENTIALITY AND COMMUNICATION**

It was agreed that one item 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 3.40pm**

**Signed by the Chair:**

**Date:**

**ACTION POINTS FROM THE MEETING:**

Ref	Action	Delegated to:	Outcome
FGP1/21-22/03	Sign off the SFVS's for Mellers Primary School and Nottingham Nursery	Lesley Lyon	
FGP1/21-22/04	Forward a DfE link to the EHT	Martin Smith	
FGP1/21-22/05	Arrange for presentation on extra-curricular activities data to P&C comm	EHT	
FGP1/21-22/07	Approval of staffing structure proposal	Agenda item 24/3	
FGP1/21-22/08	Prepare comm agendas (except finance)	LL/EHT	
	Present report on elements of childcare funding at next finance meeting	LP/ Agenda item 27/4	
	Meet to discuss agenda items from the nursery perspective	LL/LP/LR	



## ATTENDANCE AT MEETINGS

Governor Name	Spring 2022				Summer 2022			
	FGB 1.2	FGP 16.3	FGB 24.3		FGB			
Lesley Lyon	Y	Y						
Martin Smith	Y	Y						
Sue Blakeway	Y	Y						
Shamiso Abuka	Y	-						
Nathalie Bolofo	Y	Y						
Hannah Darko	Y	-						
Femi Folorunso	Y	-						
Amy Fuller	Y	-						
Aseel Kabeer	Y	-						
Jo Kervick	Y	-						
Carol McCrone	Y	Y						
Kayleigh McQuade	Y	-						
Celia Morris	Apols	-						
Teeny Reid	Y	-						
Amanda Dawson	Y	Y						
Laura Patel	Y	Y						
Cllr Anne Peach	Y	A						
Cllr Wendy Smith	Y	-						





## Mellers Primary School and The Nottingham Nursery Federation

### Minutes of the Finance and General Purposes committee meeting held on Wednesday 27<sup>th</sup> April at 2022 at 2.30pm

#### MEMBERSHIP

Mrs C McCrone, Chair of the Committee  
(A) Mrs S Blakeway  
(A) Mrs N Bolofo  
Mrs L Lyon  
(A) Mrs C Morris  
(A) Cllr A Peach  
Mr A Kabeer  
Mrs L Patel, Head of School, Nottingham Nursery (associate member)  
Miss A Dawson, Executive Headteacher

#### IN ATTENDANCE

Mrs R Harvey, clerk to the governing body  
Mrs J Travis, School Business Manager (SBM)  
Mrs L Randall, Business Manager (BM), Nottingham Nursery

#### FGP2/21-22/01 APOLOGIES FOR ABSENCE

#### ACTION

Mrs Lyon, Chair of Governors, welcomed all to the meeting and informed the committee of the requirement to elect a Chair of Finance. Mrs McCrone was proposed and seconded, there were no other proposals. Mrs McCrone was duly elected as Chair of the Finance Committee until Autumn 2023.

The Chair thanked governors for attending the meeting. Apologies for absence were received and approved from Sue Blakeway, Cllr. Peach, Mrs Morris and Nathalie Bolofo.

#### FGP2/21-22/02 DECLARATION OF INTEREST

The Chair expressed an interest as HR Consultant, Local Authority, under agenda item FGP2/21-22/ 04 (approval of bought in services).

#### FGP2/21-22/03 APPROVAL OF THE MINUTES OF THE LAST MEETING, ACTIONS AND MATTERS ARISING

Minutes of the meeting held on 16<sup>th</sup> March 2022, a copy of which had been uploaded to Governor hub for review, were taken as read, confirmed and would be signed by the Chair.

#### Action points

Ref	Action	Delegated to:	Outcome
FGP1/21-22/03	Sign off the SFVS's for Mellers Primary School and Nottingham Nursery	Lesley Lyon	Completed
FGP1/21-22/04	Forward a DfE link to the EHT	Martin Smith	Completed
FGP1/21-22/05	Arrange for presentation on extra-curricular activities data to P&C comm	EHT	Completed P&C 18/5
FGP1/21-22/07	Approval of staffing structure proposal	Agenda item 24/3	Completed



FGP1/21-22/08	Prepare comm agendas (except finance)	LL/EHT	Completed
	Present report on elements of childcare funding at next finance meeting	LP/ Agenda item 27/4	Completed
	Meet to discuss agenda items from the nursery perspective	LL/LP/LR	Completed

#### **Matters arising**

There were no matters arising to consider.

#### **FGP2/21-22/04 FINANCE UPDATE**

##### Mellers Primary School

The finance documents had been uploaded to Governorhub in preparation for the meeting.

The SBM led governors through the funding for 2022/2023, the funding from 2021/2022 including the comparable figures and draft budget for 2022/2023 and summarised the key points:

- The budget for 2022/2023 is £2,209,106.00;
- Early Years funding and HLN funding is slightly less than expected;
- Pupil Premium funding is slightly more than expected;
- Universal FSM is £40,000.00 this is an increase of £2,189.00;
- SSG funding from the DfE, new for 2022/2023 is £61,650.00;
- The school meals grant had now ceased.

**The Chair asked whether the fall in Early Years funding was due to the fall in numbers.** The SBM said it was not and no clear reason had been provided.

**The Chair asked the reason for ceasing the school meals grant.** The SBM would investigate and feedback.

**SBM**

The SBM continued:

- The biggest spend had been £67,000.00 on agency staff due to Covid;
- There had been a loss of £8,000.00 from the cancelled China trip;
- The support staff had received the cost of living pay increase backdated to April 2021;
- There had been a number of outstanding charges from Nottingham City Council that were not anticipated.

**The Chair asked, why the HN funding had been less than expected.** Laura Patel, Head of Nottingham Nursery, said the school can make applications three time per year, so the figure may change. The EHT added, although there are no guarantees, we will be applying for additional DfE funding to support with Covid costs. The SBM explained, there are so many criteria we would need to meet for the application to be successful.

#### **FGP2/21-22/05 REVIEW/AGREE BUDGET – INCLUDING CONSIDERATION OF ENERGY INCREASE**

##### Mellers Primary School

- The devolved capital is £8,793.00;
- The teaching staff costs included the new structure from 1<sup>st</sup> September 2022;
- £2,000.00 had been allocated to the supply staff budget;
- £1,500.00 had been allocated to the safeguarding training budget;
- The staff absence insurance is slightly less than 2022/2022 amount;





- £25,000.00 had been allocated to the building maintenance budget. The school office area needs remodelling to make more space;
- £3,000.00 had been allocated water and sewerage costs. NST are investigating savings for schools when purchasing as a group. The EHT suggested, before committing, to having a full discussion at the next governors meeting and invite Frances Rowland, NST, to provide an overview and answer any questions;
- As recommended by the Local Authority, £41,000.00 had been allocated to energy costs as a 70% increase is expected;
- £18,000.00 had been allocated to the learning resources budget. Governors discussed the importance of subject leads to manage their own budget and agreed amounts be allocated to subject areas and subject leads be accountable;
- The Breakfast Club is now in a scheme, so the cost should reduce.

**SBM**

**The Chair asked what percentage increase had been estimated for support staff for 2022/2023, as Unison are asking for cost of living plus 2.75%. The SBM said we had estimated 1.75%.**

The SBM continued:

- £3,000.00 had been allocated for focus provision resources;
- There is a healthy stock of school wear but £3,000.00 had been allocated;
- Reading recovery remains the same but the overspend last year would be investigated;
- £3,000.00 had been allocated to travel expenses;
- £6,000.00 had been allocated to ICT resources. The overspend last year was due to the purchase of two smart boards;
- £24,000.00 had been allocated to catering;
- £38,562.00 allocated to Place2Be;
- The swimming budget remains the same. The cost of transport to and from Harvey Hadden Sports Centre has yet to be confirmed. The EHT explained, due to John Carroll Sports Centre closing, there is now an added transport cost, there is a possibility that we may have to reduce the number of classes attending swimming lessons to meet the this;
- £48,000.00 had been allocated to bought in services;

#### Income

- £10,000.00 received from other grants;
- £10,000.00 received from facilities and services;
- £31,000.00 received from catering;
- £8,000.00 received from supply teacher insurance;
- £9,000.00 received from visits.

In closing, the SBM confirmed, the surplus confirmed by the Local Authority is £29,00.00. A projected three year plan would be presented to the full governing body at the meeting in July.

**Agenda  
Item  
6/7**

The EHT added, the energy costs increase and supply costs are through no fault of the school but due to secure financial management we have been able to cope and thanked the SBM for her hard work.

**Governors approved the budget for Mellers Primary School 2022/2023.**

#### The Nottingham Nursery School

The finance documents had been uploaded to Governorhub in preparation for the meeting. The BM led governors through the budget forecast of income and expenditure for 2022/2023 and summarised the key points:





- Funds delegated by the Local Authority is £539,916.40;
- High Need funding is £5,000.00;
- Pupil premium funding is £6,006.00;
- Other grants and payments is £120,415.00;
- Income from facilities and services is £106,200.00;
- Income from catering is £3,000.00;
- The charges for 2 and 3 year olds needs to be updated. Current charges are £6.00 per hour, the proposal is to increase to £6.20 per hour. The average cost of other local nurseries is between £7.00 - £9.00 per hour. The costs would be reviewed annually and increased over a period of time to match other nurseries. The Head added, any new entrant would come in at the new costing;
- The cost of school meal would also be increased from £2.00 to £2.05 per hour, which is the Local Authority cost;

**The Chair asked whether the nursery employs any apprentices.** The Head said currently there is one apprentice, we are looking to employ another apprentice.

The BM continued:

- Pay rates and the payments for overtime had been reviewed. The Head explained, the grounds had not been maintained as well as expected so quotations from external grounds maintenance providers are being sought;
- The admin team are covering the hours of a staff member currently on maternity leave;
- A further £7,000.00 had been allocated to capital, this had been ring-fenced for planned repairs;
- £3,000.00 had been allocated to water and sewerage;
- £31,647 had been allocated to energy costs. The Head said, the nursery has three boilers, two of which are not working. The Local Authority had agreed to fund the replacement of the two boilers, this work will be completed during the summer holidays, so the heating should be more efficient;
- £500.00 had been allocated for new cabinets and decoration the changing room. The Head said parents would be asked to provide their own baby wipes and nappies;
- IT software – development on the new website had started;
- School catering – adults, £525.00 had been allocated but staff on lunch duty do not opt for a free school meal. Following a brief discussion, it was agreed to transfer the amount to the health and safety budget for tree services;
- The clerk would check that the cost for governor services had been shared across both schools;
- The revenue balance carry forward is -£73,400.00;
- There are currently 129 children on roll;

**Clerk**

**The Chair asked how many places were available.** The Head explained, Wednesdays and Thursdays are full. Year 2 is oversubscribed, we currently operate a waiting list. Years 3 and 4, there are two spaces on Thursdays but it is always changing.

The BM provided a breakdown of energy costs from September to March, for information.

In closing the BM provided predicted balances for the next three years:

- 2022/2023 = -£73,400.00;
- 2023/2024 = -£21442.62;
- 2024/2025 = +£16,649.41.



Governors thanked the SBM and BM for their presentations.

#### **FGP2/21-22/06 BRIEFING ON ELEMENTS OF NOTTINGHAM NURSERY CHILDCARE FUNDING**

The Head led governors through the funding streams and the proposal to increase the cost of the nursery provision following half term and summarised the key points:

- Nottingham Nursery, as a maintained school is funded by the Local Authority in the same way as a primary school;
- Funding is only available for 3 and 4 year olds, the amount is £5.23 per hour, per child;
- All 3 year olds are entitled to 38 weeks, 15 hours per week, which totals £2,981.00 per year, any extra hours is paid for as private hours;
- Families can be eligible for an additional 15 hours funding, depending on working status / income, so some 3 year olds have access to 30 hours funding;
- Any 2 year olds are paid for through early education entitlement by the DfE and Local Authority which is calculated through termly head counts. This is £5.60 an hour, up to 15 hours a week, 38 weeks if eligible, which totals £3,192.00 per year;
- Private hours fees are £6.00 per hour, which is incredibly low in comparison to our competitors (the lowest is £7.10, the highest is £9.00);
- This should be review this annually with governors but this has not taken place since 2018;
- Nottingham City Council employees receive a 5% discount;
- Some families are entitled to early years Pupil Premium (PP), which is available from age 3 years, this is 60p per hour, £342 per child, per year;
- The PP is paid directly to nursery, the same as primary;
- Free school meals are available to eligible families from 3 years old, this is £2.10 per meal;
- Other children staying for lunch, pay an additional amount for the meal on top of the child care. If the child is part time = £5. If the child is full time, currently the fee is £2.00 which we are proposing increases to cover the cost of the meal, £2.10;
- The Nottingham Nursery is not entitled to any PP or free school meals before the child is aged 3 years, any Covid recovery funding, catch up funding or sport premium;
- The wrap around care includes before school, after school and holiday club. These are paid for additionally;
- The wrap around care which starts at 8.00am and finishes at 6.00pm is £50.00 per day, including meals. We are unsure how this was calculated, it does not equal the hourly rate which results in a loss of £1.50 per hour;
- Before school club, if attending breakfast and am session, 8.00am – 1.00pm is £30.00 per day, including lunch;
- After school club, if attending an extended afternoon session 1.00pm – 6.00pm is £30.00 per day, including tea
- For the holiday club, the same daily fees apply;
- The review found different documents, with contradicting statements, giving parents loopholes when challenging contracts or giving notice;

**The Chair asked, how the nursery facility had been publicised.** The Head said she was unsure but we will market the provision on the new website and we can advertise through NST. The EHT suggested forming a working group to consider marketing strategies.

**The Chair asked about the training facilities in the building.** The Head said we do not hire out. NST make use of the training room which is included in the rental agreement. Initially it was used





as a base for the Early Excellence team. Having NST on site has brought a positive energy and it is better to have NST renting part of the building.

**The Chair asked what the total number of staff members is.** The Head said that there are a number of part time staff, but estimates 15 full time equivalent overall.

Governors considered the 5% discount for NCC employees and **agreed** to terminate the discounted rate as this was a historical decision that was no longer relevant to the Nottingham Nursery business model.

The Head proposed the following:

- The basic formula = £6.20 per hour child care, £2.10 lunch, £1.20 breakfast, £1.20 tea (this would not include any discount / incentive to have more hours, which we think the original formula was based on);
- An annual increase of 20p per hour to aim to reach £7.00 over time.

The Head explained, for new contracts, a full day 8.00am to 6.00pm would include 10 hours child care, breakfast, lunch and tea = £66.50 per day, £332. 50 per week. Current contracts would be £52.00 per day and increase over time.

Other scenarios would include half day sessions, mornings or afternoons.

In closing the Head said, we need to forensically review parent contracts, admission policies and waiting list administration this half term and would really appreciate governor involvement. Mrs Lyon suggested the Head contact Mrs Morris, who is the Early Years governor.

**Head**

**Governors approved the proposed increase in fees, effective from 6<sup>th</sup> June 2022.**

#### **FGP2/21-22/07 HEALTH & SAFETY AND PREMISES UPDATE (BOTH SETTINGS)**

The SBM reported no health and safety issues at Mellers Primary School at present but would contact the Local Authority to arrange a visit from David Thompson or Alison Sheldon, Health and Safety Officers for Schools.

**SBM**

The BM had uploaded the annual health and safety checklist to Governorhub, for information.

**The Chair asked about the cost of the inspection of the play equipment.** The Head confirmed this had been included in the budget.

The Chair asked if both schools had a defibrillator on site. The SBM confirmed Mellers Primary School has a defibrillator in the reception area. Governors agreed it was good practice to have a defibrillator on site. The Head would contact The Oliver King Foundation for advice.

#### **FGP2/21-22/08 DEAF PROVISION BUILDING UPDATE**

The EHT reported the building works were behind schedule and the time frame had been moved back to October 2022. The EHT would be meeting with David Solomon to discuss the fire exit issue and invited the Chair of Governors to attend. The Chair of Governors suggested Cllr Smith also be invited to attend. The EHT would contact Cllr Smith.

**EHT**

**The Chair asked, if this had impacted on staff morale.** The EHT said staff are frustrated and disappointed the time frame had moved. If we can open up the garden room it would be a valuable space and alleviate some of the problems. The EHT would update governors on the

**EHT**





outcome of the meeting.

#### **FGP2/21-22/09 COVID UPDATE**

The Head said that The Nottingham Nursery was still feeling the impact of Covid. The EHT said there were no issues at Mellers Primary School.

#### **FGP2/21-22/10 STAFFING UPDATE**

The Head said an advert had been placed for an Early Years assistant. A part time Level 2 practitioner would be leaving and the intention is not to replace. We require another apprentice to meet the needs of the rising number of 2 year olds.

An advert had also been place for two midday supervisors. Currently there is only one midday supervisor who is working her notice.

**The Chair asked whether the Nursery advertises in the community.** The Head explained that in the past they have advertised in the community but had been let down and need to ensure they meet the required ratio.

The EHT said Freya Dean, Foundation 2, had tendered her resignation and an internal appointment had been made. Adverts had been placed for two assistants to support pupils with SEND and for midday supervisors.

#### **FGP/21-22/11 POLICY UPDATES**

##### Anti-Social Behaviour (ASB) Statement and Procedure

Governors **approved, subject to two minor changes, the ASB statement and procedure**, which had been reviewed in preparation for the meeting.

The Chair of Governors raised a concern about the time spent by teaching staff and the EHT on working on investigations and the procedures would alleviate some of the issues. The EHT wished to express her gratitude to those who had supported her and the teaching staff, as an investigator. She specifically thanked the Chair of Governors for her role in handling complaints from parents.

**Mr Kabeer left the meeting at 4.25pm**

#### **FGP/21-22/12 REVIEW OF AGENDA FOR AUTUMN TERM**

**Chair**

##### Consideration of Governors Services template agenda

Governors reviewed the draft agenda template for the autumn term. The Chair would upload the agenda to Governorhub.

#### **FGP2/21-22/13 ANY OTHER BUSINESS**

None to consider.

#### **FGP2/21-22/14 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 4.35pm**

**Signed by the Chair:**

**Date:**



# **ACTION POINTS FROM THE MEETING:**

Ref	Action	Delegated to:	Outcome
FGP2/21-22/04	Investigate the ceasing of the school meals grant	SBM	
	Invite Frances Rowland, NST, to the FGB meeting to discuss the discounted rate for water and sewerage costs	SBM	
	Presentation of three year budget plan	Agenda 6/7	
FGP2/21-22/05	Invite Frances Rowland, NST, to the FGB mtg on 6/7	SBM	Completed
	Check the charges for governor services	Clerk	
FGP2/21-22/06	Contact Celia Morris to join the EY working group	Head (LP)	
FGP2/21-22/07	Contact David Thompson/Alison Sheldon to do H&S visit at Mellors Primary School	SBM	
FGP2/21-22/08	Contact Cllr Smith to attend meeting and update governors on the outcome of the meeting	EHT	
FGP2/21-22/12	Upload the autumn term agenda to G'hub	Chair	

# **ATTENDANCE AT MEETINGS 2021/2022**

Governor Name	Spring 2022				Summer 2022			
	FGB 1.2	FGP 16.3	FGB 24.3		FGP 27.4			
Lesley Lyon	Y	Y			Y			
Martin Smith	Y	Y			-			
Sue Blakeway	Y	Y			Apols			
Shamiso Abuka	Y	-			-			
Nathalie Bolofo	Y	Y			Apols			
Hannah Darko	Y	-			-			
Femi Folorunso	Y	-			-			
Amy Fuller	Y	-			-			
Aseel Kabeer	Y	-			Y			
Jo Kervick	Y	-			-			
Carol McCrone	Y	Y			Y			
Kayleigh McQuade	Y	-			-			
Celia Morris	Apols	-			Apols			
Teeny Reid	Y	-			-			
Amanda Dawson	Y	Y			Y			
Laura Patel	Y	Y			Y			
Cllr Anne Peach	Y	A			Apols			
Cllr Wendy Smith	Y	-			-			





## Mellers Primary School and The Nottingham Nursery School Federation

Minutes of the Pupils and Curriculum Committee on Wednesday 18<sup>th</sup> May at 1.30pm in the Dom Berry Meeting Room.

Membership  
(A) denotes absence

Name

Jo Kervick, Chair  
Nathalie Bolofo  
Femi Folorunso  
(A) Amy Fuller  
Aseel Musa Kabeer  
Lesley Lyon  
Laura Patel, Head, The Nottingham Nursery  
(A) Teeny Reid  
Wendy Smith  
Amanda Dawson, Executive Head

In attendance

Rachael Harvey, Clerk to the Governing Board  
Louise Burrows, Teacher of the Deaf (part of the meeting)  
Fay Lee, Place 2 Be, (part of the meeting)

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### Agenda item no.

### Item

### Action

#### **P&C1/21-22/01 Welcome and apologies for absence**

Lesley Lyon, Chair of Governors, welcomed all to the inaugural pupil and curriculum committee meeting and informed the committee of the requirement to elect a Chair of Pupil and Curriculum committee.

Apologies from Amy Fuller and Teeny Reid were received and approved.

#### **P&C1/21-22/02 Declarations of interest**

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. There were no declarations of interest to report.

#### **P&C1/21-22/03 Election of Chair**

The Chair of Governors invited nominations for the position of Chair of the Pupil and Curriculum committee. Jo Kervick was nominated and seconded. There were no further nominations.

Jo Kervick was duly elected as Chair until Autumn 2023.

#### **P&C1/21-22/04 Presentation by Louise Burrows, Teacher of the Deaf, to Governors about the work of the Focus Provision for Deaf children**

Louise Burrows, led governors through a summary of the focus provision for deaf children since the move to Mellers Primary School in September 2021.

- All staff and children had received a fantastic welcome and were made to feel at home;
- The delay in the building work and lack of space means we are currently working in mobile units away from the main building, which had impacted greatly on the learning and mental health;
- There are a lot of resources that had been used daily, still in storage due to limited space;





- Staff at Mellers Primary School have been great, they have embraced the new deaf provision and had undertaken deaf awareness training;
- Staff and pupils have also included BSL into the day to day teaching;
- The deaf children are unable to cope in a full-time mainstream teaching environment, so they are taught maths and English in the mornings in the deaf provision then join the mainstream classes for other subjects in the afternoon;
- Due to the building issues there is no flexibility for change to lesson times and this has taken time to adjust;
- Preparation has been key and overall, the integration has gone well. There have been a number of small issues, for example, when events are coming up in school, we need to know in advance in order to prepare the children. The EHT said that staff at the school had taken this on board;
- This is a beautiful, welcoming, inclusive school and we look forward to the building work being completed in readiness for September.

The Chair said there is a calendar for future events, so we need to ensure the staff in deaf provision have access.

The EHT commented, Kelly Littlewood, BSL teaching assistant, is teaching staff and pupils BSL, we are well on our way to becoming a signing school.

**Governors asked, do the children do maths and English in the mobile units.** Louise Burrows confirmed this and explained, maths and English is priority, the children then join the mainstream for the rest of the curriculum subjects. The EHT added, they are working on the same themes as other children.

**Governors asked, do you have planning time for the curriculum.** Louise Burrows explained, it is planned by teachers on Share point. Going forward, the teaching assistants will be more involved in planning. The Head added, maths and English is conclusive of supporting deaf pupils. There is no big hiatus, pupils have slotted in easily and there is communication all the time. Louise Burrows said, the EHT, from the beginning had been so supportive.

Wendy Smith, Lord Mayor and associate member, thanked Louise Burrows and the team for everything they had done, adding, Mellers Primary School is a wonderful school for the deaf provision. The positive impact of signing and deaf awareness is a 'win' for everyone. The Lord Mayor's chosen charity is the Notts Deaf Society, so we hope to raise awareness and funds and we will be meeting with representatives.

Louise Burrows said links had been made with 'Hear together' and we hope to do more work with them.

**Governors asked, what impact had the move in general had on the progress of pupils.** Louise Burrows explained pupils progress is as good as before Covid. The integration at Firbeck Primary School was not happening in the final year and pupils had missed out on extra-curricular opportunities. The EHT said we have ideas planned for after school clubs and holiday clubs. The children have hearing friends and deaf children could not identified.

**Governors asked how the training with Becky Bryan was progressing.** Louise Burrows said it is brilliant, Becky Bryan is the perfect person for this work, she is eager to learn and is guiding both partners through change.

The EHT said Louise Burrows would provide an article for the Headteacher report.

**L Burrows**



The Chair thanked Louise Burrows for the update.

**Louise Burrows left the meeting at 2:07pm**

**P&C1/21-22/05 Presentation from Fay Lee, Project Manager, Place2Be, to Governors about the curriculum of Nottingham Nursery and plans for effective Governor monitoring**

Fay Lee summarised the key points:-

- The school is so inclusive and has a strong understanding of Place2Be;
- The referral system is working very well;
- A number of teachers have done direct referrals;
- The use of Place2Talk is increasing, particularly in KS2;
- There are good resources in school and the SENCo had been a great support
- The school and the environment is a lovely and positive place to work.

The EHT said Faye Lee had brought something very different to the school and we will ensure the work carries on through the building works.

Fay Lee continued.

The priorities:-

- To get into KS1 classes. The EHT would speak to Chris Martin, KS1 lead;
- Cohesion with the well-being lead;
- To learn more about Nottingham City and what it can offer;
- To complete Level 1 BSL;
- To deliver summer holiday club provision one day per week.

**Governors commented it is great to hear that deaf children can attend after school clubs and holiday clubs and asked what are the arrangements in terms of transport.** The EHT said this would be supported by Place2Hear and plans were underway. The after school clubs were already in place.

**Governor asked how would you assess the well-being of Mellors Primary School.** Faye Lee said her first impressions are that it is good, particularly good in KS1. You can see that well-being is a priority in school and there is a level of trust in the staff.

A governor commented it is great that the Place2Be provision is also available for the deaf children. The EHT said we wanted the deaf provision to be part of the school building not separate. Fay Lee had made a positive impact across the whole school and we have increased the provision to a four day model.

**Governors asked Fay Lee, following your move from Nottinghamshire County Council to Nottingham City Council, what are the differences you have identified.** Fay Lee explained, she had moved from a big school where the focus was on well-being. There are a lot of guidelines to follow in a big school but there was an 'open door' policy.

Mental health on pupils and parents had taken a massive hit during Covid and we will provide support in school. Place 2Be will also have a mental awareness week. The Head added, there was a significant number of traumas this year and Fay Lee would also be available to support our staff.

The Chair thanked Fay Lee for the update.

**Fay Lee left the meeting at 2.24pm.**

**P&C1/21-22/06 The Nottingham Nursery update**

Supporting documents had been uploaded to Governorhub in preparation for the meeting.





Laura Patel, Head of Nottingham Nursery, led governors through the key points:-

- The Early Years curriculum (0-5 years) became statutory from September 2021. Plans across both settings had been put in place;
- The nursery had focused on prime areas;
  - the communication and language strand. This has formed a strong part of our curriculum, using repetition and patterns. We can now offer variety and consistency;
  - Personal and social; self-regulation and expectation that children can stop a behaviour;
  - Physical; the move from physical to fine motor skills;
- The specific areas are literacy, maths, art, science, history and geography. IT had been removed completely;
- The strand for the specific areas are characteristics of effective learning. From a curriculum perspective, we expect our more able children to do and of we can this right, it is easier when they move on to the next stage of their learning;
- The Early Years Framework identifies the 'end goal' for all 5 year olds. There is also non-statutory guidance, 'Development Matters', for 0-3, 3-4 and 4-5 year olds;
- The Early Years coalition document also breaks down the curriculum into six phases, starting from birth, this is new and will take time to embed;
- We have formulated a scaffold to work to. We deliberately set up an intent, implementation and impact plan and a continuous provision plan. The outdoor area will be reviewed and each class will have an individual plan;
- The next task is to capture what we do in specific areas of the phonics framework.

**Governors asked, can you assess children in specific areas.** The Head explained, in our older children we do, but do not assess as part of the curriculum. It helps manage the work load and get the prime areas right, first. We use 'Evidence Me' to assess and evidence on-line.

**Governors asked do all children have group time.** The Head confirmed this and added, for any child who has the ability to sit in that space for a period of time and explained the purpose behind understanding instruction from an early age and continuing into their next stage of learning. The EHT added, because Mellers Primary School had grown and Laura Patel, Head of Nottingham Nursery, had led on the curriculum review across both sites. We know, that although not all children will move through to Mellers Primary School, there will be a high degree of continuity, which is rigorous and fit for purpose.

**Governor commented, the detail in the documents was phenomenal, it clearly identifies what is expected in each post and asked how it had been shared with staff.** The Head said, lead practitioners from each room had supported with the work and they have cascaded to their teams and inset days had also been used.

**Governors asked what was the impact on the Nottingham Nursery School.** The Head explained there had been a number of staff changes, uplift of children and turnover of resources, it had been a good opportunity to reflect on and refresh with freedom.

**Mr Folorunso left the meeting at 2.48pm**

#### **P&C1/21-22/07 Curriculum policies**

The clerk led governors through the process of reviewing and approving policies on Governorhub. Governors would approve on Governorhub and email any comments to the EHT before the next meeting.

Mrs Lyon, Chair of Governors, would draft a sentence to be included in each policy with reference to each curriculum area having a link to the Arts.

**Govs**

**Mrs Lyon**





**P&C1/21-22/08 Any other business**

The Chair of Governors reminded all present that next week would be governor monitoring week and suggested all governors, previously of Mellers Primary School, continue with their link roles and incorporate the Nottingham Nursery School governors into the monitoring schedule. The Chair of Governors would send a message to remind all governors to set up meetings with the relevant members of staff and prepare to feedback at the next full governing body meeting.

**Mrs Lyon  
Govs**

**Mrs Bolofo and Mr Kabeer left the meeting at 2.58pm**

**P&C1/21-22/09 Confirm date of next meeting and agenda items**

The date would be confirmed at the full governing body meeting.

The agenda item; Feedback from the focus provision parents. The EHT would invite BSL parents to attend.

**FGB  
Agenda  
P&C  
EHT**

**P&C1/21-22/10 Determination of confidentiality and communication. Identify any items which should remain confidential to the governing body and minuted separately.**

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 3.03pm**

**Signed**

**Chair**

**Date**



#### ACTION POINTS FROM THE MEETING:

Ref	Action	Delegated to:	Outcome
P&C1/21-22/04	Prepare an article for the EHT report	L Burrows	
P&C1/21-22/07	Review and approve policies on G'hub Draft a sentence to be included in all curriculum policies	Govs L Lyon	
P&C1/21-22/08	Message governors to remind them of monitoring week Contact staff members to arrange a meeting and prepare to feedback at next FGB meeting	L Lyon Govs	
P&C1/21-22/09	Confirm next committee meeting date Feedback from the focus provision parents Invite BSL parents to feedback at next P&C comm mtg	Agenda FGB Agenda P&C EHT	

#### ATTENDANCE AT MEETINGS 2021/2022

Governor Name	Spring 2022				Summer 2022			
	FGB 1.2	FGP 16.3	FGB 24.3		FGP 27.4	P&C 18.5		
Lesley Lyon	Y	Y			Y	Y		
Martin Smith	Y	Y			-	-		
Sue Blakeway	Y	Y			Apols	-		
Shamiso Abuka	Y	-			-	-		
Nathalie Bolofo	Y	Y			Apols	Y		
Hannah Darko	Y	-			-	-		
Femi Folorunso	Y	-			-	Y		
Amy Fuller	Y	-			-	Apols		
Aseel Kabeer	Y	-			Y	Y		
Jo Kervick	Y	-			-	Y		
Carol McCrone	Y	Y			Y	-		
Kayleigh McQuade	Y	-			-	-		
Celia Morris	Apols	-			Apols	-		
Teeny Reid	Y	-			-	Apols		
Amanda Dawson	Y	Y			Y	Y		
Laura Patel	Y	Y			Y	Y		
Clr Anne Peach	Y	A			Apols	-		
Clr Wendy Smith	Y	-			-	Y		



## Mellers Primary School and The Nottingham Nursery School Federation

Minutes of the Pupils Progress Committee held on Wednesday 8<sup>th</sup> June at 1.30pm in the Dom Berry Meeting Room and via Zoom

Membership	Name
(A) denotes absence	
	Sue Blakeway, Chair
(A)	Nathalie Bolofo
	Hannah Darko
	Kayleigh McQuade
(A)	Lesley Lyon
	Laura Patel, Head, The Nottingham Nursery
	Teeny Reid
	Martin Smith
	Amanda Dawson, Executive Head
In attendance	
	Rachael Harvey, Clerk to the Governing Board
	Joy Buttress, Assistant Head
	Lorna Dermody, Assistant Head (part of the meeting)
	Martin McKeefry, Assessment lead (part of the meeting)
	Jo Kervick, Assessment lead (part of the meeting)

### The clerk chaired items 1 to 3 of the agenda

#### Agenda item

#### Action

##### **PPC1/21-22/01 Welcome and apologies for absence**

The clerk welcomed all to the inaugural meeting of the pupil progress committee, following the federation of Mellers Primary School and The Nottingham Nursery School.

Apologies for absence were received and approved from Lesley Lyon and Natalie Bolofo.

##### **PPC1/21-22/02 Declarations of interest**

There were no declarations of interest to consider.

##### **PPC1/21-22/03 Election of Chair**

The clerk sought nominations for the position of Committee Chair. Sue Blakeway was nominated and seconded. There were no further nominations. Sue Blakeway was duly elected as Chair of the Pupil Progress Committee until autumn 2023.

The clerk handed the meeting to the Chair.

##### **PPC1/21-22/04 Mellers progress – writing (presented by Joy Buttress)**

The writing data, including progress and attainment, had been uploaded to Governor hub.

Joy Buttress, led governors through her report:-

- The writing data had been reviewed half termly, teachers had completed their assessments and recognising the effects of Covid had erred on the side of caution. The EHT added, the last two years had impacted greatly, so the data is not in line with previous years.
- Year 1 - there are a number of pupils 'developing' and we expect them to tip to 'expected' by the end of the term.





- Year 2 data is higher and the end of year data had been submitted. We were in a strong position in 2019 but Covid issues had adversely affected outcomes.
- Year 6 - Based on the children at the start of the term, a target of 64% had been set but mobility during the year had been huge. There are 24% more new children this year, the majority being EAL and 63% are Pupil Premium. The EHT added there had always been mobility in this cohort since Year 2, but not at this level, in this climate it would be a huge achievement to reach the targets.

Joy Buttriss continued:-

- Progress scores had been taken from September and girls have outperformed boys across the years, except for Year 6. Laura Patel, Head, Nottingham Nursery, added SIMS does not capture the data of those children who joined mid-year.
- Year 4 boys are a concern. **The Chair asked what interventions had been put in place.** Joy Buttriss explained, Year 4 have 54% of pupils 'developing' and are expected to tip into ARE. Laura Patel added, reviewing data half termly does not give a true picture. A termly review is more accurate, however, we need to be clear how we make our judgments. **The Chair suggested making Year 4 the focus at the next meeting. The EHT would arrange.** Joy Buttriss suggested Year 4 also be a focus during the governor monitoring visits next week. Laura Patel added, the Pupil Premium children would need the whole Mellers journey in order to catch up. The EHT said there will be movement in Years 3 and 4 next year, Jo Kervick would be moving to Year 4. **Governors agreed to make Year 4 a priority next year for the Pupil Progress Committee.**

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Joy Buttriss continued:-

- Phonics moderation will be taking place in school over the next few weeks. The EHT added at the inset day on Friday they will be a staff training on Wandle phonics programme.

#### Data tables presented to governors.

Mellers writing data summer 3.1 2022					
Attainment					
	Below	Emerging	Developing	At age related	At greater depth
Year one	10	7	23	17	
57	18%	12%	40%	30%	
Year two	10	3	12	27	4
56	18%	5%	21%	48%	7%
Year three	13	10	29	6	
58	23%	17%	50%	10%	
Year four	10	11	31	6	
58	17%	19%	54%	10%	
Year five	13	13	14	11	1
52	25%	25%	27%	21%	2%
Year six	24	9	17	7	
57	42%	16%	30%	12%	

Mellers writing data summer 3.1 2022				
Progress				
	Number		Percentage	
	Expected progress	Accelerated	Expected progress	Accelerated
Year one	31	15	57	28
54				
Year two	46	8	82	14
56				
Year three	14	1	28	2
50				



Year four 57	20	2	35	4
Year five 50	19	2	38	4
Year six 47	33	11	70t	23

Governors would email any on the data questions to the EHT.

#### PPC1/21-22/05 Nursery progress – Laura Patel, Head of the Nottingham Nursery

The data had been uploaded to Governorhub in preparation for the meeting.

Laura Patel summarised the key points from her report:-

- Progress is strong in all areas but we do not always meet the milestones.
- There are gender gaps across the nursery.
- There is a definite link between boys and additional needs particularly in speech and language development. **The EHT said this had become an increasingly significant issue and asked if this had been exacerbated by Covid related issues.** Laura Patel confirmed this and provided some examples.
- We are considering developing our own specialist practitioner in speech and language therapy. Elisa Scarezatti would be the ideal person to take on this role and is keen to access further professional development. The EHT said this would be a useful resource in terms of need and finance that could be shared across both settings.
- There is a noticeable gap in boys and girls fine motor skills. The boys' strength is physical development and the forest school is the best method of developing fine motor skills, for example, tying knots and threading willow.
- We monitor engagement levels and well-being levels, there is no gender gap here, which suggests our provision is good for boys and girls.
- Babies 0 – 2 years, there are some girls at greater depth. Most of the girls had been full-time in the nursey from a young age, as early as 11 months old, so the impact of the nursery provision should be celebrated rather than identify why there is a gender gap.
- Years 2-3 and 3-4, we need to monitor more, there is an overlap with special needs, there is no other identifiable pattern. There is a wider discussion to have across the setting to think about the reasons and ensure the provision is set up to the highest standard.

The Chair said It would be positive if the nursery children could move through to Mellers Primary School.

**The EHT agreed and asked, how many children do you anticipate will be coming to Mellers Primary School and we could do more transition work.** Laura Patel said it is unclear at the moment, there is an issue with admissions.

Laura Patel continued:-

- The practitioners had been great. We have introduced new monitoring systems and staff have adapted well
- The SIMS monitoring data is not particularly useful to our setting, alternatives are being considered

The Chair thanked Laura Patel and all the staff at the nursery for the hard work in getting the nursery to reopen following one days forced closure.





# Nursery data

National vulnerable groups	Total	Girls		Boys		White British		Pakistani Boys		Disadvantaged		EAL		SEND	
		No	%	No	%	No	%	No	%	No	%	No	%	No	%
E2 cohort	16	8	50	8	50	4	25	1	2	9	56	9	506	0	0

ATTAINMENT	Secure and above	Below year E1	E2 BLW	E2 WTS	E2 EXS	E2 GD
Listening	53% 8	0	7% 1	40% 6	40% 6	13% 2
Speaking	47% 7	0	27% 4	27% 4	47% 7	0
Gross motor skills	93% 14	0	0	7% 1	67% 10	27% 4
Fine motor skills	93% 14	0	0	7% 1	67% 10	27% 4
Self-regulation	73% 11	0	0	27% 4	60% 9	13% 2
Managing self	67% 10	0	7% 1	27% 4	53% 8	13% 2
Relationships	80% 12	0	0	20% 3	80% 12	0
Combined	47% 7					

PROGRESS	EXPECTED	ACCELERATED
Listening	47% 7	53% 8
Speaking	53% 8	40% 6
Gross motor skills	27% 4	73% 11
Fine motor skills	21% 3	79% 11
Self-regulation	33% 5	67% 10
Managing self	47% 7	53% 8
Relationships	27% 4	67% 10

Confidential item - see confidential appendix

## PPC1/21-22/06 Y6 expected outcomes – presented by Joy Buttress and Lorna Dermody

The government did not let up on the SAT's after two years of non-SAT's due to Covid. The level of difficulty of some questions proved challenging but we felt optimistic that the children were well prepared. The original targets were set based on a cohort of 44 children but during the year there had been a number of new children join and the number increased from 44 to 58 children. We looked at the data which was a little disappointing. There is no separate data for a portion of the cohort and the new children include Pupil Premium children and EAL.





Of the 14 new arrivals to the year group, only one of the children are working at expected, all other children are below ARE. There are language barriers and some families have gone away on extended leave and children have had no school for six months. The combined target is 47%, with 58 children. If we look at the original number of 44 and the other children, were disapplied, the target for attainment is 65% for reading and writing and 70% for maths.

The trends show:-

- Boys outperform girls in writing.
- Girls outperform boys in maths and reading.
- There are no gaps in EAL in maths but there are significant gaps in reading and writing.
- SEND shows writing is below average.
- Pupil Premium shows below in all.
- Analysis of mobility shows two children got expected from their KS1 data, others are working towards or there is no data.

The EHT explained there has been such mobility and we need to look at a stable cohort and in terms of our published data, we have never been in this position before. The Chair added, it must be difficult with an ever-changing cohort to get to know the children and we have the evidence to show the impact. The EHT would upload the data to Governorhub.

EHT

**Hannah Darko joined the meeting at 2.17pm.**

**PPC1/21-22/07 Assessment of the wider curriculum: impact presented by Joy Buttress and Lorna Dermody**

Joy Buttress explained, as yet there is no data but there are tangible examples showing the quality of the work, including a sculpture celebrating fifty years of Mellers Primary School.

Every area had been covered and we can see how the children build from prior knowledge. During the autumn term there was a focus on oracy lessons, this was based on 'talk'. The level and amount of 'talk' has increased and this had fed in with Lila Bird's work on oracy across the school.

Dr Rupert Knight, Nottingham University, had observed children in Year 3 and Year 6 and has built his observations into his case studies, he was very impressed with what the children were doing.

Subject leads have now completed a full year of monitoring and time is allocated at staff meetings to show the development within their subjects.

The EHT added, in terms of Ofsted judgement, Liz White, School Improvement Adviser, said we are firmly at the impact stage. She had focused on the curriculum during the year and is confident that we are in a strong position.

Joy Buttress said now staff have all the information we have looked at what we teach, where and why and what links, and provided an example. We have done 'mock talking' and are fully prepared to talk to Ofsted inspectors about the intent, implementation and impact. The EHT added, the Ofsted framework had moved away from data.

The Chair said she had done a monitoring visit in school and had an opportunity to look at the floor books. The children were very proud of their work and the progress and impact was clear to see. She had met with Becky Bryan and Jo Kervick, who talked confidently about curriculum development and areas for further improvement. Last year Religious Education was a focus subject for improvement. We have made good progress and can show the evidence.

**Governors asked how the cross-curriculum work is measured.** Joy Buttress said, we use the skills ladders. The EHT said, the curriculum has transformed under Lorna Dermody's leadership. There are some aspects of the curriculum that we were not fully confident with, but Lorna Dermody, through CPD has the passion, knowledge and hinterland understanding. A governor commented, once you get to



that level you can make links across the whole curriculum. The Chair added there had been a lot of staff development from it also.

#### **Jo Kervick and Martin McKeefry joined the meeting at 2.42pm**

##### **PPC1/21-22/08 Feedback from new assessment leads Martin McKeefry and Jo Kervick**

Jo Kervick explained that she and Martin McKeefry, for this year had been working together, originally shadowing but more recently, alongside Laura Patel.

The pupil progress meetings tended to be numbers led and not so much about the children. The structure of the meetings has now been updated, key stage leads are taking more responsibility in leading some of the meetings and the reporting documents had also been updated. This has resulted in a more focused and reduced workload.

**The EHT asked had the quality of the meetings improved.** JoKervick confirmed this. The EHT added it had also improved the knowledge of the class structure, including Pupil Premium pupils and EAL. A governor commented we now know more about the children and it is good that this knowledge and information is shared. Martin McKeefry added it had also helped in identifying trends.

**The EHT said you are both in significant leadership roles, how are you finding holding someone to account and having difficult conversations.** Martin McKeefry said there had not been any difficult conversations yet but we have good, strong working relationships with staff and provided an example of a discussion held between himself and Joe Nottingham. The EHT said it is positive that you were able to navigate the conversation without difficulty.

Laura Patel explained, when we first did the data analysis meetings it was a fully focused on agreeing what we were looking for and what we would do with the information. Gradually it has changed to holding catch up meetings but the first meeting was so useful to set the framework.

**A governor commented, it is also important to ensure the assessments are correct at Foundation Stage and asked are assessments also done for the pupils new to Year 6.** The EHT said confirmed this and added, Aurelie Guinard and Alex Woods, English language experts, also deliver separate lessons. Maths is not such an issue. Martin McKeefry said we are working closely with Henry Ward on 'B squared' and are planning a visit to Glade Hill Primary School to see how it works there and share best practise. The focused provision are not assessed on 'B squared' initially, we are using the learning ladders and will move to 'B squared'. Jo Kervick added, she has responsibility for the learning ladders and checks information is up to date before any data is uploaded to SIMS, although we are not sure the data from the learning ladders fully aligns with SIMS data.

**The EHT thanked Jo Kervick and Martin McKeefry for their positive start and proactive approach and asked if they needed any support.** Jo Kervick said we would both benefit from training. The EHT said that a training programme would be put in place from September and she would speak with Joy Buttress and Lorna Dermody about setting aside half a day per week to work together.

EHT

The Chair asked if there could be a focus on the children in the deaf provision at the spring term meeting. The EHT would arrange.

EHT

##### **PPC1/21-22/09 Any other business**

The EHT said work on the two classes for the deaf pupils had started. It is disruptive but will be great when it is completed.

##### **PPC1/21-22/10 Confirm date of next meeting**

The date of the next meeting would be agreed at the full governing body meeting in July.

FGB





### Action points

Ref	Action	Delegated to:	Outcome
PPC1/21-22/04	To arrange a presentation on Year 4 cohort  Focus on Year 4	Agenda item next mtg/EHT  Standard agenda item 22/23	
PPC1/21-22/06	Upload the Year 6 data to G'hub	EHT	
PPC1/21-22/07	Speak to Joy Buttress and Lorna Dermody to arrange some support for Jo Kervick and Martin McKeefry.  Arrange for presentation on the deaf provision at the Spring term meeting	EHT  EHT	
PPC1/21-22/10	Confirm next committee meeting date	Agenda - FGB	

Governor Name	Spring 2022				Summer 2022			
	FGB 1.2	FGP 16.3	FGB 24.3		FGP 27.4	P&C 18.5	PP 8.6	
Lesley Lyon	Y	Y			Y	Y	Apols	
Martin Smith	Y	Y			-	-	Y	
Sue Blakeway	Y	Y			Apols	-	Y	
Shamiso Abuka	Y	-			-	-		
Nathalie Bolofo	Y	Y			Apols	Y	Apols	
Hannah Darko	Y	-			-	-	Y	
Femi Folorunso	Y	-			-	Y	-	
Amy Fuller	Y	-			-	Apols	-	
Aseel Kabeer	Y	-			Y	Y	-	
Jo Kervick	Y	-			-	Y	-	
Carol McCrone	Y	Y			Y	-	-	
Kayleigh McQuade	Y	-			-	-	Y	
Celia Morris	Apols	-			Apols	-	-	
Teeny Reid	Y	-			-	Apols	Y	
Amanda Dawson	Y	Y			Y	Y	Y	
Laura Patel	Y	Y			Y	Y	Y	
Clr Anne Peach	Y	A			Apols	-	-	
Clr Wendy Smith	Y	-			-	Y	-	

### Attendance at meetings 2021/2022





## Mellers Primary School and The Nottingham Nursery School Federation

*Nottingham Nursery and Mellers Primary Federation is a unique fusion which will create exceptional provision for the community of Radford. The Federated Governing Body has a vision in which it will break glass ceilings and will be an advocate for all in its care. It will create the very best opportunities for its children, supporting them to achieve their full potential, through the promotion of equality for all, in an atmosphere of trust, honesty and compassion.*

### Minutes of the summer term full governing body meeting on Wednesday 6<sup>th</sup> July 2022 at 4.00pm

#### Membership:

(A) denotes absence	Lesley Lyon, Chair
	Martin Smith, Vice Chair (MS)
	Sue Blakeway, Vice Chair (SB)
	Shamiso Abuka
A	Nathalie Bolofo
	Hannah Darko
	Femi Folorunso
A	Amy Fuller
	Aseel Kabeer
	Jo Kervick
A	Carol McCrone
	Kayleigh McQuade
A	Celia Morris
	Teeny Reid
	Amanda Dawson, Executive Head

In attendance:	Laura Patel, Head, Nottingham Nursery, Associate member
	CLlr Wendy Smith, Associate member
	Rachael Harvey, Clerk to the Governing Body
	Joy Buttress, Assistant Head, observer
	Lorna Dermody, Assistant Head, observer

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#### Agenda item no.

#### Item

#### Action

##### **FGB3/21-22/01 Welcome and apologies for absence**

The Chair welcomed all to the meeting. Apologies for absence were received and approved from Celia Morris, Carol McCrone, Amy Fuller, Nathalie Bolofo and Lynette Randall.

The EHT welcomed Assistant Heads, Lorna Dermody and Joy Buttress, gave a brief overview of their roles and explained, federation is a big development and for the federation to have a strategic impact a Head of School and Deputy Head of School has been created. Joy Buttress and Lorna Dermody had applied for the positions as a job share and were successfully appointed.

They will be coming out of their teaching roles in Year 6, a robust plan had been put in place for this year group and this would enable more time for strategic work.

Joy Buttress and Lorna Dermody would be starting in their new roles from September. The EHT would be doing some work for NST and providing support to schools in her NLE role.



### **FGB3/21-22/02 Declarations of interest and confirmation of being in a confidential space**

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda.

### **FGB3/21-22/03 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 absences to consider.

#### Vacancy update

None to consider.

#### End of terms of office;

None to consider.

#### 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 as of Wednesday 6th July 2022 was up to date.

### **FGB3/21-22/04 Minutes of meeting on 24<sup>th</sup> March 2022, actions and matters arising**

Minutes of the meeting held on 24<sup>th</sup> March 2022, a copy of which had been uploaded to Governor hub for review, were taken as read, confirmed and would be signed by the Chair.

Reference	Action	Responsible	Outcome
FGB2/21-22/03	Update the monitoring plan – Teeny Reid (PE)	Chair	Completed
	View the governors blog on MPS website	All gobs	Completed
	Populate governors blog on NN new website when live	HoS	Ongoing
	Feedback on draft vision statement to the Chair	Gobs/27/5	Completed
	Approval of vision statement	Agenda 6/7	Completed
FGB2/21-22/04	Update GIAS	EHT/SBM	Completed
FGB2/21-22/05	Contact Nadia Rizk-McCay	HoS	Completed
FGB2/21-22/08	Obtain an EHT report to Gobs for a Federation	Clerk	Completed
	Contact NST to check conflict of interest re SIP	Chair	Completed
	Arrange a monitoring visit of deaf provision	CLlr Smith	Completed
	Check resources to deliver sign language lessons in school	Chair	Completed

V Chair to  
contact  
EHT to  
contact M  
Austin  
LP & EHT to  
meet NST





FGB2/21-22/09	Covid catch up funding, pupil premium and sports funding update	Agenda 6/7	Completed
FGB2/21-22/14	Feedback on parent survey	Agenda 18/5	Completed
FGB2/21-22/15	Approval of SoD and ToR document	Agenda 6/7	C/f Autumn term
FGB2/21-22/16	Upload skills audit questionnaire for govts to complete by 27/5 and email to the clerk	Clerk/Govts/ 27/5	Completed
FGB2/21-22/19	Approval of Teachers Pay Policy	F&P 28/4	Completed
FGB2/21-22/20	Arrange a safeguarding visit at NN	Chair	Completed

#### **Matters arising.**

There were no matters arising.

#### **FGB2/21-22/05 Chair's or Vice Chair's emergency action since last meeting.**

Laura Patel, Head of Nottingham Nursery, confirmed the school had been closed on 6<sup>th</sup> June, for one day, due to boiler failure.

#### **FGB2/21-22/06 Correspondence**

##### From Chair

None to report.

##### From Executive Head

None to report.

##### From Clerk

The clerk said the NST contract was due for renewal from September 2022 and asked governors to confirm their approval to renew the contract with NST for a further five years.

Governors **approved** the renewal of the contract with NST from September 2022 for a further five years.

The EHT would check the detail with NST, with regard to federation.

**EHT**

#### **FGB3/21-11/07 Federated Governing Body Development**

The Chair said the federated governing body was formed on 1st February 2022, and we held our first planning meeting on 9th March, at which the development of the governing body was discussed.

The Chair asked governors to discuss in small groups, what was different, what was good, not good and any issues.

Governor comments:

- Since the federation, looking at two different settings had taken time to understand.
- Having an overview of the two settings and how one feeds into the other had been useful.
- The EHT said workloads had increased for her and she missed having Laura Patel around school.
- Managing workload is a work in progress and the restructuring of the Mellers Primary School senior leadership team would support this.
- We can have a positive impact across the whole community.



- Having the focus provision for deaf pupils had brought another element into the setting.
- Working together as two governing bodies becoming one has had a positive impact. It is testament to how we have progressed and we can evidence this is working.
- The nursery data is difficult to understand but is a skill which governors can develop.
- It provides a broader view of child development.
- Staff at Mellers would like more involvement with the nursery staff, perhaps a physical coming together would be welcomed. A governor suggested staff and governors have a physical coming together.

The Chair thanked governors for their comments.

#### Vision statement

Governors were presented the draft statement. Following a discussion and a few minor changes, the governors approved the vision statement:

**‘Nottingham Nursery and Mellers Primary Federation is a unique fusion which will create exceptional provision for the community of Radford. The Federated Governing Body has a vision in which it will break the glass ceilings that can be put into place for communities like ours and will be an advocate for all in its care. It will create the very best opportunities for its children, supporting them to achieve their full potential, through the promotion of equality for all, in an atmosphere of trust, honesty and compassion.’**

The Chair asked for the vision statement to be included on all future documents.

#### Monitoring

The Chair said monitoring is a vital part of the governor role, it enables us to know our Federation well and to talk about it confidently. It is the essence of how school improvement works from a governance point of view.

Clare Colmore, the previous clerk, had suggested having a governor blog on the school website.

The purpose of the blog would be for governors to write short, focused reports on visits and to raise awareness to parents of what the governor role is.

The EHT added, the website is the first place inspectors visit before an Ofsted inspection and it enables our parents to access lots of information.

The Chair asked governors, following governor visits, to produce a paragraph on their visit and email to the EHT to upload to the governor blog on the website.

Govs

**A governor asked whether school still produces weekly newsletters as he had not been receiving one.** The EHT confirmed this and asked him to contact the school office.

EHT

**Governors asked whether the newsletter could include a link to the governor blog.** The EHT said this was a great idea and that she would contact Rob, school admin, to check if a link from the newsletter could be added.

LP

**Laura Patel asked how this would work across both school sites.** The EHT said that Laura should speak to the website builders before the Nottingham Nursery website goes live.

Following a brief discussion, it was agreed that as we are one governing body, there should only be one governor blog.





**Governors asked whether the number of hits on the website were monitored.** The EHT said there were 400 to 500 hits per week for the school newsletter, and regular flow of traffic to the website.

Governors reported on their monitoring visits:

- The Vice Chair (MS) had undertaken a culture and arts visit and have visited the forest school and the baby unit.
- The Vice Chair (SB) and Mrs Darko had undertaken a maths visit and observed lessons with Lorna Dermody.
- The Vice Chair (SB) had reviewed some of the floor books.
- The Chair and Miss Reid had undertaken an English visit, observed lessons and talked with children. Miss Reid would also complete PE monitoring.
- Jo Kervick had done PSHE monitoring.
- Kayleigh McQuade had done PSHE monitoring, safeguarding and transition.

Governors agreed that working in groups had been very useful; it had enabled them to share ideas and knowledge and would prefer to work in groups going forward.

**The EHT asked which governors monitored the early years provision.** The Chair said, it was the Vice Chair (MS), Laura Patel, Celia Morris, and Kayleigh McQuade.

Laura Patel added that Celia Morris had visited the nursery to review the private contracts for parents. There were multiple documents which had been streamlined. Celia Morris' input had been invaluable. Laura Patel would ask Celia Morris to share the new contract information.

**LP/CM**

#### Governor skills audit (report link below)

The report from the governor skills audit had been uploaded to Governorhub in preparation for the meeting.

**Agenda  
FGB**

The Chair said there had been twelve responses overall and the report identified the skills gaps. The Chair suggested reviewing the report at the next meeting and identify the relevant training.

#### Planning for 2022-2023:

The following committee dates what agreed:

- Pupil progress - 22nd September, 26th January and 8th June
- Pupils and curriculum - 29th September, 2nd February and 18th May
- Finance - 9th November, 16th March and 27th April

The Chair proposed to hold a development meeting on 8th September at 1.30pm – 3.30pm via Zoom.

The meeting dates for the full governing body would be set by the clerk.

**Clerk**

## **SCHOOL PROGRESS**

### **FGB2/21-22/08 Executive Headteacher's report to governors**

The EHT report had been uploaded to Governorhub in preparation for the meeting.

The EHT led governors through the end of year data.

#### F2

GLD = 50% (53% + 48%).



## Year 2

	Pre- Key Stage	WTS	EXS	GDS	EXS + GDS
Reading	8/59 14%	15/59 25%	29/59 49%	7/59 12%	36/39 61%
Writing	14/59 24%	13/59 22%	28/59 47%	4/59 7%	32/59 54%
Maths	10/59 17%	10/59 17%	32/59 54%	7/59 12%	39/59 66%

## Year 6

This has been the most disrupted data, with 25% of the cohort joining in year. Some pupils will be disapplied and four papers have been returned for a remark.

The Chair, referring to GPS, said spelling had been a concern at the start of the term, so the focus on spelling had brought positive results.

Unvalidated data:

- Reading 81% (GD 19%) (National 74%)
- Writing 65% (GD 5%) (National 69%)
- Maths 63% (GD 6%) (National 71%)
- GPS 71% GD (11%) (National 72%)

Combined is not confirmed at 50%, it is likely to be higher.

The EHT said we are broadly in line with National, but maths had taken a dip. The Chair added, Year 6 was one class originally, this changed to two classes when the group was expanded at short notice, so it was expected, this would impact on results. Governors have been prepared and kept up to date with the progress of this cohort, the 'bulge' group, since the expansion in Year 2. It has been an exceptionally mobile cohort, even in Year 6 with 25% in year mobility.

**Governors asked about the pupils in Year 6 who joined in year, some of which would be disapplied, how would they be supported.** The EHT said that immediate interventions had been put in place. It was also agreed that the EAL and data teams would put together case studies to show how accelerated progress for those groups is made. The EHT added that some of those pupils who made the best progress are those who joined the school this year.

Lorna Dermody had contacted the National Tutoring Programme and confirmed the school qualifies for funding for an academic mentor or school led tutoring. This would be a full-time teacher working on interventions, this includes during the school holidays. The focus would be on Year 6.

The EHT said the maths times tables results from Year 4 were very good.

The Vice Chair (SB) asked how children in the focus deaf provision were settling in and **progressing**. The EHT would present data at the next meeting.

## Safeguarding

'My Concern' has been a revelation. The quality of feedback we provide has been praised.

**Governors raised a concern about the high number of recorded concerns.** The EHT said that the safeguarding team encourages staff to record all details, regardless of how minor, to help build a picture.

## Staffing

Agenda  
FGB

Govs





The EHT had received a letter of resignation from Charlotte Campbell, teaching assistant. Two strong candidates had applied, so we hope to make an appointment.

The Chair thanked the EHT for her report and asked governors to email any further questions to the EHT.

LP

The Nottingham Nursery – Laura Patel, Head of Nottingham Nursery.

The safeguarding audit, which we had been waiting for some considerable time, had been completed and would be uploaded to Governorhub. One action from the audit identified the use of paper for reporting and documenting evidence, our preference would also be to use My Concern.

The Chair asked Laura Patel to seek a quotation to purchase My Concern and present to the Finance Committee next term.

The current deficit is £88,000, this is positive news, as we are ahead of our agreed recovery plan.

A review of staff absences has identified a growing number of back pain and knee pain injuries. This has been raised with the Local Authority and a request had been made to produce a bespoke package for the nursery provision, for the moving/ lifting of children.

Laura Patel urged governors to respond to the consultation regarding staff to pupil ratios. The suggestion is to increase the ratios to 1:5, which is unmanageable and unrealistic.

**Confidential item - see confidential appendix.**

The Chair, on behalf of governors, congratulated Kayleigh McQuaid on her new career and wished her every success in the future. The Chair said her input as a governor was valued and she would be very welcome if she wished to continue on the governing body.

**FGB3/21-22/09 Covid catch up funding, pupil premium and sports funding update**

Joy Buttress said the strategy statement would soon be released. Interventions had been the focus for this year, with a teaching assistant working two extra days.

Attendance

The difference in attendance between Pupil Premium pupils (93.16%) and non-Pupil Premium pupils (93.4%) was minimal. There is a higher percentage of persistent absence of pupil premium pupils, this is generally at KS2. Persistent absence would be a focus from September.

The EHT added that all statutory reports were up to date so we are fully compliant

**FGB3/21-22/10 Update on approval of budget 2022-2023 and current in year financial position**

An update on the budget would be presented at the finance committee.

**Agenda  
fin com  
9/11**

**FGB3/21-22/11 Policies for review/approval**

The policies were reviewed and approved at the pupil and curriculum committee meeting.

**FGB3/21-22/12 Security update**

GDPR

There were no GDPR breaches to report.

The school's physical security

There were no concerns to report. The Vice Chair (MS) would forward information on anti-terrorist guidance to the EHT.



#### Cyber security

The EHT would contact Schools IT, Local Authority, for a statement.

EHT

#### **FGB3/21-22/13 Consider arrangements for Headteacher performance management for academic year 2022-2023, including appointment of external adviser and approval of performance management governors**

Governors **approved** Jess Steel as external adviser from September 2022 and the Chair and Vice Chair (SB) as performance management governors.

#### **FGB2/21-22/14 Pupil and staff wellbeing**

The EHT said a pupil survey had been undertaken and a few minor recommendations had been addressed with regards to the changing areas in Upper KS for PE.

Laura Patel said counselling was still available to colleagues and an event would be held on Monday to celebrate the life of Clare Scott, who sadly passed away in March.

The EHT said, there would be a tree planting in memory of the mother of a child in school, who recently passed away.

#### **GOVERNORS REPORTS**

##### **FGB3/21-22/15 Reports from committees**

Governors noted that the minutes of the committee meeting minutes had been uploaded to Governorhub, for governors to review.

##### **FGB3/21-22/16 Governor virtual training and development**

Aseel Kabeer would be attending induction training on 7<sup>th</sup> July.

The Chair, referring to the discussion and sharing of ideas under agenda item FG3/21-22/07, thanked governors for the wealth of development done during the last two terms.

##### **FGB3/21-22/17 Reports from governor monitoring**

This had been discussed under agenda item FGB3/21-22/07.

##### **FGB3/21-22/18 End of year impact statement**

The Chair would prepare a draft impact statement over the summer holiday, for review and approval.

Chair

#### **REPORTS TO GOVERNORS**

##### **FGB3/21-22/19 Local Authority and DfE Reports**

##### **DfE Statutory Guidance – Cost of School Uniform**

In November 2021, the DfE published statutory guidance stating schools and their governing boards must have regard to the cost of school uniform guidance when reviewing, developing and implementing their school and trust uniform policies.

Schools should:-

Ensure their uniform is affordable;

Keep the use of branded items to a minimum;

Publish the school uniform policy on the school's website and the policy be easily understood;

Action for governors

- Review and approve any changes to the current uniform school policy;





- Ensure school uniform information is published on the school website;
- Be compliant with much of the DfE guidance by September 2022, with the exception of the school being in breach of a pre-existing contract or agreement with a uniform supplier;
- Have sight of any existing contracts or agreements and renewal dates;
- Ensure, where practicable, the school is fully compliant with the guidance by summer 2023 (it is recognised that some schools tied into existing contracts with suppliers will not be able to comply with some elements of the guidance until their contract is due for renewal, which may be after summer 2023).

The EHT would review and update the policy and present to governors for approval.

### **Model Capability Policy for Employees (Feb 2022)**

EHT

The Capability Policy had been revised in February 2022 to include Early Careers Teachers (ECT's).

#### **Action for governors**

- To approve the updated policy;
- Ensure the revised policy is circulated to all staff.

**The policy had been approved and circulated to all staff.**

### **Determined admission arrangements for Nottingham City community/maintained schools 2023-2024**

#### **Action for Governors**

Governors are recommended to;

- note the determined admissions arrangements and oversubscription criteria for 2023-2024 set out in the report (and in Appendices 1 and 2), which are unchanged from those determined for the 2021-2022 admission arrangements;
- note the planned admission number for their own school (set out in Appendix 3);
- note the timelines for the 2023-2024 co-ordinated admissions process (as set out in Appendix 5);
- Ensure that this information appears on your school's website during the 2022-2023 and 2023-2024 school years.

**\*please note all appendices mentioned are available in the full report on Governorhub\***

**Governors noted the report.**

### **Annual Health and Safety Report**

David Thompson, Health and Safety Office for Schools, has circulated the annual health and safety checklist to Headteachers.

#### **Action for governors**

- Receive and approve the health and safety report;
- Ensure the report, once approved, is submitted to the Schools H&S Team, Local Authority;
- Receive feedback from the report and action any recommendations.

The EHT and Head of The Nottingham Nursery School would feedback any recommendations.

EHT/LP

### **FGB3/21-22/20 NST REPORT FROM SPRING 2022**

For information only.



## **CONCLUDING ITEMS**

### **FGB3/21-22/21 Safeguarding and child protection**

Reported in the EHT and Head of Nottingham Nursery reports.

### **FGB3/21-22/22 Health and safety**

Reported in the EHT and Head of Nottingham Nursery reports.

### **FGB3/21-22/23 Equality incidents reported since the last meeting**

Reported in the EHT and Head of Nottingham Nursery reports.

### **FGB3/21-22/24 Arrangements for Chair to inspect school records**

The Chair would visit the school before the end of term to inspect and sign off the school records.

### **FGB3/21-22/25 Staff request (Confidential item)**

See confidential appendix.

### **FGB3/21-22/26 Confirm dates of future meetings**

Autumn 2022:

- Development meeting - 8th September at 1.30pm – 3.30pm.
- Pupil progress - 22nd September at 1.30pm.
- Pupils and curriculum - 29th September at 1.30pm
- Finance - 9th November at 1.30pm.

The full governing body would be set by the clerk.

**Clerk**

### **FGB3/21-22/27 Determination of confidentiality and communication. Identify any items which should remain confidential to the governing body and minuted separately.**

It was agreed that two 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 6.02pm**

**Signed:**

**Chair**

**Date:**





## ACTION POINTS FROM THE MEETING

Reference	Action	Responsible	Outcome
FGB3/21-22/03	Make contact with Nadia Rizk-McCay Speak to Many Austin re EHT reports Speak to NST re SIP and conflict of interest	V. Chair (MS) EHT LP and EHT	
FGB2/21-22/06	Check contract with NST, following federation	EHT	
FGB3/21-11/07	Produce a paragraph on governor visits undertake and email to the EHT Contact Rob, IT technician to add a gov blog link to the newsletter Contact the website builders Contact Celia Morris to share the parent contract with governors Governor skills audit Set FGB meeting dates	Governors  EHT  LP LP/CM  Agenda FGB Clerk	
FGB2/21-22/08	Focus deaf provision – pupil progress Email questions from the EHT report to the EHT Seek quotation for purchase of 'My Concern'	Agenda FGB Gobs LP	
FGB3/21-22/10	Budget update	Agenda finance comm 9/11	
FGB3/21-22/12	Contact Schools IT for a statement	EHT	
FGB3/21-22/18	Prepare draft impact statement	Chair	
FGB3/21-22/19	Review school uniform policy Feedback any action/recommendations re H&S checklist	EHT EHT/LP	
FGB3/21-22/26	Set FGB meeting dates	Clerk	



Governor Name	Spring 2022				Summer 2022			
	FGB 1.2	FGP 16.3	FGB 24.3		FGP 27.4	P&C 18.5	PP 8.6	FGB 6.7
Lesley Lyon	Y	Y			Y	Y	Apols	Y
Martin Smith	Y	Y			-	-	Y	Y
Sue Blakeway	Y	Y			Apols	-	Y	Y
Shamiso Abuka	Y	-			-	-		Y
Nathalie Bolofo	Y	Y			Apols	Y	Apols	Apols
Hannah Darko	Y	-			-	-	Y	Y
Femi Folorunso	Y	-			-	Y	-	Y
Amy Fuller	Y	-			-	Apols	-	Apols
Aseel Kabeer	Y	-			Y	Y	-	Y
Jo Kervick	Y	-			-	Y	-	Y
Carol McCrone	Y	Y			Y	-	-	Apols
Kayleigh McQuade	Y	-			-	-	Y	Y
Celia Morris	Apols	-			Apols	-	-	Apols
Teeny Reid	Y	-			-	Apols	Y	Y
Amanda Dawson	Y	Y			Y	Y	Y	Y
Laura Patel	Y	Y			Y	Y	Y	Y
Cllr Anne Peach	Y	A			Apols	-	-	A
Cllr Wendy Smith	Y	-			-	Y	-	Y

#### ATTENDANCE AT MEETINGS 2021/2022