



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 Development Meeting on Thursday 8th September 2022 at 1.30pm via Zoom.

Membership:

(A) denotes absence

Lesley Lyon, Chair
Martin Smith, Vice Chair (MS)
Sue Blakeway, Vice Chair (SB) – until 2.27 pm
Shamiso Abuka
A Nathalie Bolofo
A Hannah Darko
Femi Folorunso
A Amy Fuller
Aseel Kabeer
Jo Kervick
A Carol McCrone
A Kayleigh McQuade
Celia Morris
Teeny Reid
Jenny Thomas
Amanda Dawson, Executive Head

In attendance:

Laura Patel, Head of School, Nottingham Nursery, Associate member
 Cllr Wendy Smith, Associate member
 Cllr Anne Peach, Associate Member
 Lorna Dermody, Head of School, Associate member
 Joy Buttress, Head of School, Associate member
 Stuart Northedge, Clerk to the Governing Body
 Rachael Harvey, Nottingham City Governor Services

Agenda item no.	Item	Action
DM1/22-23/01	Welcome and apologies for absence	

The Chair welcomed all to the meeting. Apologies for absence were received and approved from Hannah Darko (work), Amy Fuller (work), Carol McCrone (work) and Nathalie Bolofo (health).



The Chair welcomed the new clerk and governor and explained the purpose and scope of the meeting. In addition, she also talked through the paperwork governors had received ahead of the meeting which had been shared on Governor Hub.

DM1/22-23/02 Impact Statement 2021-22

The Chair explained how the impact statement referred to terms 2 and 3 of the last academic year and should be read in conjunction with the separate statements from Mellers and Nottingham Nursery for the Autumn Term.

The Chair emphasised how the work from February reflected the formation of the new governing body and the impact statement set out the work that was done to bring the two schools together. The Chair highlighted the school improvement points from Mellers and asked if a piece could be added on school improvement at Nottingham Nursery.

MS and LP

The Chair then opened the meeting up for comments and questions.

A governor commented on its thoroughness and particularly the section on the hearing-impaired provision. The Exec Head and other governors highlighted the details on the building work and the challenges of the team and children being housed in mobile classrooms and how inappropriate this was. She also highlighted the lack of work that was completed by the builders over the Summer, due to issues with the foundations and the shortage of concrete. Fortunately, the children and staff team have been extremely resilient.

Members of the governing body agreed with the Exec Head's views and expressed their thanks for how quickly the focussed provision had become part of the school.

The Exec Head then highlighted the issues the ongoing building work was having on outdoor space and the fact that the building work was now expected to be completed by Christmas.

A governor asked if they could do anything else to move the work on quicker?

The Exec Head replied that she didn't feel there was.

A governor commented that the development sessions held in the last year had been worthwhile and had meant that the impact statement was very clear and reflected this.

A governor asked if the date the new building should be updated to show occupation in December and not October?

The Chair agreed that this should be changed to highlight this slipping of the date.

LL

DM1/22-23/03 Overview of Development Planning for the academic year 2022-23

Exec Head and LP were asked to highlight the development plans for the year at each school.

The Exec Head shared with governors the draft School Development Plan for 2022-23 at Mellers.

There would be 3 overarching priority areas to cover 1. Curriculum, 2. Leadership and 3. Culture and Ethos.



1. Curriculum

Phonics – the pass rate was lower in 2022 than expected and work needs to be done to embed the newly purchased DfE approved scheme.

Key Stage 2 Maths – the results were slightly down in 2022, so this will introduce termly standardised tests among other things.

Spelling

Performing Arts

Writing – work in this area would include a project with the Royal Shakespeare Company.

2. Leadership

The new Heads of School would work together closely to further develop the school leadership.

Assessment leads are now in place.

A Catch Up Tutor is now in post.

To strengthen the federation with Nursery and between the governing bodies.

EYFS – there is a possibility of Mellers becoming an Early Years Hub.

3. Culture and Ethos

To update the whole school behaviour management and policy.

Safeguarding – review and further strengthen.

Wellbeing – pupil and staff but this will also consider wider families/community with the current financial challenges.

The Exec Head highlighted the fact that the SDP would be 6 pages maximum and very brief and focussed.

The Chair highlighted how the 2022 results were favourable compared to the LA. The Exec Head highlighted the slight dip in maths results.

Governors were extremely positive about the plan and in particular highlighted the child friendly version.

A governor asked about the catch-up tutor and where the funding was coming from?

The Exec Head confirmed that the money for this was from the National Tutoring Scheme.



A governor asked if the Exec Head could identify the reasons for the dip in maths and phonics?

Staff highlighted fractions in maths as a weakness and the fact this had only been taught online during lockdown in years 4 and 5 and the impact this had had. The Exec Head also highlighted the ongoing catch-up work that was in place across the school.

Laura Patel Head of School at Nottingham Nursery then talked through their school development plan:-

Three targets

1. Curriculum and quality of childcare

Is this embedded? Monitoring and assessment of the curriculum. Also, there would be a focus on challenge that came out from Ofsted and internal classroom observations.

Children with additional needs – promoting this and the consistency of approach

2. Understanding children's behaviour

Work on behaviour as communication and what this is telling us.

Considering a potential gender gap and whether setting is gender neutral.

Schools of Tomorrow Project – final year – exit strategy from this.

Hear Together Parent and Toddler Group to become part of the offer that the school is able to provide.

3. Leadership

How this works across the schools?

Consider how staff meetings and training works and how we can improve practice and make this consistent.

Streamlining some of the office practices and possibly going cashless.

Refining safeguarding. New DSL also now in post.

The Chair asked if becoming an Early Years Hub led to more funding?

LP replied that yes there would be increased funding.

A governor asked about the impact of lockdowns on pupil behaviour and the ongoing impact of this?

LP gave details of the support available, especially in the area of SALT.

DM1/22-23/04 Monitoring and Committee Plan for 22/23

The Chair then shared the new monitoring plan and the committee memberships which will remain the same for the coming academic year. This is to embed the work already started since the federation began.

JT agreed to take over the roles held by KMcQ as required.

The Chair asked LP to liaise with JT and KMcQ to finalise this.

**LP, JT and
KMcQ**

All other governors agreed with the plan that had been set out and particularly sticking with the same responsibilities to embed the federations work from the last academic year.



The Chair highlighted the benefits of group monitoring and working together in teams. She also highlighted one change moving CMcC from Humanities. The Exec Head agreed to update the monitoring document as required.

The Chair highlighted that in each monitoring group, the lead would be highlighted in red and that they would set up the meetings and monitoring activity, as well as liaising with the staff in schools. Statutory governor roles for safeguarding, SEND, Health and Safety and EHT Appraisal. JT will take over as the Nursery Safeguarding Governor.

JT

The Exec Head asked if it was worth asking if KMcQ wanted to continue as an associate governor. LP will approach her to discuss.

LP

Governors were asked for their comments on this plan and all governors confirmed that they were happy to proceed with the roles and responsibilities as they had been allocated.

The Chair asked about arrangements for appraisal and the external advisor appraising the Exec Head and the Exec Head then appraising the Heads of Schools. The clerk confirmed this arrangement was acceptable.

The Chair then highlighted the dates of monitoring weeks for the year. They are the weeks beginning 21st November, 30th January and 22nd May.

The Chair then highlighted the potential monitoring questions that could be used by governors and the Exec Head agreed to add these to a new folder called monitoring on Governor Hub. The Chair also confirmed that staff could see these questions beforehand and the monitoring plan, impact statement and monitoring questions would all be shared with staff following this meeting.

AD

The Chair asked when the new website for the Nursery would be launched?

LP confirmed it was ready to go live imminently.

DM1/22-23/05 Dates for meetings

All meeting dates are now on Governor Hub in the calendar section.

DM1/22-23/06 Any Other Business

A governor asked if there were any in school events that they needed to be aware of?

AD

The Exec Head stated they were all in newsletters and would check all governors were receiving newsletters from both Mellors and Nottingham Nursery.

The meeting closed at 2.46 pm.

Signed:-

Date:-



ACTION POINTS FROM THE MEETING

Reference	Action	Responsible	Outcome
DM1/22-23/02	A short piece to be added to the impact statement on school improvement at Nottingham Nursery in 2021-22.	LP and MS	
DM1/22-23/02	Date of occupation of new building to be changed from October to December 2022 in the impact statement.	LL	
DM1/22-23/04	Clarification of roles to be taken by JT.	LP, JT and KMcQ	
DM1/22-23/04	JT to be become Safeguarding Governor for Nottingham Nursery.	JT	
DM1/22-23/04	LP to explore if KMcQ would be interested in becoming an associate governor.	LP	
DM1/22-23/04	Monitoring questions, monitoring plan and impact statement to be made available to all staff.	AD	
DM1/22-23/05	To check all governors were receiving newsletters with school dates from both Mellors and Nottingham Nursery.	AD	



ATTENDANCE AT MEETINGS 2022/2023

Governor Name	Autumn 2022					Spring 2023			
	DEV 08.9	PPC 22/9	PCC 29/9	FC 9/11	FGB 7/12				
Lesley Lyon	Y								
Martin Smith	Y								
Sue Blakeway	Y								
Shamiso Abuka	Y								
Nathalie Bolofo	Apols								
Hannah Darko	Apols								
Femi Folorunso	Y								
Amy Fuller	Apols								
Aseel Kabeer	Y								
Jo Kervick	Y								
Carol McCrone	Apols								
Kayleigh McQuade	A								
Celia Morris	Y								
Teeny Reid	Y								
Jenny Thomas	Y								
Amanda Dawson	Y								
Laura Patel	Y								
Cllr Anne Peach	Y								
Cllr Wendy Smith	Y								



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Minutes of the Pupil Progress Committee Meeting on Thursday 22nd September 2022 at 1.30pm at Mellers Primary School.

Membership:

(A) denotes absence

Sue Blakeway, Chair via Zoom

A Nathalie Bolofo

A Hannah Darko

Lesley Lyon via Zoom

A Teeny Reid

A Martin Smith

A Amanda Dawson, Executive Head

Laura Patel, Head of School

In attendance:

Joy Buttress, Head of School, Associate member

Stuart Northedge, Clerk to the Governing Body

Agenda item no.	Item	Action
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PPC1/22-23/01 Welcome and apologies for absence

The Chair welcomed all to the meeting. Apologies were received and accepted from Martin Smith, Teeny Smith, Nathalie Bolofo and Amanda Dawson. Hannah Darko was also not in attendance.

PPC1/22-23/02 Declarations of Interest

There were no declarations of interest to consider.



PPC1/22-23/03 Matters Arising from meeting on 08/06/22

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	Done – on agenda, pupils now in Year 5.
PPC1/21-22/06	Upload the Year 6 data to G'hub	EHT	Done
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	Done Spring Term Agenda
PPC1/21-22/10	Confirm next committee meeting date	Agenda - FGB	Done 22/09/22

The minutes from the meeting on 08/06/22 were accepted and agreed as accurate.

PPC1/22-23/04 Update on the start of term and how the children are progressing

JB reported on the start to the term. She felt it had been a smooth start despite changes in staff in terms of personnel and changes to which staff were teaching which year group. The return of an experienced member of staff in F2 has also helped, as has the start of a new academic mentor.

Little Wandle phonics scheme has been introduced and the start of this has been positively received by staff and pupils and everyone feels it is going well. By tomorrow, all Key Stage 2 pupils will have visited Papplewick Pumping Station, which again has been an extremely positive experience.

Online assessments are in the process of being bought and implemented in both reading and maths.

The start to the school year has been calm and effective and pupils have settled down well after the Summer holidays.

A governor asked about JB and LDs new roles and how they had settled in?

JB reported that it had started extremely well and had freed them both up for more effective leadership work. Staff overall had also reported positively about the changes and the offer of staff drop ins on a Tuesday afternoon had been particularly well received. Both JB and LD have been more visible and available for staff.

A governor asked about the start to the school year at the Nottingham Nursery?

LP reported that it had been an extremely positive start, but a lot of time was going on supporting new entrants. There are a lower number of 2 year old pupils currently in the school, but there have been lots of enquires about these spaces and a lot of parental show arounds have been done. There has been very positive feedback about these visits.

**A governor asked about staffing in the office at Nottingham Nursery?**

LP replied that staff members are returning to work in the team and support is being given to support these returning staff.

A governor asked about the impact of the building work at Mellers?

JB reported that work was going on and this meant that space was now limited at playtimes, so staggered breaks were being used. Noise from the building work wasn't impacting teaching and learning.

PPC1/22-23/05 Year 6 outcomes, Update on summer results, Response to outcomes and subsequent actions

The Chair asked JB to update governors on this area. JB had prepared a presentation to share this data which had been placed on governor hub ahead of the meeting. This presentation not only covered Year 6, but data across the school.

JB talked through her presentation and emphasised the following points:-

EYFS

- End of Foundation Stage, pupils start low on entry and catch up by the end of Key Stage 2.
- Lockdown had really impacted pupils and had caused results to be behind the national results.
- Mellers results are lower than the national results, apart than the pupil premium subgroup. Girls outperform boys.

Phonics**Year 1 Phonics**

2018	2020	2021	2022	2022 national
72%	n/a	66% (37/56)	50%	76%

Year 2 Phonics Re-Takes

2018	2019		2020	2021	2022
61%	Retakes: 19	47% 10/19	n/a	n/a	67% 10/15

- Phonics results saw a dip in 2022. Close monitoring of teaching and learning had identified this area as being strong, so this was a surprise. More support to the team during the screening and absence in the testing period didn't help.
- Little Wandle has now been introduced with ongoing assessments. This is being closely monitored with both internal and external scrutiny.
- All 5 pupils that needed to retake their Phonics Screening Test in Year 2 had significant additional needs and still didn't meet the required standard.



A governor asked if this phonics situation was found across the city?

JB confirmed it was a dip at Mellers and the school was below the city, which was disappointing, particularly with all the work that had gone into this area and positive observations of teaching that had taken place. JB also emphasised again the need for support during the screening process and the leadership team will address this in 2023. Phonics will also be an appraisal target for staff and features strongly in the School Development Plan.

Year 2

Year 2 Reading

	2018	2019	2020	2021	2022	2022 National
Below age-related	37%	25% (15)	16% (6/60)	35% (20/57)	27%	
At age-related	58% + 14 new ch'n 73% original cohort	75% (45)	84% (50/60)	60% (34/57)	61%	67%
Greater depth	5% + 14 new ch'n 3% original cohort	25% (15)	7% (4/60)	5% (3/57)	12%	18%

* 2018 mobile cohort, bulge class = 2022 Y6

Year 2 Writing

	2018	2019	2020	2021	2022	2022 National
Below age-related	44%	32% (19)	19% (11/60)	42% (24/57)	39%	
At age-related	51% + 14 new ch'n 60% original cohort	68% (41)	81% (49)	58% (33/57)	54%	58%
Greater depth	5% + 14 new ch'n	18% (10)	4% (2)	0	7%	8%

Year 2 Maths

	2018	2019	2020	2021	2022	2022 National
Below age-related	35%	23% (14)	11% (8/60)	37% (21/57)	22%	
At age-related	58% + 14 new ch'n 70% original cohort	77% (46)	89% (52/60)	58% (33/57)	66%	68%
Greater depth	7% + 14 new ch'n 7% original cohort	18% (11)	10% (6/60)	5% (3/57)	12%	15%

- Results were close to national in writing and maths but pupils found the reading paper quite abstract and challenging. Pupils with EAL found it particularly challenging.
- Greater depth results were close to national, but the school still feels this is impacted by the effects of lockdown.
- With reading, writing and maths combined, all groups results were below national.

A governor asked if there was anything to be concerned about in terms of the teaching of reading in Year 2?

JB felt that there wasn't and both staff were very strong teachers of reading and phonics. She again emphasised the use of phrases in the papers that were not suitable for EAL pupils.



A governor asked about comparisons with other schools in the city?

JB hadn't looked at this but will carry out an of analysis of school reading results across the city.

JB

Year 4 Multiplication Check

Year 4 Multiplication Tests

	2022	2022 National
Below age-related		
At age-related	21/25 = mean	
Greater depth		

Score	No of children	Percentage	Score	No of children	Percentage
25	12	21%	15	2	4%
24	12	21%	13	1	2%
23	3	7%	12	1	2%
22	8	14%	11	1	2%
21	5	9%	9	1	2%
20	2	4%	8	1	2%
19	1	2%	6	1	2%
18	3	7%	3	1	2%
16	2	4%			

- Results here were strong and the use of Times Table Rock Stars had been valuable.
- Pupils did a lot of work on this in lockdown, so this didn't really impact on results.
- 12 pupils got full marks

Year 6

Year 6 Maths

	2018	2019	2020	2021	2022	2022 National
Below age-related	27%	21%	17% (5/29)	13% (4)		
At age-related	73%	79%	83% (24/29)	74% (23)	63%	71%
Greater depth	13%	21%	17% (5/29)	13% (4)	6%	22%

Year 6 Reading, Writing & Maths Combined

	2018	2019	2020	2021	2022	2022 National
At age-related	70%	71%	79% (23/29)	65% (20/31)	50%	59%
Greater depth	0%	3%	7% (3)	7% (2)	5%	7%



Year 6 Reading

	2018	2019	2020	2021	2022	2022 National
Below age-related	14%	14%	17% (5/29)	3% (1)		
At age-related	86%	86%	83% (24/29)	81% (25)	81%	74%
Greater depth	39%	29%	24% (7/29)	16% (5)	19%	28%

Year 6 Writing

	2018	2019	2020	2021	2022	2022 National
Below age-related	30%	19%	21%(6/29)	22% (7)		
At age-related	70%	81%	79% (23/29)	65% (20)	65%	69%
Greater depth	7%	21%	10% (3/29)	13% (4)	5%	13%

Year 6 English Grammar, Punctuation and Spelling

	2018	2019	2020	2021	2022	2022 National
Below age-related	22%	21%	x	x		
At age-related	78%	79%	x	x	71%	72%
Greater depth	32%	39%	x	x	11%	28%

Maths

- 5 pupils (10%) removed after disapplications.
- There had been a dip in maths results and 3 children had their papers remarked with no changes made.
- An online assessment tool for maths has been bought and will be used through Key Stage 2 and three times in Year 6.
- Year 6 also had high mobility which didn't help.
- Year 6 also missed fractions teaching during lockdown which impacted their understanding of this area of maths.
- An academic mentor has been appointed to help address the dip in maths attainment and maths is also a priority area on the School Development Plan.

A governor highlighted that this was the bulge year group with additional pupils taken in which didn't help for planning and classroom dynamics, as well as the 25% pupil mobility.

Governors gave thanks to Year 6 team and other staff who had taught this cohort.

JB also highlighted some pupils with challenging behaviour in Year 6 which hadn't helped.

A governor asked about the regular maths testing and whether this will ensure pupils stay on track?

JB felt it would help with this and it would also ensure pupils get regular test practice.

Year 6 – English

- Writing is below national but in school CPD had been positively received with a lot of focus on pupils and having a positive attitude towards this.
- Power of reading continues to be used across the school and writing continues to be on the school development plan.



A governor asked about the impact of lockdown and the impact on maths compared to English?

Staff had felt that parents perhaps hadn't been as successful in the teaching of maths at home during lockdown as was initially thought.

A governor asked about the situation with combined greater depth results?

This was 5% at Mellers compared to 7% nationally and staff agreed this still needed to be a focus moving forward.

PPC1/22-23/06 Progress of the children at NNS, including any changes in assessment procedures

Governors asked LP to update them on progress and assessment procedures at Nottingham Nursery. This information had been shared ahead of the meeting via Governor Hub.

LP stated that this data was for the schools' benefit and the key end of foundation measure happened at the end of Reception.

LP then continued and highlighted the following:-

- E1 – no measure of disadvantage here. This group had strong physical development which reflects the environment at the school with an excellent outdoor play environment and use of the forest.
- E2 – 1 – 2 year olds – the lowest aspect here was speaking, while physical development was strongest. The school feels the transition between staff and accurate assessment is important here and are looking for consistency between E1 and E2. This group was also impacted by the number of pupils that arrived with high level needs, some of which have now moved on to Mellers.
- N1 – these are the oldest pupils who have stayed at the Nursery. The pattern here remained the same with lower scores in speaking and higher ones in physical development. Boys performed particularly poorly in speaking and this is a focus on the school development plan. The focus of this will be the in house support the school can provide on speaking and listening for these pupils before outside intervention is required.

A governor asked about the reasons behind this poor speech and language development?

LP highlighted some impacts of lockdown and extra screen time, but she feels that longer term it's more about strategies for pupils to mechanically speak and communicate. The LA have a pathway for speech and language which you can use online to map the support pupils might need. SALT have reached capacity for referrals, so the school wants to be able to offer inhouse support especially as pupils enter and leave the nursery quite quickly.

LP then moved on to talk about the changes in assessment and in particular the changes in boundaries in the new early years profile. This had much larger bands and didn't help with showing progress and although it works for the oldest pupils, it doesn't help the school to track and highlight the rapid progress/development children under 3 will often make. To address this, the school have broken the key assessment documentation down into much tighter bands, so that you can see the progress. This allows the school to compare pupil development against their chronological age.

The school have produced one single document based upon statutory guidance for schools which makes it clear to all staff what all pupils should be able to do within each band.



A governor asked how this was working?

LP reported that it was only just starting to be used this term but was certainly aiding pupil progress discussions. Data later in the year will start to show more clearly the impact it is having on pupils and its value to staff. **LP**

PPC1/22-23/07 Progress of children in Year 5, actions to support any underachievement, interventions, actions for governors.

JB reported that this was still a low achieving cohort. Boys are particularly a concern and those in receipt of pupil premium.

Maths attainment is higher than reading and writing in all groups.

An over staffing model is being used throughout Key Stage 2 which will benefit all years including the current Year 5.

A governor asked about how much time the academic mentor will spend with Year 5?

Staff confirmed that his time will be split between year 5 and 6. All of this support will be withdrawal sessions rather than in class support but this will be reviewed regularly.

A governor asked how will this be monitored?

The Key Stage 2 lead will line manage the academic mentor and there will be regular pupil progress meetings. He is someone that is known to school, having done regular supply at the school previously. He is not a maths specialist but is very experienced in teaching year 5 and 6.

Action – governors asked to see how pupils in year 5 are progressing at the next meeting in the Spring Term and the impact of the academic mentor. **JB/AD**

PPC1/22-23/08 Any Other Business

A governor asked about the DAISI document that allowed you to compare schools across the city and whether this was available yet?

JB got this data for Key Stage 1 which showed that the school would have been ranked 59th across the city. JB agreed to email this to governors.

The Key Stage 2 comparison data wasn't available yet.

A governor asked if it was possible to compare between nurseries?

LP felt this was difficult because you were comparing with private nurseries who wouldn't readily share this kind of information. A comparison could be done between pupils at Nottingham Nursery and Mellers.

LP also reported that Nottingham Nursery website had been delayed slightly because of domain name issues. It will be live once this is sorted out.

The meeting closed at 2.43 pm.

Signed:-



Date:-

ACTION POINTS FROM THE MEETING

Reference	Action	Responsible	Outcome
PPC1/22-23/05	To update governors with a comparison of Year 2 reading results across the city.	JB	
PPC1/22-23/06	Data on the impact the new assessment framework and procedures are having at Nottingham Nursery will be shared at the next PPC Meeting.	LP	
PPC1/22-23/07	Governors asked to see how pupils in year 5 are progressing at the next meeting in the Spring Term and the impact of the academic mentor.	JB/AD	



ATTENDANCE AT MEETINGS 2022/2023

Governor Name	Autumn 2022					Spring 2023			
	DEV 08.9	PPC 22/9	PCC 29/9	FC 9/11	FGB 7/12				
Lesley Lyon	Y	Y							
Martin Smith	Y	Apols							
Sue Blakeway	Y	Y							
Shamiso Abuka	Y	-							
Nathalie Bolofo	Apols	Apols							
Hannah Darko	Apols	N							
Femi Folorunso	Y	-							
Amy Fuller	Apols	-							
Aseel Kabeer	Y	-							
Jo Kervick	Y	-							
Carol McCrone	Apols	-							
Kayleigh McQuade	A	-							
Celia Morris	Y	-							
Teeny Reid	Y	Apols							
Jenny Thomas	Y	-							
Amanda Dawson	Y	Apols							
Laura Patel	Y	Y							
Cllr Anne Peach	Y	-							
Cllr Wendy Smith	Y	-							



Mellers Primary School and The Nottingham Nursery School Federation

Minutes of the Pupils and Curriculum Committee on Thursday 29th September at 1.30pm in the Dom Berry Meeting Room.

Membership (A) denotes absence

Name

- Jo Kervick, Chair
A Nathalie Bolofo
Hannah Darko
Femi Folorunso
A Amy Fuller
Aseel Musa Kabeer
Lesley Lyon
Laura Patel, Head, The Nottingham Nursery (via Zoom)
A Martin Smith
A Amanda Dawson, Executive Head

In attendance

- Joy Buttress, Head of School, Mellers Primary
A Lorna Dermody, Head of School, Mellers Primary
Stuart Northedge, Clerk to the Governing Board

Agenda item no.

Item

Action

P&C1/22-23/01 Welcome and apologies for absence

Joanne Kervick, the Chair of Pupils and Curriculum Committee, welcomed all to the meeting.

Apologies from Amy Fuller, Nathalie Bolofo, Martin Smith, Lorna Dermody and Amanda Dawson were received and approved.

P&C1/22-23/02 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&C1/22-23/03 Matters Arising and Minutes of the Previous Meeting

Ref	Action	Delegated to:	Outcome
P&C1/21-22/04	Prepare an article for the EHT report	L Burrows	LL to check if completed in Summer



			Term 2022 FGB.
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	Check if completed on G Hub. LL to let Governors know who still needs to complete.
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	Completed – really successful.
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	Done Parent attending the meeting today. See agenda.

P&C1/22-23/04 Curriculum Policies

- **Safeguarding**

This is a statutory policy taken from Nottingham Schools Trust, so the policy for Mellers and Nottingham Nursery will be very similar.

A governor asked for confirmation, of which policy related to the Nottingham Nursery, as it had the wrong name.

Laura Patel confirmed this was an error and she will address this and post the updated policy on **LP** Governor Hub.

Governors approved the safeguarding policy.

- **Art and Design**

Governors identified that this states that governors monitor the area twice a year and it should read **JK** three times. Jo Kervick to change this and check all curriculum policies.

Governors approved the policy with this minor amendment.

- **MFL**

The same error around governor monitoring exists in this policy, so this will be altered to say termly. **JK**

Governors approved the policy with this minor amendment.



Laura Patel reported that for Nottingham Nursery a policy schedule had been added to Governor Hub. Many of these were statutory and governors discussed how to go about approving them. After the discussion, it was agreed that the Nursery Committee would initially look at these on behalf of the wider governing body. **Nursery Comm**

P&C1/22-23/05 Visit from a parent of a child in the Focus Provision

Emma Whyley a parent of a child in focused provision at Mellers Primary School joined the meeting at 1.58 pm.

The Chair explained the context of visit by Emma Whyley and that it related to the movement of the SLT focussed provision now in place at Mellers from Firbeck Primary School.

Emma Whyley felt the transition between the two schools had initially been rushed but now the children had settled in well, but her son did miss his friends at his previous school.

Emma Whyley highlighted that the number of trips and opportunities for pupils at Mellers was huge and she'd been really impressed.

Transition from Year 6 will also be an important next step which is currently going very well and seems extremely well planned.

Emma Whyley felt the Teachers of the Deaf at Mellers were excellent and were like a big family.

A governor asked about lessons once the children were integrated with the rest of Year 6?

Emma Whyley replied that this was a positive experience and her son had made lots of friend in this group and had been very well integrated. Joy Buttress confirmed the Year 6 group were also learning signing which was a huge benefit.

A governor asked that apart from the building, was there anything that could have been done better when the move took place?

Emma Whyley said no it was just the building issues, which governors are already fully aware of, and she pointed out how unsuitable the current accommodation was. She also restated her view that the move from Firbeck Primary School was a little rushed.

A governor asked if the move had impacted on learning?

Emma Whyley replied that she felt that there had been no impact on her sons learning and he had also made lots of new friends at the Mellers.

A governor thanked Emma Whyley for coming into school and sharing her views with them. She then asked her if there was anything else she wished to raise.

In reply, Emma Whyley highlighted the issue with car parking outside of the school and the difficulty in accessing the school in the morning. Governors and staff agreed to send out a reminder to parents pointing out that some pupils need priority access to the school. In addition, Joy Buttress will ask the premises team to put out cones again to make sure people weren't parking inappropriately. **JB**



Emma Whyley also wanted to promote the focussed provision at Mellers to the wider community. Staff and governors felt promoting the new build when it opened in January 2023 was an excellent way of doing this - including getting a piece in the local media.

JB

P&C1/22-23/06 Nursery Curriculum

Laura Patel gave a summary of the changes made recently to the curriculum at Nottingham Nursery.

In particular, she highlighted changes made in terms of art and the development of a sensory house which also links in with the SEN work on this area. This means there will be both indoor and outdoor sensory opportunities at Nottingham Nursery this academic year. Laura Patel is keen to continue the links for art, like the ones that have been in place with Nottingham Contemporary Art Gallery, so is exploring what opportunities are available.

Laura Patel then highlighted some parental concerns and injuries from learning outdoors and how the school listened to the feedback and changed risk assessments and resourcing to address these. Weather proofing has also been done to protect outdoor resources.

A governor asked how the Nottingham Nursery curriculum plans were used?

Laura Patel said they were used on a daily basis. Governors added how impressed they were with the level of detail in the plans and Laura Patel emphasised how good they are for continuity when there are staffing changes. She also explained the importance of being able to explain and adapt day to day practice in early years and show why adaptations and changes had been made. This was often an important focus in an Ofsted inspection.

A governor asked about the reviewing of plans?

Laura Patel replied that she didn't want it to be rigid and wanted it to be adapted and changed and flexible to match with pupils needs. This includes updating and ensuring contemporary texts are used.

Laura Patel then went on to talk about the gender gap in the Nursery and the importance of considering the range of texts being used and the impact of this on pupils' development and progress. The research she has done so far has all been carried out in Scotland where gender balance is a huge area being considered across the full school age range.

A governor asked if the QR codes were sent home to parents?

Laura Patel confirmed that they were for continuity both through the school and at home with the rhymes.

A governor asked about the uptake and use of the QR codes?

Laura Patel reported that the Initial feedback from parents has been very positive. She also wants to develop this further and link it to stories before bed and a suitable bedtime routine.



P&C1/22-23/07 Any other business

A governor asked for an update on Mellers curriculum?

Joy Buttress reported that leaders were producing subject action plans and that there is monitoring with governors in November and an INSET Day with workshops on each curriculum area is being planned for the end of November. Subject leadership is also part of appraisal targets.

A governor suggested getting some governors to attend the INSET Day on Friday 25th November. Staff agreed this would be an excellent idea and it will now be promoted to all governors. Lesley Lyon and Aseel Musa Kabeer confirmed they would attend.

**LL and
AMK**

The English Link Governor and members of the English Monitoring Team were also invited to a phonics meeting.

Staff hope to invite pupils from the focussed provision at Mellers to the next meeting and an update on the sensory work at Nottingham Nursery was also requested.

JK agenda

P&C1/22-23/08 Confirm date of next meeting and agenda items

Thursday 2nd February at 1.30 pm

P&C1/22-23/09 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 2.34 pm

Signed

Chair

Date

**ACTION POINTS FROM THE MEETING:**

Ref	Action	Delegated to:	Outcome
P&C1/22-23/04	To update logo and name on Nottingham Nursery Safeguarding Policy.	LP	
	To make it clear in all curriculum policies that governor monitoring takes place termly not twice a year.	JK	
P&C1/22-23/05	To remind parents about safe parking outside the school and ensure cones are put out each day.	JB	
	To work with parents to promote the opening of new focussed provision building in January 2023.	JB	
P&C1/22-23/07	Governors to be invited to attend INSET Day on the curriculum on Friday 25 th November. LL and AMK to attend.	LL and AMK	
	Staff hope to invite pupils from the focussed provision at Mellors to the next meeting and an update on the sensory work at Nottingham Nursery was also requested.	JK	



ATTENDANCE AT MEETINGS 2022/2023

Governor Name	Autumn 2022					Spring 2023			
	DEV 08.9	PPC 22/9	PCC 29/9	FC 9/11	FGB 7/12				
Lesley Lyon	Y	Y	Y						
Martin Smith	Y	Apols	Apols						
Sue Blakeway	Y	Y	-						
Shamiso Abuka	Y	-	-						
Nathalie Bolofo	Apols	Apols	Apols						
Hannah Darko	Apols	N	Y						
Femi Folorunso	Y	-	Y						
Amy Fuller	Apols	-	Apols						
Aseel Kabeer	Y	-	Y						
Jo Kervick	Y	-	Y						
Carol McCrone	Apols	-	-						
Kayleigh McQuade	A	-	-						
Celia Morris	Y	-	-						
Teeny Reid	Y	Apols	-						
Jenny Thomas	Y	-	-						
Amanda Dawson	Y	Apols	Apols						
Laura Patel	Y	Y	Y						
Cllr Anne Peach	Y	-							
Cllr Wendy Smith	Y	-							



Mellers Primary School and The Nottingham Nursery School Federation

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Minutes of the Finance and General Purposes Committee Meeting on Wednesday 9th November 2022 at 1.30pm at Mellers Primary School.

Membership:

(A) denotes absence

Carol McCrone, Chair
A Sue Blakeway
A Nathalie Bolofo
A Aseel Kabeer
Lesley Lyon
Celia Morris
A Cllr Anne Peach
Amanda Dawson, Executive Headteacher

In attendance:

Laura Patel, Head of School, Nottingham Nursery, Associate member
Joanne Travis, School Business Manager (SBM)
Lynette Randall, Business Manager (BM), Nottingham Nursery
Stuart Northedge, Clerk to the Governing Body

Agenda item no.	Item	Action
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FGP1/22-23/01 Welcome and apologies for absence

The Chair welcomed all to the meeting.

Apologies for absence were received from Nathalie Bolofo and Sue Blakeway. Governors agreed to accept these apologies for absence.

Aseel Kabeer and Cllr Anne Peach did not attend. The Clerk will follow this up.

Clerk

FGP1/22-23/02 Minutes of the Last Meeting and Matters Arising

The minutes of the last meeting held on Wednesday 27th April were agreed as an accurate record.

**Matters Arising**

Ref	Action	Delegated to:	Outcomes
FGP2/21-22/04	Investigate the ceasing of the school meals grant	SBM	Government grant that has now ended. Action completed
	Invite Frances Rowland, NST, to the FGB meeting to discuss the discounted rate for water and sewerage costs	SBM	Frances Rowland is no longer in post. A new member of staff reported a small saving could be made by joining scheme. SBM will check terms and saving amount.
	Presentation of three-year budget plan	6/7	Completed
FGP2/21-22/05	Invite Frances Rowland, NST, to the FGB mtg on 6/7	SBM	Michelle Gabitas is the new contact.
	Check the charges for governor services	Clerk	Completed
FGP2/21-22/06	Contact Celia Morris to join the EY working group	Head (LP)	Completed
FGP2/21-22/07	Contact David Thompson/Alison Sheldon to do H&S visit at Mellers Primary School	SBM	Completed on agenda
FGP2/21-22/08	Contact Cllr Smith to attend meeting and update governors on the outcome of the meeting	EHT	Completed
FGP2/21-22/12	Upload the autumn term agenda to G'hub	Chair	Completed

FGP1/22-23/03 Finance Update**Mellors (inc After School Club)**

The SBM talked through the period 6 outturn statement and highlighted increases to pupil premium funding and high-level needs funding.

Income – This originally accounted for a member of staff's salary contributions by error, therefore the SBM has reduced the income and has now reduced teachers' pay by £49k.

Additional grants for schools had also increased by £3k and some school improvement work being carried out by senior staff is also bringing in additional income.



Expenditure - All staffing is overspent which is due to the yearly pay rise which is higher than was calculated on the original budget.

Governors discussed the unfunded nature of the pay increases and the impact this was having. Teaching staff is overspent by £28,748 and support staff by £70,799.

The Chair also gave a brief update on various other factors such as the additional bank holiday in 2023 and the extra days annual leave agreed for support staff and how this might impact further on the budget.

Mellers is also overspent on resources and school trips. School trips is overspent by £13k. This is because this area has not been budgeted for since lockdown, so the estimate was too low.

Mellers has always supported the funding of school trips/visits and leaders felt it was crucial that these visits remained subsidised to enable pupils to benefit from these enrichment activities.

Question – a governor asked if it was transport costs that had increased these costs?

The Executive Head confirmed that transport costs had virtually doubled.

Question - a governor asked if the school could find cheaper ways of doing some of these activities?

The Executive Head confirmed that more local activities were being used to reduce transport costs and highlighted that it was the whole school trip to Nottingham Playhouse for the pantomime that was particularly expensive.

Governors discussed and agreed to continue to fund the crucial enrichment work at school.

Question – a governor returned to the pay cost increases and asked if there were likely to be further rises?

The Chair highlighted the potential industrial action by teachers and a small possibility of the pay increase going even higher.

The Executive Head highlighted that the impact of increased salaries on all schools might mean that something is in next week's Autumn Statement to support all schools with these increased costs.

Resources including ICT by £6k are also overspent. While the school has also overspent on other supplies services of which the 2 main areas are catering and agency.

The SBM also highlighted a mistake that meant a bill for £14K from the 2021-22 financial year had been brought forward into 2022-23 school year.

There is a surplus within rates because this shouldn't have been included in the initial budget.

The period 6 outturn statement to the end of September 2022 shows an in-year deficit of £66,079 which when the carry forward is accounted for from 2022-23 would lead to a deficit of £30,656 at the end of the year.

The unsustainable in year deficit was highlighted by school leaders.



Question – a governor asked what requirements the LA might place on the school in terms of addressing this deficit?

The Executive Head highlighted that she expected to hear before the end of the term about the LAs approach to the increase in schools with significant deficits and any actions needed by schools and any support that was being provided by the LA.

Question – a governor asked if Mellers having a plan to address this?

Action - The Executive Head said that the next step was for leaders at Mellers and Nottingham Nursery to meet to draw this up and it was agreed that this information would be shared briefly at the FGB meeting in December. **AD/SBM**

Governors also agreed to hold an additional Finance Committee Meeting on Wednesday 11th January 2023 at 1.30pm to discuss this.

Question – a governor asked about potential lines of income?

The Executive Head reported on work on projects with the wider community and how these might attract additional funding.

Nottingham Nursery

The BM reported that the period 6 outturn statement to the end of September 2022 showed the following for Nottingham Nursery:

P5 outturn August – Projected balance deficit £69,547

P6 outturn September – Projected balance deficit £11,688.

This is a huge improvement compared to the previous forecasts and is due mainly to increases in numbers.

Question – a governor asked if Nottingham Nursery was full?

LP confirmed that although numbers were higher, there were still spaces, and these were being advertised.

Action - Governors felt it would be important to email the LA to inform them of the improved financial situation.

BM

Income

I01 shows a top up funding increase of £56,024 due to additional term of flexibility funding (£7,55) and increased numbers for 3- & 4-year-olds. Autumn 22 and spring 23 based on headcount actual numbers, predicted hours for autumn were 960, actual confirmed hours are 1290.

I03 SEN funding increase of £2717 due to SEN bids and 8.7% assumed funding increase based on information received from Schools Finance.

I05 Pupil Premium decrease of £3159 no PP expected for autumn or spring term. We ensure all PP forms are completed now before child is admitted. To be investigated.



I07 Other grants funding decrease of £21,653 due to expected clawback autumn term as reduced numbers for 2-year-olds.

I08 fees and charges schools increase of £12,550 due to increase in private paying children, reduced outstanding parental debt and increase in fees.

Fees and charges – Lettings increase of £875 due to Rainbows letting.

Expenditure

E02 Supply teacher increase of £975 due to use of casual supply teacher to cover suspension.

E03 Education support decrease of £6475, L1 temp contract terminated early from 11 Nov due to low numbers.

E07 Other staff increase of £804 due to additional midday staff from January 23.

Question – a governor asked whether the Nursery has any difficulty in recruiting staff for midday posts?

LP confirmed that yes, recruitment of midday staff remained challenging.

E12 planned maintenance decrease of £3k as we have available Capital funding.

E16 Energy decrease of £8736 based on actual & projected costs and government capping for businesses.

Energy has gone from 31p to 94p a unit. However, from October 2022 a government grant of £2000 per month will be applied to this cost centre which is why the overall budgeted cost has gone down.

E18 Occupation increase of £858 due to urgent works on door panels.

E22 Admin supplies increase of £4178 due to Inventory signing in system and increased broadband costs.

The BM highlighted that this was leading to more accurate time sheets being submitted and therefore reduced costs for overtime.

E26 Agency supply increase of £9070 due to SENCO costs not included on last outturn and supply to cover teacher absence.

Outturn forecast includes:

Assumed teacher pay increase of 5% from September

Support staff pay increase of 8% (adjusted according to scale point) backdated to April 2022.

The school is holding CLP funding of £15,200, this is included in the forecast. This funding is being held on behalf of other schools, who haven't claimed this mostly.



Governors agreed to split this amongst the remaining schools that are still open, minus the admin fee for Nottingham Nursery administering this.

Question – a governor asked if staff absence rates had reduced at the Nursery following new strategies?

LP confirmed that absence had been reduced by the new measures that were now in place.

The BM also reported the following information to governors:

Site Maintenance and Health & Safety

The boiler replacement is now complete, the new system is much more energy efficient.

Some door locks and fobs needed replacing to maintain site security.

A Health & Safety audit has been completed with Alison Sheldon from NCC H & S, some repairs can be done in house, the rest will be put onto a maintenance schedule. This has been uploaded to Governor Hub and signed off by Lesley Lyon.

The outdoor area has been partly refurbished using Capital grant of £8,500 and Capital funding. This includes the new sand area, fencing which was previously unsafe and work to the water play area.

Staff contracts and supply

Staff contracts have been reviewed and one temporary contract has been ended.

Supply costs are being monitored and challenged. We currently have one supply teacher and one supply TA to meet ratios. Any further supply needed to cover staff absence is covered internally wherever possible.

Staff absence is being closely monitored and meetings held where necessary. The Inventory system now allows for accurate monitoring of absence from site and overtime claims.

Question – a governor asked if the cost-of-living crisis will impact on numbers at Nottingham Nursery and on parental bills being paid?

LP replied that on the bills there is a note for parents to contact them if they are struggling to pay. Due to the increase in price, some families with 2nd children starting are finding this difficult because they hadn't budgeted for the higher cost for their second child.

Question – a governor asked if the baby unit is now full?

LP replied that it was on some days which had waiting lists.

Question – a governor asked where the increase in numbers was coming from?

LP informed governors it was mainly word of mouth and more people travelling into and working in the city were now using the Nursery.

Question – a governor asked if children were now also coming in from private settings?

LP reported that private care providers didn't tend to work alongside them and didn't refer parents from their waiting lists to the Nursery.

Question – a governor asked about advertising?

LP suggested using lots of good news reports in the Nottingham Evening Post to promote the Nursery. LL highlighted that at the Pupils and Curriculum Committee it was agreed that when the new Speech and Language Unit was opened this could promote the federation and the positive story at both schools.



Action - Governors agreed that the promotion of the federation and schools should be done through a range of local media.

Consideration of Energy Costs

A brief discussion was held around this. The budgeted amount has been increased by 70% as **AD/LP** recommended by the LA Finance Team.

The Executive Head confirmed that the school was reducing its energy costs by having the heating on for less time and ensuring that a situation where the heating was on and windows were open didn't occur.

FGP1/22-23/04 Covid Update

Pupils and staff are still getting Covid, and staff absence is being covered internally. It is also now covered by staff absence insurance.

FGP1/22-23/05 Policy Reviews

Teachers' Pay Policy 2022

The Chair reported that the LA was still waiting for confirmation from DfE that the parliamentary process is complete and that this policy can therefore be issued.

The Chair highlighted a couple amendments to the model policy which had been uploaded to Governor Hub.

Governors agreed to accept and approve this policy.

Safer Recruitment Policy

Updated to reflect changes to KCSiE 2022 around recruitment and social media checks and declarations.

The Chair highlighted that the social media check should be light touch and couldn't be forensic.

Governors agreed to accept and approve this policy.



Whistleblowing (Confidential Reporting)

This was previously at the end of the code of conduct, and it was agreed to continue with both the statutory Whistleblowing Policy and the Code of Conduct moving forward.

The Chair highlighted key changes and governors agreed to accept and approve this policy.

It was clarified that these policies will be adopted by both Mellers and Nottingham Nursery.

FGP1/22-23/06 Staffing Update

Pay Committee Actions to note

The Pay Committee met on Wednesday 12th October 2022 and the following were the main points from this meeting.

Governors discussed pay progression for 22 members of staff and following this, all Head Teacher recommendations were approved.

The Leadership pay range for the Deputy/Head of School positions was clarified at L12 to L15. The two members of staff in these roles will be paid at L12 for the 2022-23 academic year.

Four members of staff on M6 have chosen to stay at M6 and not apply for the move to UPS 1. In all these cases, staff are performing very well in their roles, but at the current time do not want to take on the extra responsibility that a move to UPS1 would involve.

One further member of staff had applied for the move to UPS 1. The governors considered the application from this member of staff and approved this progression.

Leavers/starters

At Mellers, Chrissy Martin has decided to step back from teaching and will leave the school at Christmas. The post couldn't be filled for Christmas due to the resignation date and is being advertised now with a potential candidate attending for supply teaching in the next few days.

Lorna Dermody and Joy Buttress will cover the Key Stage 1 leadership aspect of the role, so the advert is for a strong Key Stage 1 teacher. Leaders and governors felt this would be beneficial.

Mellers is also advertising currently for a Foundation Stage TA.

At Nottingham Nursery, a vacancy for a class teacher is being covered by two new members of staff on a 4 day and 1 day split across the week.

FGP1/22-23/07 Health and Safety and Premises

A health and safety inspection was completed at Mellers on 20/05/2022 by David Thompson and the SBM which has been uploaded to Governor Hub.



Nothing major was highlighted in this report but a series of minor issues around areas such as trip hazards, space in the office, removal of old Covid notices, removal of plug socket covers and repairs to the Nursery area play surface and equipment were highlighted.

Question – a governor asked what is the purpose of glass partition in the office?

The Executive Head confirmed it didn't really have a purpose and therefore it was agreed that it should be taken down as soon as possible. **SBM**

The Executive Head also highlighted expenditure that would be required on the trees on the site and it was agreed that a tree survey would be carried out at Mellers. The SBM will arrange this.

New Build Update

The new build is still supposed to be ready for Christmas, but the Executive Head felt that February half term 2023 would be more likely. **SBM**

Question – a governor asked if a grant will be received to kit this out?

The Executive Head confirmed that it would be and the SBM will chase this.

FGP1/22-23/08 Dates for meetings

An additional online Finance Meeting was agreed for Wednesday 11th January 2023 at 1.30 pm.

FGP1/22-23/09 Any Other Business

Virements

Virements worth a total of £109,512 had been required at Mellers and included:

Errors on salary costs

Movements of business rates that shouldn't have been accounted for

Maintenance costs

Governors agreed to approve these virements.

At Nottingham Nursery a debt of £30 is owed by a parent where the Nursery accepted that they had made mistakes in the billing process. Governors agreed this could be written off.

The lack of a school purchasing card from Nottingham City Council for Nottingham Nursery and the difficulties in getting one and the issues this has created was raised. CMc agreed to see if she could raise this through Nottingham City Council. **CMc**

Nottingham Nursery will also add the governor blog to their new website which governors agreed was excellent. **LP**



Question – a governor asked if governors were up to date with their safeguarding training?

The Executive Head said they were but suggested a session for the federated governing body in the future would be helpful. An upcoming session at Nottingham Nursery was highlighted as a way governors could update their training if they felt this was required.

The meeting closed at 3.25 pm.

Signed:

Date:



ATTENDANCE AT MEETINGS 2022/23

Governor Name	Autumn 2022					Spring 2023			
	DEV 08.9	PPC 22/9	PCC 29/9	FC 9/11	FGB 7/12				
Lesley Lyon	Y	Y	Y	Y					
Martin Smith	Y	Apols	Apols	-					
Sue Blakeway	Y	Y	-	Apols					
Shamiso Abuka	Y	-	-	-					
Nathalie Bolofo	Apols	Apols	Apols	Apols					
Hannah Darko	Apols	N	Y	-					
Femi Folorunso	Y	-	Y	-					
Amy Fuller	Apols	-	Apols	-					
Aseel Kabeer	Y	-	Y	N					
Jo Kervick	Y	-	Y	-					
Carol McCrone	Apols	-	-	Y					
Kayleigh McQuade	A	-	-	-					
Celia Morris	Y	-	-	Y					
Teeny Reid	Y	Apols	-	-					
Jenny Thomas	Y	-	-	-					
Amanda Dawson	Y	Apols	Apols	Y					
Laura Patel	Y	Y	Y	Y					
CLlr Anne Peach	Y	-	-	N					
CLlr Wendy Smith	Y	-	-	-					



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Minutes of the autumn term governing board meeting held on Wednesday 7th December 2022 at 2pm (Virtually)

Membership:

(A) denotes absence

- Lesley Lyon, Chair
- A** Martin Smith, Vice Chair (MS)
- Sue Blakeway, Vice Chair (SB)
- A** Nathalie Bolofo
- A** Hannah Darko
- Femi Folorunso
- Amy Fuller – **from 3.00 pm**
- Aseel Kabeer
- Jo Kervick
- Carol McCrone
- Celia Morris
- Teeny Reid
- Amanda Dawson, Executive Head

In attendance:

- Laura Patel, Head, Nottingham Nursery, Associate member – **from 3.05 pm**
- Cllr Wendy Smith, Associate member
- Stuart Northedge, Clerk to the Governing Body
- Joy Buttress, Assistant Head, observer
- Lorna Dermody, Assistant Head, observer
- Joanne Travis, School Business Manager, observer (SBM)

PRELIMINARIES

FGB1/22-23/01 WELCOME, APOLOGIES FOR ABSENCE AND INTRODUCTIONS

ACTION

Apologies for absence were received and approved from Nathalie Bolofo, Martin Smith and Cllr Anne Peach (Associate Member).

Apologies were also received and approved for their late arrival from Amy Fuller and Laura Patel.

Hannah Darko did not attend.



FGB1/22-23/02 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 confirmed they had read, completed and electronically signed the register of business interests.

Review and sign Governors Code of Conduct

The clerk reported an update to the Code of Conduct, which included the following disclosure “any changes that prevent a governor adhering to the Code of Conduct, therefore, impeding on their ability to fulfil their role, must be reported to the Headteacher and Chair”.

The Code of Conduct had been uploaded to Governorhub. Governors confirmed they had read and adhere to the Code of Conduct form would be completed by the end of term.

**All
governors**

FGB1/22-23/03 MEMBERSHIP

Current membership

Evidence of the current membership of the governing board was available to view on Governorhub. The membership details were noted.

Attendance requirements

It was noted that a governor who, without the consent of the governing board, 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).

The clerk reported that there were no absences to consider.

Vacancy update

Jennifer Thomas had resigned her position as a governor on 05/12/22 which has now left one vacancy for a co-opted governor.

Shamiso Abuka has also resigned her position as a parent governor with affect from 07/12/22.

Governors agreed to look into co-opting an additional member of the Nottingham Nursery staff to the governing body.

LL

The clerk reminded governors of the requirement for new governors to have an enhanced DBS check within twenty-one days of their appointment.



<https://disclosureservices.com/dbs-checks-for-school-governors/>

End of terms of office

There were no ends of terms of office to consider.

GIAS update

The clerk had checked the governance information on GIAS and reported the details were up to date.

FGB1/22-23/04 ELECTION OF CHAIR AND VICE CHAIR

The clerk sought nominations or self-nominations for the position of Chair.

Lesley Lyon self-nominated for the position of Chair. Governors agreed and approved this appointment.

Sue Blakeway and Martin Smith were nominated for the positions of Joint Vice Chairs. Governors agreed and approved this appointment, subject to checking Martin Smith's willingness to continue in this role as he wasn't present at the meeting.

LL

FGB1/22-23/05 MINUTES OF THE LAST MEETING

Minutes of the meeting held on Wednesday 6th July 2022 at 4.00pm, a copy of which had been uploaded to Governorhub for review, were taken as read, confirmed and would be signed by the Chair.

Action points

Reference	Action	Responsible	Outcome
FGB3/21-22/03	Make contact with Nadia Rizk-McCay	V. Chair (MS)	Completed
	Speak to Many Austin re EHT reports	EHT	Completed – to be discussed in agenda
	Speak to NST re SIP and conflict of interest	LP and EHT	Completed and resolved
FGB2/21-22/06	Check contract with NST, following federation	EHT	Completed – federation had no impact on NST contract.
FGB3/21-11/07	Produce a paragraph on governor visits undertake and email to the EHT	Governors	On agenda



	Contact Rob, IT technician to add a gov blog link to the newsletter	EHT	LP to add link to Mellers governor blog
	Contact the website builders	LP	Completed
	Contact Celia Morris to share the parent contract with governors	LP/CM	Completed – added to Nursery website
	Governor skills audit	Agenda FGB	To be done – add to next agenda
	Set FGB meeting dates	Clerk	Completed
FGB2/21-22/08	Focus deaf provision – pupil progress	Agenda FGB	Pupil progress Agenda
	Email questions from the EHT report to the EHT	Govs	Completed but no questions received
	Seek quotation for purchase of 'My Concern'	LP	Completed
FGB3/21-22/10	Budget update	Agenda finance comm 9/11	Completed at Finance
FGB3/21-22/12	Contact Schools IT for a statement	EHT	Completed
FGB3/21-22/18	Prepare draft impact statement	Chair	Completed
FGB3/21-22/19	Review school uniform policy	EHT	Completed
	Feedback any action/recommendations re H&S checklist	EHT/LP	Completed at Finance
FGB3/21-22/26	Set FGB meeting dates	Clerk	Completed

Matters arising

No further matters were arising from the meeting on Wednesday 6th July 2022.

FGB1/22-23/06 CHAIR'S OR VICE CHAIR'S EMERGENCY ACTION SINCE LAST MEETING

The governing body ratified the following emergency action since the last meeting:

The Ofsted inspection process at Mellers



Disciplinary process with a staff member at Nottingham Nursery.

The EHT will follow this up with LP regarding some safer recruitment recommendations about the process above. It was agreed that a member of governing board should be on all recruitment panels for teachers. Governors were encouraged to undertake safer recruitment training so as many governors have received this training as possible. The NSPCC training course for this was recommended as a way of doing this online. AD will sent out the link to training in this area and governors will send in confirmation they have completed this to JK.

AD

AD

Question – a governor asked if the safer recruitment training had a time limit?

CMc confirmed there wasn't but it was recommended it was completed every 3 years.

The Chair also highlighted the requirement for everyone to use their school-based e mails.

FGB1/22-23/07 CORRESPONDENCE

Chair

No further correspondence to report.

Headteacher

No further correspondence to report.

Clerk

Safeguarding audit

The Safeguarding Board are introducing a new annual safeguarding audit/checklist. The DSL along with the safeguarding governor are required to complete. The document should be presented to governors at the point of submission and governors ensure any actions are addressed.

THE EHT confirmed the safeguarding audit had been completed.

Ofsted inspection framework (updated July 2022)

The Ofsted inspection framework has been updated. A link to the updated document had been uploaded to Governorhub. The key points include:-

The curriculum transitions arrangements, put in place to help schools transition to the 2019 Ofsted framework, extended due to the pandemic, ceased in September 2022.

A 'quality of education' measure has been introduced to enable a sharper focus on the curriculum.

The 'personal development, behaviour and welfare' judgement will be two separate into judgements – 'personal development' and 'behaviour and attitudes'.

"Intent, implementation and impact" will not be judged them as three separate measures, they



will all be considered as part of your 'quality of education' judgement.

<https://www.gov.uk/government/publications/education-inspection-framework/education-inspection-framework>

SCHOOL PROGRESS

FGB1/22-23/08 HEADTEACHERS REPORT AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN

The Executive Headteacher had shared a comprehensive written report with governors via Governorhub, in advance of the meeting.

During the meeting she verbally highlighted the following areas:-

An OFSTED inspection had taken place on 29th and 30th November 2022 at Mellers Primary School.

The EHT then asked governors if there were any other questions on her report.

Question – a governor asked about the timeline for the completion of a BSL Policy and curriculum for Focus Provision for Deaf Pupils at Mellers?

The EHT said this would be completed ahead of the next FGB.

Question – a governor asked if governors could have more detail on the behaviour incidents and peer on peer abuse?

The EHT explained the data and that the large numbers in the table were pupils involved in the behaviour system.

Question – a governor asked is there an upward trend in the number of sexualised behaviour incidents?

The EHT explained the school were very good at logging this information and pupils exhibiting this behaviour had plans in place to address this.

It was agreed this would be discussed at the next Pupils and Curriculum Meeting, including looking at new policies and some detailed comparative data.

**P and C
Agenda**

The safeguarding governor highlighted Ofsted concerns that not all information on a child was in one place. The EHT explained that this one case where case minutes hadn't been sent through by Social Services and therefore uploaded to the system, which she and governors felt was unfair.

Question – a governor asked when will the new building for Focus Provision for Deaf Pupils be ready?

The EHT confirmed there had been a slight delay and the focus provision would open the second week in January.

Question – a governor asked will there be an opening event for the new building?

The EHT confirmed that there would be, and it was likely to be later in the Spring Term 2023.

The Chair confirmed the new building opening would also be promoted in local media as



agreed in committee meetings.

Question – a governor asked if it was true 87% of pupils have safeguarding concerns of some sort?

The EHT confirmed this was correct and that the number of series incidents were increasing which she felt was both Covid and poverty related.

Question – a governor asked if Place to Be is closed, is this impacting on pupils?

The EHT explained that it wasn't closed and there had just been changes in the provision.

The EHT also highlighted Krissy Martin's decision to leave the school and how this was compounded by the recent Ofsted inspection. A replacement Year 2 teacher has now been appointed.

Question – a governor asked how can we manage the projected budget deficit?

The SBM detailed the difficulties of the unfunded staff pay rises which had created the situation. The budget is overspent in a couple of other cost areas, but staffing is the vast majority of this.

The SBM explained that with no change there would be £120k to £160K deficit the following financial year. The EHT explained that hopefully there would be an improvement in DfE funding, as without it, significant staff redundancies would have to be made.

CMc highlighted an additional finance meeting on the 11/01/23 to discuss the current financial challenges at Mellers Primary in more detail

Femi Folorunso left the meeting at 3.00 pm.

Amy Fuller joined the meeting at 3.00 pm.

The Head of School at Nottingham Nursery had also shared her Headteachers' Report with governors via Governorhub ahead of the meeting.

LP wasn't present, so the EHT suggested emailing any questions to LP about her report. This process was agreed by governors.

LL highlighted the high-quality SEF that had been written by LP for Nottingham Nursery and uploaded to Governor Hub.

Governors agreed and approved the School Improvement Plans for Mellers Primary School and Nottingham Nursery.

Governors

FG1/22-23/09 OFSTED FEEDBACK

Mellers Primary School had been inspected on Tuesday 29th November and Wednesday 30th November 2022. The inspection process and the outcome had been discussed in detail under item FG1/22-23/08. The full report will follow shortly.

**FGB1/22-23/10 THE SCHOOL'S EDUCATIONAL RECOVERY PLAN***Covid recovery premium and National tutoring programme*

Funds from both these grants have been used to employ an academic tutor. He was appointed in September 2022 to work on English and Maths with pupils and this is already having a big impact on pupil progress.

FGB1/22-23/11 FEEDBACK FROM EXECUTIVE HEAD AND HEADS OF SCHOOL APPRAISAL REVIEWS, INCLUDING A REVIEW OF SLT PAY RANGES

The Headteacher appraisal process was completed, and LL queried where the paperwork was. This will be forwarded to LL by the appraisal governors.

Appraisal governors

Following a review of the pay scales of the Senior Leadership Team, governors agreed the following SLT pay ranges:-

Mellers Primary School is a group 4 school, with the range established as 14-27A

Executive Headteacher/Headteacher range: L21-L27A

Head of School range: L14-L16

Deputy Headteacher range: L10-L12

Assistant Headteacher range: L6-L8

FGB1/22-23/12 GUIDANCE AND POLICIES FOR REVIEW/APPROVAL

Mellers EAL Policy

Mellers Attendance and Absence Policy 2022

These will be checked by governors outside of the meeting and electronically signed and agreed on Governorhub.

All governors

WS pointed to a minor typing error in the Attendance Policy. It was agreed that WS will download the policy and change it and send it back to AD.

WS

Question – a governor highlighted that in the policy, teachers were required to discuss pupils with less than 96% attendance with the Attendance Officer and asked if this was a lot of pupils?

The EHT confirmed it would be a large number of pupils but requested that WS send the question by email to LP, who is the federation lead staff member for this area.

WS

For information:

Link to the cost of school uniforms (Sep 2022) <https://www.gov.uk/government/publications/cost-of-school-uniforms/cost-of-school-uniforms>

Link to the updated attendance guidance (Sep 2022)

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

Link to the school admissions appeals code (Oct 2022)



https://www.gov.uk/government/publications/school-admissions-appeals-code	
FGB1/22-23/13 UPDATE ON GDPR	
GDPR had been discussed at the recent Finance Committee Meeting. There were no further updates since then.	
FGB1/22-23/14 ARRANGEMENTS FOR THE COMPLETION OF THE SCHOOL FINANCIAL VALUE STANDARD (SFVS)	
The arrangements for the completion of the School Financial Value Standard (SFVS) were delegated to the Finance Committee.	
Laura Patel joined the meeting at 3.05 pm	
GOVERNOR REPORTS	
FGB1/22-23/15 TERMS OF REFERENCE AND DELEGATION OF FUNCTIONS 2022/2023	
The Terms of Reference and delegation of functions had already been updated and uploaded to Governorhub. LL will now update them again to reflect governor resignations.	LL
<p><u>Pupil discipline committee</u></p> <p>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.</p> <p>In the event of insufficient governors being available, governors to be sought from other NST schools, subject to them having no conflict of interest.</p> <p><u>Staff Dismissal Committee</u></p> <p>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.</p> <p>In the event of insufficient governors being available, governors to be sought from other NST schools, subject to them having no conflict of interest.</p> <p><u>Staff Dismissal Appeal Committee</u></p> <p>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.</p> <p>In the event of insufficient governors being available, governors to be sought from other NST schools, subject to them having no conflict of interest.</p>	
FGB1/22-23/16 REPORTS FROM COMMITTEES	
<i>Pupil Progress</i>	
This meeting had been based around data and Year 6 attainment where maths had fallen in 2022 while writing had improved. Results in maths are expected to improve again next year.	
LP gave details to the meeting about trends and developments at the Nursery.	



Governors were concerned about the current Year 5 cohort, who will be discussed again at the next meeting.

Sue Blakeway left the meeting at 3.15pm

Pupils and Curriculum

This meeting had looked at lot of policies and received input from a parent of a child in focussed provision, who was keen to celebrate the achievements of this area of the school.

Finance and Resources

CMc reported that this meeting discussed the after-school club running at a loss and that the SBM is looking at combining this with the before school club for costing purposes.

Budget concerns at Mellors will be discussed at an additional finance meeting on 11/01/23.

Nottingham Nursery is doing well to reduce its budget deficit due to increased pupil numbers and excellent marketing.

The meeting also had a discussion around rising energy costs and the impact of these.

Pay

All recommendations for staff pay increases made by the Headteacher were agreed and approved by governors.

FGB1/22-23/17 GOVERNOR TRAINING AND DEVELOPMENT 2022-2023

The clerk informed the meeting the governor training was available to view and book directly on Governorhub and detailed on the front page of the Governors Report booklet. Key training dates were also highlighted, under subject matter, on the agenda.

The Chair highlighted the safer recruitment training discussed earlier.

FGB1/22-23/18 REPORTS FROM GOVERNOR VISITS AND MONITORING

LL thanked all governors for the visits they had carried out and pointed governors to the governor blog and the content there which detailed these visits. This was scrutinised as part of the Ofsted inspection process.

Amy Fuller confirmed she had completed a geography visit and produced a report on this.

Question – the chair asked Amy Fuller for her feedback on the governor meeting that had taken place as part of the Ofsted inspection?

AF replied she felt it was more like feedback rather than governor questions but that governors could respond to points made by the lead inspector.



REPORTS TO GOVERNORS

FGB1/22-23/19 REPORTS FROM DfE GUIDANCE

Keeping Children Safe in Education (KCSIE) – update September 2022

Information

Keeping Children Safe in Education (KCSIE) is the main document setting out schools and colleges legal duties that must be followed to safeguard and promote the welfare of children and young people under the age of 18 in educational settings.

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 (September 2022) document. The revisions to the document are summarised in the report booklet. The revisions to the document are:-

- Time constraints added to pupil file transfer.
- The need for pupils to have an “appropriate adult” during police investigations.
- Online checks for new staff.
- All governors to receive safeguarding training.
- More details on the effects of domestic abuse.
- Rewording from “peer on peer” to “child on child.”
- Focus on “early intervention.”
- Preventative update.
- Human Rights and Equality Act reminders.
- Additional new resources.

Actions for governors

- All governors to read the full KCSIE 2022 document.
- All governors to attend safeguarding training.
- Ensure all staff have read the full KCSIE 2022 document.
- Ensure that new guidance found in KCSIE 2022 is embedded into all relevant policies and review and approve these within the autumn term.
- Safeguarding governors to be assured that KCSIE 2022 changes are embedded into practice within the school/academy setting.

DfE updated guidance (July 2022): Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement

Information

The DfE have released updated guidance on Suspension and Permanent Exclusion for maintained schools, academies and pupil referral units in England, including pupil movement.

This reflects the government’s ambition to create high standards of behaviour in schools so that children and young people are protected from disruption and can learn and thrive in a calm, safe, and supportive environment. The updates are outlined in the report booklet.

Action for governors

Ensure your school policy is reviewed to reflect the updates.

Ensure the updated policy is approved and publicised on the school website.

Review and monitor the school’s suspension/exclusion data, pupil moves and the characteristics of permanently excluded pupils.



Ensure the sanction is used only as a last resort.

CMc highlighted the KCSiE requirements for social media checks and the difficulties for schools in carrying these out due to GDPR and time constraints.

FGB1/22-23/20 LOCAL AUTHORITY REPORTS

Proposed School Admission Arrangements for Nottingham City Community Schools 2024-2025

Action for governors

Governors are recommended to:

- note that the Local Authority is proposing to consult on its proposed admission arrangements 2024/2025 admissions arrangements set out in Appendices 1 and 2.
- consider the proposed planned admission number for their own school (as set out in Appendix 3.
- read this report and discuss at governing body meeting.
- advise the governing board meeting of the draft timelines for the 2024/2025 co-ordinated admissions process as set out in Appendix 5.

Proposed Admission Arrangements 2024-2025, including appendices, document available on Governorhub.

Governors noted this report and the actions that they were required to complete.

FGB1/22-23/21 NST REPORT (for information)

This includes details on the White Paper and how NST are considering the academisation programme.

The EHT asked governors to ensure they read these reports as they are extremely valuable.

CONCLUDING ITEMS

FGB1/22-23/22 SAFEGUARDING AND CHILD PROTECTION

There was a detailed section on this area in the Headteachers' report.

EHT asked for a governor to attend training about LAC. LL to follow this up with Femi Folorunso who is the safeguarding governor.

LL

FGB1/22-23/23 PUPIL AND STAFF WELLBEING

There was a detailed section on this area in the Headteachers' report.

The EHT reported that the Ofsted surveys completed by staff, pupils and the community as part of the inspection process were all extremely positive.

FGB1/22-23/24 HEALTH AND SAFETY UPDATE

A Health and Safety Visit was completed in May 2022 and agreed by the Finance Committee.



FGB1/22-23/25 EVIDENCE OF GOVERNING BOARD IMPACT ON SCHOOL IMPROVEMENT

Monitoring Visits and Governor Blog
Ofsted inspection input
Challenge and questioning of Headteacher's report
Close monitoring of pupil progress, the curriculum and finance through committee meetings
All statutory safeguarding requirements are in place and up to date

FGB1/22-23/26 ARRANGEMENTS FOR CHAIR TO INSPECT SCHOOL RECORDS

Completed for the Autumn Term and all documentation checked in Ofsted inspection process.

FGB1/22-23/27 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

The following meeting dates were agreed:-

Spring term 2023: Wednesday 29th March 2023 at 4 pm

Summer term 2022: Wednesday 5th July 2023 at 4 pm

Dates for all committee meetings can be found within the calendar on Governorhub.

FGB1/22-23/28 CONFIDENTIALITY AND COMMUNICATION

It was agreed that parts of item FGB1/22-23/08 be deemed confidential for the purpose of the minutes.

(See confidential appendix)

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

The meeting closed at 3.27 pm

Signed by the Chair:

Date:



ACTION POINTS FROM THE MEETING:-

Reference	Action	Responsible	Outcome
FGB1/22-23/02	Governors to electronically agree the Code of Conduct by the end of the Autumn Term.	All governors	
FGB1/22-23/03	LL to investigate co-opting a member of Nottingham Nursery staff to the governing body.	LL	
FGB1/22-23/04	To confirm MS is happy to continue in his position as Joint Vice Chair.	LL	
FGB1/22-23/05	Governor skills audit to be added to next FGB agenda.	Clerk	
	LP to add link to Mellers governor blog from Nursery website.	LP	
FGB1/22-23/06	EHT to follow up safer recruitment guidance with LP.	AD	
	Links to Safer Recruitment Training for governors to be shared.	AD	
FGB1/22-23/08	Governors to discuss behaviour incidents and sexualised behaviour at next P and C Meeting.	JK	
	Questions on Nottingham Nursery Headteachers' Report to be emailed to LP.	Governors	
FGB1/22-23/11	Paperwork from EHT appraisal to be forwarded to LL.	Appraisal governors	
FGB1/22-23/12	Governors to read and electronically sign EAL and Attendance Policies.	All governors	
	WS to email AD with typing errors in the Attendance Policy.	WS	
	WS to contact LP about questions around staff workload implications of 96% attendance meetings with Attendance Officer.	WS	
FGB1/22-23/15	Terms of reference, delegations and committee memberships to be updated following governor resignations.	LL	
FGB1/22-23/22	To check if FF is able to attend training around LAC.	LL	



ATTENDANCE AT MEETINGS 2022-23

Governor Name	Autumn 2022					Spring 2023			
	DEV 08.9	PPC 22/9	PCC 29/9	FC 9/11	FGB 7/12				
Lesley Lyon	Y	Y	Y	Y	Y				
Martin Smith	Y	Apols	Apols	-	Apols				
Sue Blakeway	Y	Y	-	Apols	Y				
Shamiso Abuka	Y	-	-	-	Resigned				
Nathalie Bolofo	Apols	Apols	Apols	Apols	Apols				
Hannah Darko	Apols	N	Y	-	N				
Femi Folorunso	Y	-	Y	-	Y				
Amy Fuller	Apols	-	Apols	-	Y				
Aseel Kabeer	Y	-	Y	N	Y				
Jo Kervick	Y	-	Y	-	Y				
Carol McCrone	Apols	-	-	Y	Y				
Celia Morris	Y	-	-	Y	Y				
Teeny Reid	Y	Apols	-	-	Y				
Jenny Thomas	Y	-	-	-	Resigned				
Amanda Dawson	Y	Apols	Apols	Y	Y				
Laura Patel	Y	Y	Y	Y	Y				
Cllr Anne Peach	Y	-	-	N	Apols				
Cllr Wendy Smith	Y	-	-	-	Y				



Confidential appendix of the autumn term governing body meeting held on Wednesday 7th December at 2pm via Microsoft Teams.

	ACTION
<p>FGB1/22-23/08</p> <p>The outcome of the inspection had resulted in the school maintaining its grading of good.</p> <p>Despite this though, the OFSTED inspection had been really challenging and staff had felt extremely pressured and to some extent traumatised by the process. The EHT will feedback to Ofsted about the process and the school are still considering whether a formal complaint should be made around reasonable adjustments and discrimination against deaf pupils.</p> <p>Wendy Smith added her concerns around the process and the fact that Ofsted hadn't improved their procedures for including deaf pupils in discussion.</p> <p>Question – a governor asked about the Ofsted current approach to inspection seemed to be and were they looking to downgrade schools if they could?</p> <p>The EHT couldn't say but there had been many schools recently downgraded from outstanding to good.</p> <p>THE EHT detailed how the Senior Leadership Team had been told they might be graded RI after day one and had met that night to explain their case, before the inspectors finally settled on a good grade after the second day.</p> <p>LL gave her thanks to the school and how well they had done in the process. She also explained the governors' role in the process and how they felt they were lectured to, rather having an actual input into the meeting. Other governors added that they felt the whole inspection had a very negative standpoint and didn't want to highlight the positives.</p> <p>LL asked that the feedback to Ofsted included a section on governors and how they felt that the way they were treated was unfair and didn't reflect their extensive skills and expertise.</p> <p>The EHT also highlighted that she'd raised with the Lead Inspector after day one the impact that the process was having on the staff team.</p> <p>Despite all this the EHT returned to the outcome and emphasised that the school remained good and at the top end of this grading.</p> <p>The Chair then detailed the timeline in terms of receiving the draft report and then the publication, which is unlikely to happen until around February half term. The outcome remains confidential until this point.</p>	



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 Confidential Finance and General Purposes Committee Meeting held on Wednesday 11th January 2023 at 1.30pm virtually via MS Teams.

Membership:

(A) denotes absence

Carol McCrone, Chair
Sue Blakeway
A Nathalie Bolofo
A Aseel Kabeer
Lesley Lyon
Celia Morris
Cllr Anne Peach
Amanda Dawson, Executive Headteacher

In attendance:

Laura Patel, Head of School, Nottingham Nursery, Associate member
Joanne Travis, School Business Manager (SBM)
Stuart Northedge, Clerk to the Governing Body

Agenda item no.	Item	Action
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FGP2/22-23/01 Welcome and apologies for absence

The Chair welcomed all to the meeting.

Apologies for absence were received from Nathalie Bolofo.

Governors agreed to approve and accept these apologies for absence.

Aseel Kabeer did not attend the meeting.

FGP2/22-23/02 Finance Update and Review – Nottingham Nursery

The BM had shared uploaded the P8 outturn statement for Nottingham Nursery with governors ahead of the meeting. In summary, this shows that there is a slight increase in the budget deficit due to changes in numbers, but this has been mitigated by savings elsewhere.



The BM also reported that Nottingham Nursery was still well on track to meet the terms of the deficit recovery plan.

Governors agreed that any questions they had which related to the financial information shared by Nottingham Nursery would be emailed to the BM as required.

FGP2/22-23/04 Finance Update and Review – Mellers Primary School

Background and Update

Ahead of the meeting the Chair had asked all committee members to remind themselves of the financial situation at Mellers and referred them to the minutes of the last meeting in November.

In particular, the following sections gave details of the situation in the second half of the Autumn Term 2022:-

The period 6 outturn statement to the end of September 2022 shows an in-year deficit of £66,079 which when the carry forward is accounted for from 2022-23 would lead to a deficit of £30,656 at the end of the year.

The unsustainable in year deficit was highlighted by school leaders.

Expenditure - All staffing is overspent which is due to the yearly pay rise which is higher than was calculated on the original budget.

Governors discussed the unfunded nature of the pay increases and the impact this was having. Teaching staff is overspent by £28,748 and support staff by £70,799.

The SBM had also shared the period 9 (December 2022) outturn statement with governors ahead of the meeting and gave a brief verbal overview of this to governors in the meeting. This was a more accurate summary than had been available in November, as there are more details and therefore certainty on energy costs.

The statement shows a forecasted deficit of £46,139 by the end of the financial year which is a variance of -£81,802 on the position when the budget was originally set. Without, the carry forward from 2021-22 there is a forecast in year deficit of £59,164. As explained in the November meeting, the main reason for the change in position is the increased staffing costs for both teachers and support staff due to the much higher than expected pay increases.

Energy costs remain £17,000 in deficit despite the projections originally being based on DfE guidance.

The SBM confirmed that she hasn't yet updated the 3-year plan, as this information required to do this accurately will be made available by Schools Finance at the end of February.

The SBM also explained that in terms of staffing costs, a middle range teacher cost the school around £40K and this figure was nearly £60K for a UPS teacher with the oncosts included.

The Executive Headteacher then highlighted that the school was also quite top-heavy in terms of leadership, and this was something that could be considered long term.



Governors discussed the staffing costs in further detail and felt that this was potentially where the biggest savings could be made, as long as this wasn't detrimental to pupils.

Question – a governor asked if we were aware of any staff who were likely to leave the school?

The Executive Headteacher said that there weren't as far as she was aware but that obviously no one was sure about each individual members of staff long term plans. She then talked about longer term succession planning and potential future savings that could be made from this area.

A governor also highlighted the possibility of the Executive Headteacher carrying out more work for NST, but the Executive Headteacher confirmed she didn't feel she could do this during this academic year but may consider it further for 2023-24.

A governor added that she felt that the budget situation needed to be considered more in the short term, as the school was going to be in significant deficit by the end of this financial year. Governors agreed with this approach but still highlighted the importance of accurate long term financial planning.

Following a further question, the SBM confirmed she had already removed staff on temporary contracts from the budget planning for future years.

Question – a governor asked if there was likely to be further income from the DfE to support schools.?

The Executive Headteacher replied that she wasn't aware of any but as many schools were in a similar situation, she hoped that there would be some support forthcoming.

The SBM then confirmed that energy costs this year had increased by around £40K and that it was this and staff pay increases that had created this situation and that these were external factors and beyond the schools' control.

Governors agreed that the current situation was to a large extent out of the control of the school and that financial planning and budget management at the school were extremely good.

Question – a governor asked are the LA providing any financial support?

The Executive Headteacher confirmed that they were for this financial year but beyond that it wasn't known.

Question – a governor raised the cost of the Reading Recovery Support Programme?

The SBM highlighted the high cost of this which was around £81K. Governors felt this was to some extent a luxury while it could be afforded, and governors asked about the impact of this on pupil progress. Small savings could also be made in other areas, but these were all considered essential.

Catering

Question - governors asked if bringing the catering team directly under Mellors control would be a saving?

The SBM explained this hadn't been looked at in any detail yet and raised concerns over staff illness.

Question – a governor asked what was actually covered by the catering contract?

The Executive Headteacher explained it covered staff and the maintenance of equipment. Following further discussion around this area it was agreed that the SBM would investigate what was covered by the current contract and the exact costs/potential savings involved and report back. LP suggested



this could also be done in conjunction with the BM at Nottingham Nursery who had already begun looking at this area.

SBM/BM

Question – a governor asked about if a teacher resigned could a Reading Recovery Teacher be moved to fill this role?

The Executive Headteacher confirmed this was possible, but the staff involved would need some retraining.

LP added that there could be reorganisation of the teaching team across the federation using the teacher vacancy at Nottingham Nursery.

Question – a governor asked if the Nottingham Nursery teacher vacancy be made an internal appointment?

LP replied that she felt that was a good idea but that she was looking to appoint by Easter. Given the need to address the in-year deficit as soon as possible, governors felt that acting on this quickly was critical and so this would work.

The Executive Headteacher stated that although she didn't want to lose the Reading Recovery programme, the school was in a better place now in terms of phonics so given the current financial situation this was definitely an area which needed to be explored in more detail.

Question – a governor asked would there be staff members who were willing to move from Mellors to Nottingham Nursery?

The staff present were unsure about this, so governors suggested that a temporary one-year secondment opportunity might be a way to approach this with it being promoted to staff as a personal development opportunity. In addition, this approach would also promote closer working across the Federation.

Governors agreed to this approach and AD and LP will work together to advertise this post.

AD/LP

Question – a governor asked for confirmation of the current Reading Recovery Programme staffing arrangements?

The Executive Headteacher confirmed that both members of staff currently worked 3 days a week and both were at UPS3 on the pay scale.

Question – a governor asked about the school overstaffing model and potential savings from this?

The Executive Headteacher explained that through internal promotions over recent years, this situation had now almost disappeared.

The Executive Headteacher also suggested that considering the schools' approach to PPA might lead to savings. Governors agreed to this area also being investigated.

AD/SBM

Question – a governor asked about the level of supply costs?

The Executive Headteacher confirmed supply wasn't being used currently and that the increased costs on this were temporary due to the Covid pandemic, but the impact of this increase was still being felt now in the budget.

Question – a governor asked about the use of the school for lettings as a way of raising income?

The Executive Headteacher gave details of a possible acquisition of a sports MUGA which could be hired out to raise income for the school.



Question – a governor asked if the LA provided advice and support in energy management?

Governors and staff confirmed they didn't believe there was currently but that there were charitable organisations who could offer this support.

The Executive Headteacher highlighted the work of the Eco Team in school, but that this wouldn't produce the level of savings that would be required to address the increased costs. Councillor Anne Peach agreed to follow this up with the LA and look at the level of support available.

AP

Question – a governor asked if Nottingham Nursery knew of anyone that offered this support?

LP confirmed that there wasn't anyone really, and that Nottingham Nursery had only received advice at the level of switching lights of in unused rooms and reducing the heating temperature.

The Executive Headteacher also suggested it could be worth looking at whether Nottingham Nursery should pay more of LPs salary and governors suggested that the SBM and BM could look at this, as they were conscious that they didn't want to pass the problem between the two schools.

Question – a governor asked if there was anyone ready to move to other career opportunities within the Nottingham Schools Trust (NST)?

The Executive Headteacher felt that staff often weren't keen to move from Mellors and take up these opportunities as they enjoyed working there, but she would look out for them. She also highlighted that these staff were often the ones you didn't want to lose.

Governors felt this route would be preferable to staff restructuring and potential redundancies and that all other options should be explored to avoid reaching this situation.

Action Plan

Governors agreed that following their discussions that staff would investigate the following areas in the short term as ways of making savings and reducing costs at Mellors:-

Catering contract and in-house options - SBM

Staffing savings by not reemploying – to review should resignations be received

PPA cover – EHT to review

Reading Recovery Programme – EHT to review in light of opportunity at the Nursery

Potential secondment of a teacher to Nottingham Nursery – EHT and Head of Nursery

Energy Management support – SBM to follow up

SBM to speak to School Finance to highlight the situation - SBM

FGP2/22-23/05 Dates for next meeting

The next Finance Meeting will take place on Thursday 16th March 2023 at 1.30 pm.

FGP2/22-23/06 Any Other Business and Confidentiality of the Meeting

Question – a governor asked if this situation was similar in other schools?

The Executive Headteacher confirmed it was in most schools but there were some who had healthy carry forwards that they had built up over a number of years.



Question – a governor asked if school trips had been reduced to save money?

The Executive Headteacher confirmed this wasn't being considered and that this directly related to the vision of the school and its curriculum. These visits were often now being kept as local as possible which helped with keeping costs down. It was also confirmed that local organisations didn't provide reductions for schools in Nottingham City.

Question – a governor asked about the combining of breakfast and after school costs?

The Executive Headteacher confirmed more work was needed on this, but the cost centres had now been combined. The initial view was that this approach appeared to have balanced the budget in this area and that the provision was now self-funding.

Governors agreed that all items discussed at the meeting were confidential and so therefore the whole meeting should be treated as school.

The meeting closed at 2.41 pm.

Signed:

Date:



ACTION POINTS FROM THE MEETING

Reference	Action	Responsible	Outcome
FGP2/22-23/04	Consider potential savings through changes to the current catering contract and arrangements.	SBM/BM	
FGP2/22-23/04	Consider savings through a staffing secondment to Nottingham Nursery and changes to the roles of staff involved in the Reading Recovery Programme.	AD/LP	
FGP2/22-23/04	Review the schools' approach to PPA cover and the costs involved.	AD/SBM	
FGP2/22-23/04	Investigate support from energy management from the LA.	AP	Completed in meeting and contact passed to AD/LP.



ATTENDANCE AT MEETINGS 2022/23

Governor Name	Autumn 2022					Spring 2023				
	DEV 08.9	PPC 22/9	PCC 29/9	FC 9/11	FGB 7/12	FC 11/1	PPC 26/1	PCC 2/2	FC 16/3	FGB 29/3
Lesley Lyon	Y	Y	Y	Y	Y	Y				
Martin Smith	Y	Apols	Apols	-	Apols	-				
Sue Blakeway	Y	Y	-	Apols	Y	Y				
Shamiso Abuka	Y	-	-	-	Resigned	X	X	X	X	X
Nathalie Bolofo	Apols	Apols	Apols	Apols	Apols	Apols				
Hannah Darko	Apols	N	Y	-	N	-				
Femi Folorunso	Y	-	Y	-	Y	-				
Amy Fuller	Apols	-	Apols	-	Y	-				
Aseel Kabeer	Y	-	Y	N	Y	N				
Jo Kervick	Y	-	Y	-	Y	-				
Carol McCrone	Apols	-	-	Y	Y	Y				
Celia Morris	Y	-	-	Y	Y	Y				
Teeny Reid	Y	Apols	-	-	Y	-				
Jenny Thomas	Y	-	-	-	Resigned	X	X	X	X	X
Amanda Dawson	Y	Apols	Apols	Y	Y	Y				
Laura Patel	Y	Y	Y	Y	Y	Y				
Clr Anne Peach	Y	-	-	N	Apols	Y				
Clr Wendy Smith	Y	-	-	-	Y	-				



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 Pupil Progress Committee Meeting on Thursday 26th January 2023 at 1.30pm at Mellers Primary School and via Microsoft Teams

Membership:

(A) denotes absence

- A Sue Blakeway, Chair
- A Nathalie Bolofo
- Hannah Darko
- Lesley Lyon
- Teeny Reid
- Martin Smith
- Amanda Dawson, Executive Head
- Laura Patel, Head of School

In attendance:

Lorna Dermody, Head of School, Associate member
Stuart Northedge, Clerk to the Governing Body

Agenda item no.	Item	Action
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PPC2/22-23/01 Welcome and apologies for absence

In the absence of the Chair, it had been agreed that Martin Smith would chair the meeting and he began by welcoming everyone.

Apologies were received from Sue Blakeway and Nathalie Bolofo.

Governors agreed to accept and approve these absences.

PPC2/22-23/02 Declarations of interest

There were no declarations of interest to consider.



PPC2/22-23/03 Minutes of the Last Meeting on 22/09/22 and Matters Arising

Reference	Action	Responsible	Outcome
PPC1/22-23/05	To update governors with a comparison of Year 2 reading results across the city.	JB	Data sent to governors via email by AD directly after this meeting.
PPC1/22-23/06	Data on the impact the new assessment framework and procedures are having at Nottingham Nursery will be shared at the next PPC Meeting.	LP	On the agenda and will be covered later in this meeting.
PPC1/22-23/07	Governors asked to see how pupils in year 5 are progressing at the next meeting in the Spring Term and the impact of the academic mentor.	JB/AD	On the agenda and will be covered later in this meeting.

PPC2/22-23/04 General Update of children's attainment and progress across the school

Mellers Primary School

Lorna Dermody had put together a brief overview of the assessments being used and explained how the school had moved to using NTS assessments because they better replicate SATS.

All year groups had taken NTS assessments in October and Year 2 and 6 had taken the Spring Term tests in January 2023. The movement of the Year 2 and 6 assessments to earlier in the term, was to give more time to put any necessary actions into place for them, ahead of their end of year statutory assessments.

Once the tests were completed the NTS assessment system can break down areas and highlight gaps in learning. In the Autumn Term many gaps were in areas of learning from the previous year such as shape, space and measures. For example, Year 6 fraction results in the Autumn Term were low but now this unit has been taught, the Spring Term results show pupils are now working at ARE.

Lorna Dermody and Joy Buttress, along with the academic mentor inputted all the data into the NTS system and then ran a report where it highlights children not meeting the expected standard, working at the expected standard and working at greater depth. This can then be compared to the national results to highlight areas for development.

In addition, to this a report can be run to highlight pupils that require intervention and what they need to work on. The academic mentor then works with pupils on these areas.

The report also showed the positive impact of the maths intervention work the Academic Mentor had carried out on number work in the Autumn Term.

Within each individual pupils' report, you can see progress in each individual strand of learning. An example of a pupil moving from ARE towards greater depth was shared with governors to demonstrate this.



Question – a governor asked about discrepancies in year group results?

Lorna Dermody confirmed that year 3 and 4 results matched age related expectations but in year 5 and 6 they didn't. It was felt this was related to test practice and a lot of pupils did not complete the papers in the time allowed. This had massively improved in the Year 6 Spring Term assessments. Lorna Dermody also explained that in lessons more test style questions were being used to prepare pupils, rather than giving pupils further full tests.

Question – a governor asked about the timing of the tests within the school year?

Lorna Dermody explained the advice was to undertake them straight after half term in the Autumn Term, but this felt a little late for the Spring Term, so Year 6 and 2 took them earlier and they were run like an actual SATs test.

The Executive Headteacher added that it was important the school had a balance between preparing pupils for tests but not over testing.

Lorna Dermody explained the interventions that the NTS scheme provided for children and how good they were.

Question – a governor asked who has intervention with the academic mentor?

Lorna Dermody replied that the academic mentor worked mainly with Year 5 and 6, while interventions in Year 3 and 4 were more class based. Year 5 and 6 were prioritised due to their lower test results.

The Executive Headteacher explained that the academic mentor couldn't be spread too thinly across the school and that there was a need to focus on the key groups to have the maximum impact.

Lorna Dermody then shared data on all year groups and their current progress. She emphasised the focus on phonics in Year 2.

In year 3 and 4 the data was more positive, although there is a slight gender gap between girls and boys, while pupil premium pupils are doing well in both these year groups.

One intervention being used in year 3 and 4 is Jimbo Fun which is designed to help with pupils' fine motor skills.

In Year 5 and 6 there is a significant gap in performance between boys and girls, with a large SEND cohort in Year 6 as well.

Lorna Dermody also gave details of the work she and Joy Buttress were also undertaking in Year 6 in terms of both teaching and interventions.

The Executive Headteacher highlighted the greater rigor that assessment had across the school and the fact that this gave a clear picture. She also highlighted the greater focus on phonics and the positive impact of Joy Buttress and Lorna Dermody on this.

Lorna Dermody added information about the parents' open sessions for phonics and the importance of continuing to emphasise the parents' role in developing this area.

Question – a governor asked about the greatest area of concern with Year 6?

Lorna Dermody explained that pupils did slightly better in reading than maths in the latest tests.



The Executive Headteacher suggested emailing governors with the latest results, once Year 6 had taken a full set of previous years SATs closer to Easter. Governors felt this would be extremely useful.

LD

Question – a governor asked about a governor interviewing pupils in year 5 and 6 about their learning?

It was agreed that this was best done with Year 5. Lesley Lyon will arrange this with Joy Buttress and Lorna Dermody for later in the term.

LL/JB/LD

Nottingham Nursery

Laura Patel had shared a detailed report on pupil progress ahead of the meeting. She explained that this assessment system had returned to assessing based upon age bands and detailed the way in which babies were now being assessed.

The report analysed the current situation and pupil progress in E1, E2, N1 and N2 and highlighted the following future implications for each cohort.

E1

Check with practitioners using a best fit month for criteria not waiting for all to be achieved in the age band.

Check one specific child has EAL on SIMS.

No progress through age bands, potentially due to admission date.

E2

Investigate why two specific children have higher fine motor than gross motor assessments.

Consider why one child has a speaking assessment higher than listening.

Consider how to work with families with EAL to develop speaking.

In addition to this Laura Patel, highlighted the work on speech and language and the importance of young children being able to see and read faces when developing these areas.

N1

Investigate children with EAL further to check how far “below in 18-24s or below they are.

Planned support for / intervention for children with EAL

Plan activities to build relationships

Work with families for self-regulation and continue progress acceleration towards age related outcomes.

At this age, meetings with parents will take place to carry out 2-year-old progress checks. Governors felt that having parents present to discuss speech would be extremely important.

Question – a governor asked if EAL was becoming a challenge in Nottingham Nursery?

Laura Patel explained it was the high numbers of EAL that was difficult and unpicking what each groups barriers to learning were.



Question – a governor asked if there was support with EAL for pupils of this age?

Laura Patel gave details of the various interventions that were already being used in the school and highlighted the importance of ensuring children were introduced to appropriate vocabulary.

The Executive Headteacher, emphasised the importance of quality first teaching and having a vocabulary rich learning environment.

N2

Investigate the gap between word reading and comprehension in literacy.

Investigate children with pupil premium that might need additional support during direct instruction.

Adjust provision for expressive arts and understanding the world to accelerate progress.

Ensure maths plans are followed in direct instruction for number patterns. Consider if intervention is needed.

Laura Patel explained that she had looked closely at the maths curriculum to ensure the school was meeting the expectations of this from an early age.

PPC2/22-23/05 Progress of Children in Year 4

How are the staff and children being supported to secure good outcomes?

Jo Kervick and Joe Nottingham who are the class teachers in year 4 joined the meeting for this section to talk about progress and to share the most recent information from this year group.

The data showed that 44.9% of year 4 pupils are working below ARE, 40.8% at expected and 14% at greater depth. Staff explained these results were from tests taken in the Autumn Term so the results for that stage of the academic year were robust.

Staff explained how pupils who were identified were receiving intervention.

Question -a governor asked about the concerns about writing in Year 4?

Staff explained about the missing phonics knowledge due to the pandemic and how that was impacting and how immature some of the pupils' behaviour was which meant they weren't always ready for learning.

Question – a governor asked when is the next testing window?

Staff confirmed that for Year 4 the next set of assessments would take place in the week beginning 6th March 2023.

Staff explained the change in writing with less of an emphasis on writing every week and more on a quality piece of writing being produced twice a term and pupils then editing this and improving these pieces. This approach they felt was having a big impact, including the layering that they used.

Motor skills and presentation is still a challenge even though the quality of pupils' actual writing is improving.

Question – a governor asked what % of children do you feel are meeting ARE for writing?

Staff felt that currently around 60% of pupils were meeting age related expectations.



Question – a governor asked if children were aware of where they are and why they might not be meeting ARE?

Staff felt that children didn't have an understanding of this and emphasised the progress that pupils were making.

Question – a governor asked about phonics interventions and the impact of this?

Staff felt these interventions were going well but that some pupils who arrived late often missed the session, so it didn't impact them as much. The Executive Headteacher suggested moving the time of these sessions to solve this issue.

The eagerness and keenness to learn of the year group was also highlighted as a real positive.

This excellent report and the progress this year group had made since Year 2 was also highlighted by staff.

Question – a governor asked if staff in Year 4 felt they required further support?

Staff replied that in an ideal world not sharing a TA would be preferable and highlighted the support of the academic mentor the year group will receive later in the year as being important.

Governors highlighted the key role and the impact of the Academic Mentor in the positive message and progress that had been detailed to them during the meeting today.

PPC2/22-23/06 Progress of the Focus Provision

To support this agenda item, the Executive Headteacher had provided two case studies of pupils in focussed provision and the progress that they were making. These were shared via Governor Hub ahead of the meeting.

In addition, during this part of the meeting, Louise Burrows from focussed provision also joined governors to explain and give additional detail on the progress these pupils were making.

Louise Burrows detailed the B-squared assessment tool that was being used to assess progress and talked through the first case study and the rapid progress that was being made by this pupil despite some barriers to learning. This progress had particularly accelerated in the past year.

The individual nature of the curriculum and learning in focussed provision was highlighted.

Other pupils in focussed provision have made so much progress that they will now sit the end of year 6 assessments in maths with the rest of the year group. This again represents incredible progress. In the latest tests both pupils were just about meeting the age-related expectations for pupils in Year 6.

Louise Burrows highlighted that the pupils in focussed provision tended to do better in the maths assessments because of the challenges they faced with their vocabulary and language.

The Executive Headteacher summarised the accurate and detailed assessments made in focussed provision and the individual nature of the curriculum and learning which was allowing all pupils to make good progress and some to make accelerated progress.

Governors agreed with this summary and were grateful for the detail given in the case studies that allowed them to understand the needs of the pupils and the challenges faced by them and by staff.



Question – a governor asked if the pupils enjoyed their learning?

Staff confirmed that they did enjoy their learning and they were very proactive and sought out staff for the support they required.

Louise Burrows added that the support in focussed provision at Mellers was of really good quality, with excellent teaching and staff and superb resources.

The Executive Headteacher added the importance throughout the school of all pupils achieving their potential despite any barriers they might have and felt that the pupils in focussed provision were an excellent example of this.

Governors requested that for the next PPC meeting, a one-page summary of progress of all pupils in focussed provision be provided. This was agreed and Louise Burrows and the Executive Headteacher will ensure this is produced. **LB and AD**

PPC2/22-23/07 Any Other Business

The Executive Headteacher confirmed to governors that the school would be closed on 1st February due to strike action, as a large number of staff are taking part in the industrial action. Staff not striking will still be in school. Governors supported this decision.

PPC2/22-23/08 Dates for meetings

Thursday 8th June 2023 at 1.30pm.

The meeting closed at 3.10 pm.

Signed:-

Date:-



ACTION POINTS FROM THE MEETING

Reference	Action	Responsible	Outcome
PPC2/22-23/04	Governors to be emailed details of Year 6 mock SATs results taken at the end of the Spring Term.	LD	
PPC2/22-23/04	LL to carry out interviews with Year 5 pupils about their learning.	LL/JB/LD	
PPC2/22-23/06	A one-page summary of the progress of all pupils in focussed provision to be provided at the next PPC Meeting.	LB/AD	



ATTENDANCE AT MEETINGS 2022/2023

Governor Name	Autumn 2022					Spring 2023				
	DEV 08.9	PPC 22/9	PCC 29/9	FC 9/11	FGB 7/12	FC 11/1	PPC 26/1	PCC 2/2	FC 16/3	FGB 29/3
Lesley Lyon	Y	Y	Y	Y	Y	Y	Y			
Martin Smith	Y	Apols	Apols	-	Apols	-	Y			
Sue Blakeway	Y	Y	-	Apols	Y	Y	Apols			
Shamiso Abuka	Y	-	-	-	Resigned	X	X	X	X	X
Nathalie Bolofo	Apols	Apols	Apols	Apols	Apols	Apols	Apols			
Hannah Darko	Apols	N	Y	-	N	-	Y			
Femi Folorunso	Y	-	Y	-	Y	-	-			
Amy Fuller	Apols	-	Apols	-	Y	-	-			
Aseel Kabeer	Y	-	Y	N	Y	N	-			
Jo Kervick	Y	-	Y	-	Y	-	-			
Carol McCrone	Apols	-	-	Y	Y	Y	-			
Celia Morris	Y	-	-	Y	Y	Y	-			
Teeny Reid	Y	Apols	-	-	Y	-	Y			
Jenny Thomas	Y	-	-	-	Resigned	X	X	X	X	X
Amanda Dawson	Y	Apols	Apols	Y	Y	Y	Y			
Laura Patel	Y	Y	Y	Y	Y	Y	Y			
Cllr Anne Peach	Y	-	-	N	Apols	Y	-			
Cllr Wendy Smith	Y	-	-	-	Y	-	-			



Mellers Primary School and The Nottingham Nursery School Federation

Minutes of the Pupils and Curriculum Committee on Thursday 2nd February 2023 at 1.30pm
in the Dom Berry Meeting Room.

Membership
(A) denotes absence

Name

- A Jo Kervick, Chair
- A Nathalie Bolofo
- A Femi Folorunso
- A Amy Fuller
- Aseel Musa Kabeer
- Lesley Lyon
- Laura Patel, Head, The Nottingham Nursery
- A Martin Smith
- Amanda Dawson, Executive Head

In attendance

Lorna Dermody, Head of School, Mellers Primary
Stuart Northedge, Clerk to the Governing Board
Lisa Jacques, Nottingham Contemporary

Agenda item no.

Item

Action

P&C2/22-23/01 Welcome and apologies for absence

In the absence of Jo Kervick through illness, Lesley Lyon acted as Chair and welcomed all to the meeting.

Apologies from Nathalie Bolofo, Jo Kervick, Femi Folorunso, Wendy Smith, Amy Fuller and Martin Smith were received and approved by governors.

P&C2/22-23/02 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&C2/22-23/03 Matters Arising and Minutes of the Previous Meeting

Ref	Action	Delegated to:	Outcome
P&C1/22-23/04	To update logo and name on Nottingham Nursery Safeguarding Policy.	LP	Action completed



	To make it clear in all curriculum policies that governor monitoring takes place termly not twice a year.	JK	Action completed
P&C1/22-23/05	To remind parents about safe parking outside the school and ensure cones are put out each day.	JB	Action completed
	To work with parents to promote the opening of new focussed provision building in January 2023.	JB	Ongoing and on agenda.
P&C1/22-23/07	Governors to be invited to attend INSET Day on the curriculum on Friday 25 th November. LL and AMK to attend.	LL and AMK	Action completed
	Staff hope to invite pupils from the focussed provision at Mellors to the next meeting and an update on the sensory work at Nottingham Nursery was also requested.	JK	Action completed – on the agenda and covered at P/P Meeting.

Governors agreed and approved the minutes of the previous meeting held on 29th September 2022.

P&C2/22-23/04 Curriculum Policies

- **Reading**

This policy had been updated to include the use of the Little Wandle phonics scheme, especially in Early Years and Key Stage 1.

Governors agreed and approved the new reading policy.

- **Writing**

The policy also reflects changes to phonics and the move to the use of Little Wandle.

Governors agreed and approved the new writing policy.

- **Spoken Language**

The spoken language policy had been updated to reflect curriculum changes, new projects the school was now involved with and the use of the Little Wandle phonics scheme materials.

Governors agreed and approved the new spoken language policy.

P&C2/22-23/05 Focus Provision Building Update

The Executive Headteacher updated governors that the handover of the new focussed provision building had taken place on Friday 27th January. On Wednesday 1st February, staff moved equipment



and resources into the new building. The building is now fully occupied and being used by staff and pupils.

The Executive Headteacher highlighted a few concerns with the new building, such as painting the building magnolia and not white like the rest of the school. Monthly meetings with the project manager hadn't taken place and had led to this and a couple of other minor issues, such as the position of the Wi-Fi points not being as the school would have wished.

These are all minor issues though and the new classrooms overall are wonderful, and the space can also be used for other groups and interventions to take place.

An official opening needs to be arranged while Wendy Smith is still Mayor to reflect her work on getting the new build completed. Attempts are also being made to ensure that a VIP can be present at the actual opening.

Lesley Lyon suggested using the opening as a way of also promoting the Federation between the two schools. However, after discussion it was agreed the opening of the focussed provision should be promoted first and then the Federation with a potential new school name could be promoted in July or September 2023. **AD/LL**

Question – a governor asked who had paid for the furniture in the new build?

It was confirmed this had been paid for through the LA, SEND Team.

The Executive Headteacher felt the new build had really helped to fully integrate the focussed provision into the school, especially with the sharing of space in the new build for all pupils and staff to use.

However, governors still expressed disappointment over the time it had taken to get this building completed and opened. It had taken 3 years and a lot of time and effort to get to this position when originally it had been planned as a 6-month project.

Lesley Lyon also reminded all that it was important the parents of pupils in focussed provision should be involved in the opening.

In concluding, this item, all present again emphasised what a fantastic new facility this was for both focussed provision and the school as a whole.

P&C2/22-23/06 Schools of Tomorrow – Nottingham Nursery

Laura Patel had uploaded a report for governors on the Schools of Tomorrow project that Nottingham Nursery are involved with.

In this she explained that the Schools of Tomorrow project is a link between schools and the Nottingham Contemporary, funded for three years. Nottingham Nursery are currently in year three of the project, although it's the fourth year of involvement, due to Covid 19 delays. The goal is to find out how artists and teachers can work together to add positively to existing teaching and learning practices.

Laura Patel then gave details of how important the partnership had been and how it had really developed pupils' cultural capital.



Lisa Jacques from Nottingham Contemporary also joined governors to explain the programme and how Nottingham Nursery was one of 8 schools involved. The project is now in its last phase and will finish in March 2023.

Laura Patel then explained schema theory and Nottingham Nursery's work on this. She explained it was looking at children repeating things over and over again, such as dropping a toy and investigating why this happens.

This has been linked with developing a sensory shed, which is taking shape currently with pupils contributing by painting it. The shed considers all elements of children's sensory needs. The sensory shed can evolve as it is being built and also allows children to see many of the skills that are promoted with them, during its construction.

The plans for the shed and what would be included was shared with governors who felt this looked fantastic. The importance of children taking responsibility for their own learning has been highlighted throughout the project.

Laura Patel explained that 4 children are ambassadors for the project. These children were originally in the baby room and had developed and grown alongside the programme.

Monday 24th April – parents to be invited into school to see the sensory shed and to go into the school itself, which hadn't really happened since the Covid pandemic.

Thursday 27th April – celebration event at the Nottingham Contemporary.

Governors were invited to attend both of these events.

Question – a governor asked about DfE and government interest in this kind of project?

Lisa Jacques explained the historical background to this kind of work and how these events only happened when funding became available, when they should actually be happening all the time as part of children's learning.

After the project Nottingham Nursery and Nottingham Contemporary will continue a partnership, to include promoting events, developing a relationship with Mellers and Artsmark. Sessions can be remote or in person.

Question – a governor asked what happened to the evaluation report?

Lisa Jacques explained that the report went to the project funders but then consideration is given to a suitable format for sharing the report for parents, pupils and Nottingham Contemporary itself. Some elements of the work have already been shared nationally.

P&C/22-23/07 Ofsted Actions

Mellers Primary School was inspected on 29th and 30th November 2022 and received an overall judgement of good.

The school were given the following two action points to work on:

- The school's approach to teaching phonics is not consistently implemented. The books pupils read do not always match the sounds they know. This means that some pupils who find early reading difficult do not make as much progress as they could. Leaders should



ensure staff are fully skilled to deliver the phonics programme so that all pupils are helped as well as possible to become confident, fluent readers.

- Leaders have developed a coherently planned and well-sequenced curriculum. On occasions, there are inconsistencies in what pupils can recall about their learning in some subjects. Pupils do not reliably remember what they have been taught in all subjects. Leaders should ensure that all pupils from early years to the end of key stage 2, including those with SEND, know more and remember more of the school's curriculum thinking.

Lorna Dermody explained that since the inspection, the Little Wandle Scheme has been further embedded by staff. The assessment trackers have allowed books to now be more closely matched to children, so they are on the correct level of books. Joy Buttress will be completing an additional set of monitoring during the next week.

The school has also bought the Little Wandle SEND pack to support the needs of children with higher level needs.

40 children in Key Stage 2 are now accessing phonics interventions which are working well and having a big impact especially in Year 3.

All TAs delivering phonics have visited other schools using Little Wandle and picked up ideas on how to deliver the scheme.

Question – a governor asked about the teaching of phonics being identified as patchy in the OFSTED report?

Lorna Dermody said inconsistency had been picked out, but that Joy Buttress had led further staff meetings and training to address this.

Question – a governor asked if the inconsistency was due to missed training?

Lorna Dermody said it wasn't and it was partly down to other staff members' understanding of previous phonics schemes such as Letters and Sounds.

The Executive Headteacher felt that the developmental work undertaken would have happened regardless of OFSTED and that the inspection just came at a point where the school was still embedding Little Wandle.

The Executive Headteacher detailed the requirement of having an accredited scheme in place from Ofsted but inspectors not being willing to give schools time for this to happen.

Lorna Dermody then explained action point 2. The school is just beginning its work on this action point, with teaching and learning staff meetings. Observations from key staff have shown staff are already ensuring they are focussing on prior knowledge and embedding this with pupils.

A change to Friday assemblies is being considered so that pupils can deliver key facts that they have learnt during that week as part of these. This would also improve oracy.

Question – a governor asked if the SLT had any concerns about subject leadership?

Lorna Dermody said that this wasn't the case and the subject leaders had done well in the inspection and knew their subjects extremely well. It was pupils' inability to articulate prior learning that OFSTED had picked up upon.



The Executive Headteacher confirmed there was no need for the school to produce a post-Ofsted action report.

P&C2/22-23/08 Any other business

The Chair highlighted that this week is governor monitoring week and checked if governors were aware of this.

Staff confirmed that some governors were coming in this week to carry out monitoring.

The Chair said she would remind all governors to carry out their monitoring before the FGB in March, **Governors** if they hadn't been able to do this yet.

P&C2/22-23/08 Confirm date of next meeting and agenda items

Thursday 18th May 2023 at 1.30 pm

P&C2/22-23/09 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 2.48 pm

Signed

Chair

Date

**ACTION POINTS FROM THE MEETING:**

Ref	Action	Delegated to:	Outcome
P&C2/22-23/05	To arrange an opening event for new focussed provision building in the Spring Term and a school Federation event late in the Summer or early Autumn Term	LL/AD	
P&C2/22-23/08	Governors to undertake the required monitoring visits ahead of the FGB in March.	Governors	



ATTENDANCE AT MEETINGS 2022/2023

Governor Name	Autumn 2022					Spring 2023				
	DEV 08.9	PPC 22/9	PCC 29/9	FC 9/11	FGB 7/12	FC 11/1	PPC 26/1	PCC 2/2	FC 16/3	FGB 29/3
Lesley Lyon	Y	Y	Y	Y	Y	Y	Y	Y		
Martin Smith	Y	Apols	Apols	-	Apols	-	Y	Apols		
Sue Blakeway	Y	Y	-	Apols	Y	Y	Apols	-		
Shamiso Abuka	Y	-	-	-	Resigned	X	X	X	X	X
Nathalie Bolofo	Apols	Apols	Apols	Apols	Apols	Apols	Apols	Apols		
Hannah Darko	Apols	N	Y	-	N	-	Y	-		
Femi Folorunso	Y	-	Y	-	Y	-	-	Apols		
Amy Fuller	Apols	-	Apols	-	Y	-	-	Apols		
Aseel Kabeer	Y	-	Y	N	Y	N	-	Y		
Jo Kervick	Y	-	Y	-	Y	-	-	Apols		
Carol McCrone	Apols	-	-	Y	Y	Y	-	-		
Celia Morris	Y	-	-	Y	Y	Y	-	-		
Teeny Reid	Y	Apols	-	-	Y	-	Y	-		
Jenny Thomas	Y	-	-	-	Resigned	X	X	X	X	X
Amanda Dawson	Y	Apols	Apols	Y	Y	Y	Y	Y		
Laura Patel	Y	Y	Y	Y	Y	Y	Y	Y		
Cllr Anne Peach	Y	-	-	N	Apols	Y	-	-		
Cllr Wendy Smith	Y	-	-	-	Y	-	-	Apols		



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.

Confidential Minutes of the Finance and General Purposes Committee Meeting on Thursday 16th March 2023 at 1.30pm.

Membership:

(A) denotes absence

	Carol McCrone, Chair
A	Sue Blakeway
A	Nathalie Bolofo
A	Aseel Kabeer
	Lesley Lyon
	Celia Morris
A	Cllr Anne Peach
	Amanda Dawson, Executive Headteacher

In attendance:

Laura Patel, Head of School, Nottingham Nursery
Joanne Travis, School Business Manager (SBM), Mellers
Lynette Randall, Business Manager (BM), Nottingham Nursery
Lorna Dermody, Head of School, Mellers
Joy Buttress, Head of School, Mellers
Stuart Northedge, Clerk to the Governing Body

Agenda item no.	Item	Action
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FGP3/22-23/01 Welcome and apologies for absence

The Chair welcomed all to the meeting.

Apologies for absence were received from Sue Blakeway, Cllr Anne Peach and Nathalie Bolofo.

Governors agreed to approve and accept these apologies for absence.

Aseel Kabeer did not attend the meeting.

FGP3/22-23/02 Minutes of the Last Meeting and Matters Arising

The minutes of the last meeting held on Wednesday 9th November 2022 and the additional meeting held on Wednesday 11th January 2023 were agreed as an accurate record.



Matters Arising 09/11/22

Reference	Action	Responsible	Outcome
FGP1/22-23/01	Clerk to follow up apologies from Aseel Kabeer and Cllr Anne Peach	Clerk	Action Completed
FGP1/22-23/03	A plan is to be drawn up about how the deficit budget at Mellers will be tackled. Detailed plan to be shared at additional finance meeting on 11/01/23.	SBM/AD	Action Completed
	Email LA to inform them of improved financial situation at Nottingham Nursery.	BM	Action Completed
	Governors agreed to the promotion of the school through a range of local media.	LP/AD	Action Completed
	Inform parents/users of Mellers Breakfast and After School Club of price increases and look at bringing the budgeting of these two items under one cost centre called wrap around care.	SBM	Action Completed
FP1/22-23/07	SBM to arrange for a tree survey to be carried out on Mellers site.	SBM	Action Completed
	SBM to chase grant from LA to fund resourcing and furniture for new build.	SBM	Action Completed
FP1/22-23/09	CMc to raise lack of purchasing card at Nottingham Nursery with Nottingham City Council.	CMc	Action Completed
	Governor blog to be added to new website for Nottingham Nursery.	LP	Action Completed via a link

Matters Arising 11/01/23

Reference	Action	Responsible	Outcome
FGP2/22-23/04	Consider potential savings through changes to the current catering contract and arrangements.	SBM/BM	Ongoing – still working with NST.



FGP2/22-23/04	Consider savings through a staffing secondment to Nottingham Nursery and changes to the roles of staff involved in the Reading Recovery Programme.	AD/LP	Offered as a secondment but no one wanted to take this on at this stage. A temporary appointment has been made.
FGP2/22-23/04	Review the schools' approach to PPA cover and the costs involved.	AD/SBM	Considered as part of budget considerations.
FGP2/22-23/04	Investigate support from energy management from the LA.	AP	Completed in meeting and contact passed to AD/LP.

Declarations of Interest

Carol McCrone declared an interest in the item FGP3/22-23/05 as she works for one of the traded services.

FGP3/22-23/03 Budget Update 2022-23

Mellers

The SBM had shared the period 10 outturn statement with governors ahead of the meeting.

Mellers is now expecting an in-year deficit for 2022-23 of -£92,220 which is increase of £45,850 on the previously reported figure.

The SBM then explained that the main differences are again relating to energy charges as the school has now received the actual charges. In the P9 outturn the school was projecting an overspend of around £17k on energy but now after receiving more up to date bills this has now increased to an overspend of £39k. Catering charges are also updated as the school have received the actual charges which suggest an overspend on catering by £25k. There is also an increase of around £8k on support staff's pay, this was because the school has had to include a charge for the pension deficit and the previous outturn was incorrect.

The EHT emphasised that the only reason for the deficit were the energy price rises and the unfunded staff pay rises and that the budget was as always well managed.

Question – a governor asked about the overspend in learning resources?

The SBM explained that this was mainly related to trips and not getting grants to fund some of these visits.

Question – a governor asked if the school might get anything back at the end of the financial year?

The SBM explained it was difficult to know and there might be further changes in period 13 in terms of additional funding, but it certainly wouldn't cover the shortfall.



Nottingham Nursery

The BM had shared the latest outturn statement for period 10 and 11 with governors ahead of the meeting.

The BM highlighted how the energy costs and staffing cost increases had impacted the budget.

Laura Patel highlighted how the childcare changes announced the previous day would help the Nursery moving forward once it was fully implemented.

Question – a governor asked if lots of nurseries were closing locally?

Laura Patel confirmed that there were and lots of individual childcare providers were also closing.

Question – a governor asked if Nottingham Nursery liaised with the private sector?

Laura Patel confirmed she attended meetings but as it was very competitive between the sectors, networking wasn't as good as it might be.

The BM then explained that Nottingham Nursery now expect an in-year surplus of £51,085 for this financial year which will reduce the overall budget deficit to -£65,543. This is very similar to the originally budgeted amount when the budget was initially set.

The BM also explained her report and gave details of the following changes from the previous statement shared with governors:-

Funding is lower for 2-year-olds, but is higher for 3- and 4-year-olds as was expected.

Income from Facilities and Services has seen £3,225 of increased income based on recent weekly fees.

The energy costs currently show as -£13,389. This is because British Gas had miscalculated the effect of the Business Relief scheme and have issued several credit notes and invoices, the more recent charges are higher than the previous and the forecast has been based on the most recent costs.

Admin supplies shows £4,358. After a review of the ledger codes, it appears some costs have been miscoded, previously it was thought these had not yet been paid.

The agency staff shows -£10,010 due to increased supply costs of £11,810 net against reduced SEN costs – this includes 1 month of Teacher that is included in the budget.

Question – a governor asked about the BMs feeling about the overall budget situation at Nottingham Nursery?

The BM explained that she was happy with the current year, but that the next years' budget hadn't been looked at in detail yet. However, a deficit is still expected for Nottingham Nursery in 2023-24.

FGP3/22-23/03 Budget Overview 2023-24

Mellers

A draft budget for Mellers for 2023-24 was presented ahead of the meeting including a comparison with the previous year. The SBM highlighted that many previous grants such as Covid Recovery



weren't expected to continue, and the school was already taking a £90,000 deficit into the year from the 2022-23 financial year.

The SBM highlighted energy costs increasing to £104,000 in 2023-24 after originally being advised to increase this to £41,000 for 2022-23.

The EHT highlighted that the budget had been well managed by the school, but it was the unseen costs that had caused the challenges.

Governors discussed the challenges around budgets nationally and that the only schools in a reasonable position are those that have big carry forwards from previous years.

The SBM then explained that the budget for 2023-24 shows a potential deficit of around £200,000. This already includes around £36,000 of savings that are already known about due to staffing changes where contracts are ending, or staff have requested reductions to their hours.

In addition, £73,500 savings made by reductions in other areas, but these are included in the £200,000 deficit.

Further possible changes could be made with other staffing reductions, but this will still leave a potential budget deficit of £129,751.

The EHT explained that three teachers of the deaf were reaching retirement age and that when the provision moved to Mellors it was agreed that staff already within the school could take on these roles. This could potentially allow the school to save around £62,000, along with not continuing with the use of reading recovery teachers also.

The EHT also highlighted other temporary staff where contracts were coming to an end but that she felt governors now needed to commit to a process of staff restructuring having to take place. The EHT also explained that she didn't feel the books could be balanced and that the school would have to run a deficit budget for 2023-24.

Question – a governor asked what is the LA view on this?

The SBM explained that the LA usually gave you 3 years to address any deficit and you would need a detailed plan of how you were going to tackle this and to ensure you could return to a balanced budget within this period.

Governors then discussed what the situation might be across the LA and the support that might be offered from their Finance Team and NST.

Governors agreed that the EHT and SBM should consider the staffing structure and present and discuss this to governors at the next meeting in April.

**EHT and
SBM**

Question – a governor asked if staff were fully aware of the situation?

The EHT confirmed staff were aware of the financial situation but not the full details and so may start to look at potential vacancies elsewhere.



Question – a governor asked how much further savings are needed and what would be an acceptable deficit?

The EHT explained that any planned deficit needed to be reduced to below £100,000.

Governors also highlighted the constant changes to income and grants from the DfE and how difficult this made setting and managing a school budget.

Governors also highlighted that the changes within focussed provision would potentially reduce the deficit by £60,000, meaning that only a further £40,000 would need to be found. Swimming provision and reducing this was also highlighted as a possible saving.

After discussion, it was confirmed that a staff restructuring process would have to be undertaken and it was agreed that the situation should be formalised before any voluntary retirement or redundancy could be offered to anyone who might be interested.

However, governors agreed that the deficit situation should be shared with staff before the Easter holidays, so that if anyone was considering leaving or moving on, they could tell the leadership team as soon as possible, so that any potential redundancies could be avoided.

Governors also agreed to a sub-committee being formed to look at the budget further. This would include Carol McCrone, Celia Morris, Lesley Lyon, Amanda Dawson and Joanne Travis.

**CMc/CM/LL/
AD/JT**

The Finance Sub-Committee Meeting will take place on Friday 21st April at 11.30 am.

Nottingham Nursery

The budget for 2023-24 at Nottingham Nursery has not yet been planned.

Governors agreed the budget for 2023-24 at Nottingham Nursery would also form part of the sub-committee discussions. See item FGP3/22-23/03 above.

FGP3/22-23/05 Traded Services Order

Mellers

The SBM had shared a copy of the draft traded services order for Mellers with governors in advance of the meeting.

The SBM then highlighted a reduction in the package for autism from gold to silver and reduction in the finance cost due to a deficit budget. Pension is now a separate charge to payroll, as EMSS is ending.

Governors then discussed what was included in the EMSS package currently and whether areas such as Eteach would be included in any other providers packages.

The SBM explained that the overall cost would be around £40,000 for traded services. This is made up of a cost of £33,685 for the traded services and an estimate of £6300 for a new payroll provider. Quotes for payroll services are currently being obtained, although governors highlighted the importance of checking exactly what each of these quotes included. The SBM confirmed the estimated cost is similar to the amount spent in previous years.

Following discussions, governors agreed to approve the traded services order.



Nottingham Nursery

The BM had shared a copy of the draft traded services order for Nottingham Nursery with governors in advance of the meeting.

In the meeting, the BM explained the services selected and the rationale behind this. The cost of Governor Services provision will be shared with Mellers, and the SENCO Networks will no longer be bought back.

The cost will be £22,232 which the BM informed governors was very similar to the cost in previous years.

Governors agreed and approved the Traded Services Order for Nottingham Nursery.

FGP3/22-23/06 Schools Financial Value Statement

Mellors

The Schools Financial Value Statement Checklist had been shared by the SBM ahead of the meeting.

The SBM explained there weren't huge changes in this, but she had particularly focussed on the elements of setting a balanced budget.

The school had carried out the required benchmarking as part of this process and this document was shared and discussed with governors.

Question – a governor highlighted the high education support staff costs show in the benchmarking against other schools?

The EHT explained this was related to the focussed provision and the number of pupils with HLN who required high levels of support.

Areas for further consideration, were around deficit recovery and governors asked for a reference to in conjunction with the LA to be added to the document. The school is also updating its disaster recovery plans.

Governors agreed and approved the Schools Financial Value Checklist.

Nottingham Nursery

As at Mellers, the Schools Financial Value Statement Checklist had been shared by the BM ahead of the meeting.

The BM then talked governors through the document. She explained how benchmarking was difficult because there were very few similar schools.

Governors considered the benchmarking document and discussed the high supply costs and the link between this, and the ratios needed. The supply costs also needed to be seen alongside the overall



staffing costs which were in line with other schools because the variability in numbers meant the Nursery used a lot of supply staff to cover posts.

Question -a governor asked if the school used bus adverts?

Laura Patel explained that they had but don't anymore because tracking of its impact had shown that this was low. She also explained that she had requested road signs with the LA to direct people to the nursery, as many people were unaware of its location.

Governors agreed and approved the Schools Financial Values Statement Checklist for Nottingham Nursery.

FGP3/22-23/07 Facilities Maintenance

Health and Safety

Laura Patel highlighted that a service of the sprinkler system had taken place at Nottingham Nursery which had led to repair costs, but this was being covered by a grant.

The EHT explained how Mellers were still looking to get the garden improved now that the focussed provision building was completed. Funding for this was already in place with a rough cost of £20,000 being allocated to this area. Support from charities was also being sourced and the project would be completed over several years.

FGP3/22-23/08 Policy Consideration

There are no policies for consideration at this meeting.

FGP3/22-23/09 Staffing

This had been covered in detail under the budgeting discussions earlier.

FGP3/22-23/10 Date of the next meeting

The next Finance Meeting will take place on Thursday 27th April 2023 at 1.30 pm.

FGP3/22-23/11 Any Other Business

There were no matters of any other business to discuss.

The meeting closed at 3.05 pm.

Signed:

Date:



ACTION POINTS FROM THE MEETING

Reference	Action	Responsible	Outcome
FGP3/22-23/04	The EHT and SBM will consider the staffing structure at Mellers and present and discuss this to governors at the next meeting in April.	AD/JT	
FGP3/22-23/04	A finance sub-committee will be formed to look at the budgets for both Mellers and Nottingham Nursery in more detail. The committee will comprise of Carol McCrone, Celia Morris, Lesley Lyon, Amanda Dawson and Joanne Travis and will meet on Friday 21 st April at 11.30 am.	CMc/CM/LL/AD/JT	



ATTENDANCE AT MEETINGS 2022/23

Governor Name	Autumn 2022					Spring 2023				
	DEV 08.9	PPC 22/9	PCC 29/9	FC 9/11	FGB 7/12	FC 11/1	PPC 26/1	PCC 2/2	FC 16/3	FGB 29/3
Lesley Lyon	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Martin Smith	Y	Apols	Apols	-	Apols	-	Y	Apols	-	
Sue Blakeway	Y	Y	-	Apols	Y	Y	Apols	-	Apols	
Shamiso Abuka	Y	-	-	-	Resigned	X	X	X	X	X
Nathalie Bolofo	Apols	Apols	Apols	Apols	Apols	Apols	Apols	Apols	Apols	
Hannah Darko	Apols	N	Y	-	N	-	Y	-	-	
Femi Folorunso	Y	-	Y	-	Y	-	-	Apols	-	
Amy Fuller	Apols	-	Apols	-	Y	-	-	Apols	-	
Aseel Kabeer	Y	-	Y	N	Y	N	-	Y	N	
Jo Kervick	Y	-	Y	-	Y	-	-	Apols	-	
Carol McCrone	Apols	-	-	Y	Y	Y	-	-	Y	
Celia Morris	Y	-	-	Y	Y	Y	-	-	Y	
Teeny Reid	Y	Apols	-	-	Y	-	Y	-	-	
Jenny Thomas	Y	-	-	-	Resigned	X	X	X	X	X
Amanda Dawson	Y	Apols	Apols	Y	Y	Y	Y	Y	Y	
Laura Patel	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Cllr Anne Peach	Y	-	-	N	Apols	Y	-	-	N	
Cllr Wendy Smith	Y	-	-	-	Y	-	-	Apols	-	



Mellers Primary School & Nottingham Nursery School Federated Governing Board

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 spring term governing board meeting held on Thursday 30th March 2023 at 4.00pm.

Membership		
(A denoted absence)	A	Lesley Lyon, Chair
(V virtual attendance)		Martin Smith, Vice Chair (MS)
	A	Sue Blakeway, Vice Chair (SB)
		Nathalie Bolofo
	A	Hannah Darko
	A	Femi Folorunso
	A	Amy Fuller
	A	Aseel Kabeer
		Jo Kervick
		Carol McCrone
		Celia Morris
		Teeny Reid
		Janine Walker
		Amanda Dawson, Executive Head
In Attendance	A	Laura Patel, Head, Nottingham Nursery, Associate member
	A	Cllr Wendy Smith, Associate member
		Joy Buttress, Head of School, observer
	A	Lorna Dermody, Assistant Head, observer
		Joanne Travis, School Business Manager, observer (SBM)
		Stuart Northedge, Clerk to the Governing Body

PRELIMINARIES	ACTION
FGB2/22-23/01 PUPIL PREMIUM AND SPORTS FUNDING UPDATE	
The pupil premium strategy statement using the agreed DfE proforma had been shared by Joy Buttress, the lead in this area, ahead of the meeting.	
This detailed that at Mellers Primary School 46% of the 460 pupils were disadvantaged and the	



pupil premium budget for 2022-23 was £274,535.

The school has set the following 5 aims for disadvantaged pupils in the 2022-23 school year:-

Aim 1 Improve the Pupil Premium attainment in reading, writing, phonics and maths so that they attain closer to their peers – Year groups targets set will be tightly aligned to the specific needs, sizes and multi-vulnerabilities in each Year group.

Aim 2 A group of Pupil Premium pupils to be identified to maintain or make accelerated progress to the higher level.

Aim 3 Identify gaps in learning and put measures in place following COVID 19 absence – these will be identified on individual Intervention forms.

Aim 4 Improve attendance percentages for our Pupil Premium families.

Aim 5 All Pupil Premium pupils to grow in their resilience, confidence, and wellbeing and be able to communicate their excitement about/interest in learning.

Governors had no questions on the pupil premium report and the priorities that the school was working on. They thanked Joy Buttress for the report and noted the excellent work being carried out by all staff on this area.

FGB2/22-23/02 WELCOME AND APOLOGIES FOR ABSENCE

Apologies for absence were received from Lesley Lyon, Sue Blakeway, Amy Fuller, Lorna Dermody, Laura Patel and Cllr Wendy Smith and were approved by the governing board.

Due to a lack of internet connection at the school Hannah Darko, Femi Folorunso and Aseel Kabeer were unable to access the meeting remotely and so did not attend.

In the absence of Lesley Lyon, Martin Smith acted as Chair.

FGB2/22-23/03 DECLARATION OF INTEREST

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

FGB2/22-23/04 MEMBERSHIP

Current membership

Evidence of the current membership of the governing board was available to view on GovernorHub. The membership details were noted.

Attendance requirements

It was noted that a governor who, without the consent of the governing body, has failed to attend their meetings for a continuous period of six months beginning with the date of the first such meeting the governor fails to attend, is, on the expiry of that period, disqualified



from continuing to hold office as a governor of that school. (The School Governance (Constitution) (England) Regulations 2012).

There were no absences to consider.

Vacancy update

The Clerk reported the following vacancies:-

1 x parent governor

1 x co-opted governor – to be filled at this meeting.

Governors discussed the co-opted governor vacancy and agreed and approved that Janine Walker be co-opted into this position.

This leaves 1 x parent governor vacancy still to be filled.

The Clerk reminded governors of the requirement for new governors to have an enhanced DBS check within twenty-one days of their appointment.

<https://disclosureservices.com/db-checks-for-school-governors/>

End of terms of office

There were no end of terms of office to consider.

Governors Code of Conduct

Governors confirmed they had received, read and agreed to adhere to the Governors' Code of Conduct.

Approval of Scheme of Delegation

The governing board approved the draft Scheme of Delegation which had been presented in the autumn term 2022.

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 29th March 2023 was up to date.

FG2/22-23/05 MINUTES OF THE LAST MEETING

Minutes of the meeting held on Wednesday 7th December 2022, a copy of which had been uploaded to GovernorHub for review, were taken as read, confirmed and will be signed by the Chair.



Action points

Reference	Action	Responsible	Outcome
FGB1/22-23/02	Governors to electronically agree the Code of Conduct by the end of the Autumn Term.	All governors	Action completed
FGB1/22-23/03	LL to investigate co-opting a member of Nottingham Nursery staff to the governing body.	LL	Action completed – vacancy filled.
FGB1/22-23/04	To confirm MS is happy to continue in his position as Joint Vice Chair.	LL	Action completed – but MS will resign as a governor at end of academic year.
FGB1/22-23/05	Governor skills audit to be added to next FGB agenda.	Clerk	Action completed
	LP to add link to Mellers governor blog from Nursery website.	LP	Action completed
FGB1/22-23/06	EHT to follow up safer recruitment guidance with LP.	AD	Carry forward as an action.
	Links to Safer Recruitment Training for governors to be shared.	AD	Action completed
FGB1/22-23/08	Governors to discuss behaviour incidents and sexualised behaviour at next P and C Meeting.	JK	Action completed
	Questions on Nottingham Nursery Headteachers' Report to be emailed to LP.	Governors	Action completed
FGB1/22-23/11	Paperwork from EHT appraisal to be forwarded to LL.	Appraisal governors	Action completed
FGB1/22-23/12	Governors to read and electronically sign EAL and Attendance Policies.	All governors	Action completed.
	WS to email AD with typing errors in the Attendance Policy.	WS	Still to be completed.
	WS to contact LP about questions around staff workload implications of 96% attendance meetings with Attendance Officer.	WS	Still to be completed. Check with WS.



FGB1/22-23/15	Terms of reference, delegations and committee memberships to be updated following governor resignations.	LL	Confirm with LL. Still outstanding.
FGB1/22-23/22	To check if FF is able to attend training around LAC.	LL	Carry over until the next meeting – LL not present.

Matters arising

There were no further matters arising from the minutes.

FGB2/22-23/06 CHAIR'S OR VICE CHAIR'S EMERGENCY ACTION SINCE LAST MEETING

The governing body ratified the following decisions:

Lesley Lyon had approved flexible working for Laura Patel due to personal circumstances. Governors ratified this decision and the arrangements they have been put into place at the Nursery.

FGB2/22-23/07 CORRESPONDENCE ITEMS

From the Chair

No correspondence to report.

From the Headteacher

No further correspondence to report.

From the Clerk

There was no correspondence to report from the clerk.

SCHOOL PROGRESS

FGB2/22-23/08 HEADTEACHER'S REPORT TO GOVERNORS INCLUDING VERBAL REPORT ON THE SCHOOL'S EDUCATION RECOVERY PLAN

The Executive Headteacher had shared a comprehensive written report with governors via Governorhub, in advance of the meeting.

During the meeting the Executive Headteacher verbally highlighted the following areas:-

Safeguarding

The Executive Headteacher gave details of the rise in the number of safeguarding cases and the 700 concerns raised at the school since September. The refusal of Children's Services to



accept referrals without parental support was noted as a concern.

Question – a governor asked if the staff were keeping on top of the paperwork?

The Executive Headteacher confirmed staff were, as this area was obviously prioritised.

The Executive Headteacher then asked governors if there were any other questions on her report.

Question – a governor asked about the low pupil attainment figures for Year 5?

Joy Buttress confirmed it was a year group the school was concerned about and that this had been discussed previously with governors. In particular, the school was working on issues around the attainment of Year 5 in reading and especially for pupil premium boys.

Question – a governor asked about the three rocks being used as themes and if they were the same as in the Nursery?

The Executive Headteacher confirmed they weren't the same, but this would be something that would be worth exploring.

Question – a governor asked if the school are covering the costs of the after-school club and breakfast club?

Staff confirmed that they were and detailed the support for some families in using this. Numbers have remained high despite the increased in costs.

Question – a governor asked about the impact of B-squared?

Staff confirmed it was too early to fully judge the impact of this.

The Executive Headteacher then highlighted the data dashboard produced by the new assessment leads and how fantastic this was. It was up to date and informative with accurate data that feeds into pupil progress discussions.

The Headteacher's report was received with thanks.

Nottingham Nursery Report

The Head of School had produced a comprehensive report on Nottingham Nursery, but governors felt it contained slightly too much data and some of the information would be best discussed at the Pupils and Curriculum Committee Meeting. Martin Smith will feed this back to Laura Patel.

MS

The content of the Executive Headteachers and Head of Schools reports will be discussed and confirmed at the Pupils and Curriculum Committee Meeting.

P and C
Committee

Question – can we gain more places for one- and two-year-olds in the Nursery following the announcement of government funding of places?

The Head of School at the Nursery wasn't present but the lack of networking between the private sector and the Nursery was highlighted as a barrier. Advertising the Nursery in workplaces and setting up a new marketing campaign was also proposed.

LP/AD

There were no further comments and questions on the report.



The Head of School's report was received with thanks.

FGB2/22-23/10 THE IMPACT OF THE COST OF LIVING CRISIS

Budget and long term financial strategy

This area was covered in the previous item.

Wellbeing and welfare of pupils, staff and the local community

This was covered in the previous item and in the Headteacher's report.

Jo Kervick gave details of the staff wellbeing team and how they meet on a regular basis. Once a term a staff meeting is left free for wellbeing. Staff then enjoy a range of social activities together.

The importance of all staff taking a break during the school day was also highlighted including school leaders and the office team.

The Executive Headteacher then gave details of the food store at Mellers and how well this is used not only by the families of pupils but also increasingly by the wider community.

Question – a governor asked if the food bank is open over the Easter holidays?

Staff confirmed that it was.

Recruitment

There has been no impact from this on school recruitment.

FGB2/22-23/11 POLICIES FOR REVIEW/APPROVAL

Inclusive Performances for Deaf Children Policy

The Executive Headteacher explained the background to this to governors and that the policy had been written by the focussed provision team.

The loss of a key member of staff due to a lack of funding was highlighted and a request was made to Janine Walker for links to alternative funding options. Martin Smith will also email through a potential link to funding. The cost to be covered is £11,000 for a full year.

JW and MS

Governors agreed and approved the Inclusive Performances for Deaf Children Policy.

Phonics Policy

This has been updated based on the use of the Little Wandle Phonics Scheme.

Governors agreed and approved the Phonics Policy.

**FGB2/22-23/12 GDPR UPDATE**

The SBM explained that one minor breach had been self-reported but there were no other breaches to report.

The SBM will carry out a GDPR audit in the Summer Term.

SBM**FGB2/22-23/13 APPROVAL OF SCHOOLS FINANCIAL VALUE STANDARD (SFVS)**

Governors approved the SFVS at the recent Finance Meeting.

FGB2/22-23/14 FEDERATION NAME

The Executive Headteacher suggested getting some ideas on this from pupils and discussing this at a later date when more members of the governing body were present.

The Vice Chair suggested investigating the history of the local area to help and agreed to forward links to be used with pupils on this.

MS

Governors agreed to this approach and the Vice Chair highlighted that a formal process was needed to change the federation name with the DfE.

It was confirmed the two schools would always retain two separate DfE numbers.

GOVERNOR REPORTS**FGB2/22-23/15 REPORTS FROM COMMITTEES****Finance**

This discussed the budget at length.

The additional costs impacting the Nursery were highlighted.

Traded services for both schools were approved and costs on these were about the same as in the previous financial year.

There were no Health and Safety issues.

Pupils and Curriculum

The Schools of Tomorrow Programme is now coming to an end. The value of the artist in residence was noted and the Nursery would like to continue with this if possible. An excellent presentation from the artist was received at the meeting.

The Ofsted action points were also discussed.

Pupil and Progress

There was a big discussion around the new assessments and the excellent data in years 3 and 4. Staff are getting more out of the assessments, which is then allowing more appropriate



interventions to be put in place afterwards.

Question – a governor asked about the staff workload of the new assessments?

Staff confirmed that it had actually improved things as the interventions were already set out but there was quite a lot of data input involved.

There was also feedback from staff who worked in Focussed Provision.

Governors noted lack of minutes from some of these committees on Governor Hub. The clerk will ensure they are uploaded.

Clerk

FGB2/22-23/16 GOVERNOR TRAINING AND DEVELOPMENT

Janine Walker will arrange her one-day governor induction.

JW

FGB2/22-23/17 REPORTS FROM GOVERNOR VISITS

A phonics visit had taken place and was uploaded to the governor blog.

A PE Visit is still to take place.

The Executive Headteacher confirmed that all visits were added to the governor blog.

FGB2/22-23/18 BOARD ASSURANCE FRAMEWORK

The Board Assurance Framework had been uploaded to GovernorHub in preparation for the meeting.

The Clerk reported the document had been developed by Education Governance Services to provide a structured mechanism for ensuring the governing board complies with statutory duties, together with an assurance process to validate and verify the information received by the Board.

To support the Boards knowledge of school there is an expectation that governors will:

- Receive a termly Headteacher's report covering the breadth of the Ofsted framework, together with financial and premises information;
- Operate a formalised system of link governor roles, with governors visiting school termly and reporting back to the Board;
- Commission and receive periodic external audit reports (listed in the assurance framework document).

It was agreed that the governors meeting to discuss the budget in April would address this and check the school was compliant.



REPORTS TO GOVERNORS

FGB2/22-23/19 SAFEGUARDING UPDATE – INTRODUCTION OF THE UPDATED SAFEGUARDING AUDIT IN THE AUTUMN TERM

In the Autumn term, Claire Maclean, Schools and Education Safeguarding Co-ordinator, Nottingham City Safeguarding Children Partnership, shared with Heads/DSL's in schools, an updated annual safeguarding audit. The document was to be completed and submitted to Claire Maclean by 19th December 2022.

The safeguarding governor can work with the DSL/ Head to complete the audit or review the document before submission and a summary of the audit, including actions, should be reported to the full governing board.

Action for governors:-

- To agree with the DSL/Head, the arrangements for completing the audit document;
- To ensure a summary of the audit, including actions, is reported to governors at the autumn term or spring term meeting;
- To ensure actions are completed and comments/recommendations from Claire Maclean, Schools and Education Safeguarding Co-ordinator, are reported to the full governing board.

Following a discussion, governors agreed that the school was fully compliant after the audit and Ofsted inspection.

FGB2/21-22/20 NST REPORT (for information only)

The NST report had been uploaded to GovernorHub.

CONCLUDING ITEMS

FGB2/22-23/21 SAFEGUARDING AND CHILD PROTECTION INCLUDING FEEDBACK FROM THE SAFEGUARDING AUDIT AND ACTIONS

There was no feedback from the audit.

There was a detailed section on this in the Headteacher Report.

The importance of governors having the appropriate training in all areas of safeguarding including prevent was highlighted. To arrange this, governors were advised to contact Daniel Harvey at Governor Services.

The Vice Chair also highlighted the protect agenda and training which will be introduced in September 2023.

FGB2/22-23/22 HEALTH AND SAFETY UPDATE

This area had been covered in Headteacher's report.

**FGB2/22-23/23 EQUALITY INCIDENTS REPORTED SINCE THE LAST MEETING**

These are detailed in the Headteacher's report.

FGB2/22-23/24 EVIDENCE OF GOVERNING BODY IMPACT ON SCHOOL IMPROVEMENT

Questioning on Headteacher's report, including attainment in Year 5.
 Challenge around the budget.
 Governor blog and visits information.
 Details of committee meetings and the impact of these on school improvement.

FGB2/22-23/25 ARRANGEMENTS FOR CHAIR TO INSPECT SCHOOL RECORDS

It was confirmed Martin Smith and Lesley Lyon checked both schools' records on a termly basis.

FGB2/22-23/26 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

The following meeting dates were agreed:-

Summer 2023;

- Finance committee – Thursday 27th April at 1.30pm;
- P&C committee – Thursday 18th May at 10.30 am; - Revised time.
- P&P committee – Thursday 8th June at 1.30pm;
- Full governing board – Thursday 20th July at 4.00pm. – Revised date.

FGB2/22-23/27 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that item FGB2/22-23/09 be deemed confidential for the purpose of the minutes,

(See confidential appendix)

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

The meeting closed at 5.35 pm

Signed by the Chair:

Date:



ACTION POINTS FROM THE MEETING:-

Reference	Action	Responsible	Outcome
FGB1/22-23/06	EHT to follow up safer recruitment guidance with LP. Carried forward from Spring Term FGB.	AD	
FGB1/22-23/12	WS to email AD with typing errors in the Attendance Policy. Carried forward from Spring Term FGB. WS to contact LP about questions around staff workload implications of 96% attendance meetings with Attendance Officer. Carried forward from Spring Term FGB.	WS WS	
FGB1/22-23/15	Terms of reference, delegations and committee memberships to be updated following governor resignations. Carried over from Spring Term FGB.	LL	
FGB1/22-23/22	To check if FF is able to attend training around LAC. Carried over from Spring Term FGB.	LL	
FGB2/22-23/08	MS to feedback to Laura Patel over her Head of School Report for Nottingham Nursery. Content of Headteacher's Report and Head of School's Report to be discussed at Pupils and Curriculum Meeting. Marketing campaign to be launched to advertise Nottingham Nursery in workplaces.	MS P and C Committee AD/LP	
FGB2/22-23/11	Funding to keep a key member of staff in post in Focussed Provision to be investigated.	JW/MS	
FGB2/22-23/12	GDPR audit to be completed in the Summer Term	SBM	
FGB2/22-23/14	MS to share links on history of local area with EHT for work with pupils on developing a Federation name.	MS	
FGB2/22-23/15	Clerk to ensure all Spring Term committee minutes are uploaded to Governor Hub.	Clerk	Action completed
FGB2/22-23/16	JW to undertake her one-day governor induction training.	JW	



ATTENDANCE AT MEETINGS 2022-23

Governor Name	Autumn 2022					Spring 2023				
	DEV 08.9	PPC 22/9	PCC 29/9	FC 9/11	FGB 7/12	FC 11/1	PPC 26/1	PCC 2/2	FC 16/3	FGB 29/3
Lesley Lyon	Y	Y	Y	Y	Y	Y	Y	Y	Y	Apols
Martin Smith	Y	Apols	Apols	-	Apols	-	Y	Apols	-	Y
Sue Blakeway	Y	Y	-	Apols	Y	Y	Apols	-	Apols	Apols
Shamiso Abuka	Y	-	-	-	Resigned	X	X	X	X	X
Nathalie Bolofo	Apols	Apols	Apols	Apols	Apols	Apols	Apols	Apols	Apols	Y
Hannah Darko	Apols	N	Y	-	N	-	Y	-	-	N
Femi Folorunso	Y	-	Y	-	Y	-	-	Apols	-	N
Amy Fuller	Apols	-	Apols	-	Y	-	-	Apols	-	Apols
Aseel Kabeer	Y	-	Y	N	Y	N	-	Y	N	N
Jo Kervick	Y	-	Y	-	Y	-	-	Apols	-	Y
Carol McCrone	Apols	-	-	Y	Y	Y	-	-	Y	Y
Celia Morris	Y	-	-	Y	Y	Y	-	-	Y	Y
Teeny Reid	Y	Apols	-	-	Y	-	Y	-	-	Y
Jenny Thomas	Y	-	-	-	Resigned	X	X	X	X	X
Amanda Dawson	Y	Apols	Apols	Y	Y	Y	Y	Y	Y	Y
Laura Patel	Y	Y	Y	Y	Y	Y	Y	Y	Y	Apols
Cllr Anne Peach	Y	-	-	N	Apols	Y	-	-	N	N
Cllr Wendy Smith	Y	-	-	-	Y	-	-	Apols	-	Apols
Janine Walker	-	-	-	-	-	-	-	-	-	Y



Confidential appendix to the minutes of the spring term meeting held at Mellers and Nottingham Nursery Federation on Thursday 30th March 2023 at 4pm.

	ACTION
FGB2/22-23/09 APPROVAL, DELEGATION OF APPROVAL, OF BUDGET 2023-2024, INCLUDING PURCHASE OF SERVICES	
Budget 2023-24 <p>This is in draft form and currently has a £200,000 deficit. Savings from temporary contracts ending is not included in this figure.</p> <p>The SBM has explored other cost saving measures. Ending another temporary contract will reduce the deficit budget by £32,000. Another £16,500 will be saved by moving one member of staff in focussed provision to direct employment with the LA. All these measures would reduce the deficit to around £125K to £130K.</p> <p>To look at further reductions meetings with HR have been arranged to discuss the staffing structure and with Schools Finance. Discussions with School Finance will be around if a deficit of this size is acceptable and whether further cuts and reductions in staffing need making. A governor sub-committee will meet on 21st April to discuss this further.</p> <p>Governors discussed how energy and unfunded pay rises along with a general rise in resource costs have led to this situation across the education sector.</p> <p>Question – a governor asked for confirmation of what the LA’s view was about the deficit? The SBM confirmed the school were waiting to find out if they will be allowed to run with a deficit of £125K to £130K for the 2023-24 financial year.</p> <p>A governor highlighted the fact that if redundancies had to be made, the deficit situation would mean the LA would cover the redundancy costs.</p> <p>Question – a governor asked how much the staff knew about the budget situation? The Executive Headteacher explained that they knew the situation wasn’t good in terms of the budget but not the details. Staff had been asked if they might be thinking of leaving and following this some staff had indicated they might wish to leave but hadn’t confirmed this yet.</p> <p>The difficulty in not knowing whether additional funding will be made available from the DfE was highlighted but staff also confirmed that any increases wouldn’t cover this level of deficit.</p> <p>Governors also discussed the importance of ensuring that the standards and resources available to staff and pupils were maintained wherever possible.</p>	



Question – a governor had asked how the maintaining of standards would be done with less resources?

The Executive Headteacher confirmed that maintaining pupil resources and standards would be prioritised but agreed that if the situation continued over a longer period this would become even more challenging.



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.

Confidential Minutes of the Finance and General Purposes Committee Meeting on Thursday 27th April 2023 at 10.30 am.

Membership:

(A) denotes absence

Carol McCrone, Chair
Sue Blakeway
Nathalie Bolofo
Lesley Lyon
Celia Morris
Cllr Anne Peach
Amanda Dawson, Executive Headteacher
Femi Folorunso
Janine Walker (from 11 am)

In attendance:

A Laura Patel, Head of School, Nottingham Nursery
Joanne Travis, School Business Manager (SBM), Mellers
Lynette Randall, Business Manager (BM), Nottingham Nursery
Lorna Dermody, Head of School, Mellers
Stuart Northedge, Clerk to the Governing Body

Agenda item no.	Item	Action
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FGP4/22-23/01 Welcome and apologies for absence

The Chair welcomed all to the meeting.

Apologies for absence were received from Laura Patel and from Janine Walker for her late arrival.

Governors agreed to approve and accept these apologies for absence.

FGP4/22-23/02 Declarations of Interest

Carol McCrone declared an interest in the meeting as she works for the HR department at Nottingham City Council.

FGP4/22-23/03 Minutes of the Last Meeting and Matters Arising

The minutes of the last meeting held on Thursday 16th March 2023 were approved and agreed as an accurate record.



Matters Arising

Reference	Action	Responsible	Outcome
FGP3/22-23/04	The EHT and SBM will consider the staffing structure at Mellers and present and discuss this with governors at the next meeting in April.	AD/JT	To be completed as part of this meeting.
FGP3/22-23/04	A finance sub-committee will be formed to look at the budgets for both Mellers and Nottingham Nursery in more detail. The committee will comprise of Carol McCrone, Celia Morris, Lesley Lyon, Amanda Dawson and Joanne Travis and will meet on Friday 21 st April at 11.30 am.	CMc/CM/LL/AD/JT	Action completed.

FGP4/22-23/04 Financial Update

Mellers Primary

As agreed, a governors sub-committee had met on Friday 21st April to discuss the financial situation at Mellers and consider the budget for both settings.

The Executive Headteacher also highlighted the time and effort that the SBM had spent on the budget and how errors in the budget planning document produced by the LA hadn't helped this situation.

Nottingham Nursery

The current financial situation will be covered as part of reviewing and agreeing the budget for Nottingham Nursery.

FGP4/22-23/05 Review/Agree Budget for 2023/24

Mellers Primary

The SBM had shared the draft budget for 2023/24 with governors ahead of the meeting and this had been extensively discussed by governors at previous meetings and at a specially arranged budget setting meeting. It was highlighted that the budget can only currently be approved as a draft pending some changes in the fine detail based on updates to the LA budget setting spreadsheet.

The SBM highlighted the income for focussed provision and how this currently showed a shortfall of £25K, even though this is supposed to be at no cost to the school. Janine Walker has been approached about this.

SEN Funding will receive additional money for a new pupil that will be joining the school because of their Higher-Level Needs.



Question – a governor asked if the funding would cover the support that the child needed?

The Executive Headteacher confirmed that a current member of staff will move to focussed provision to provide the support.

The SBM then explained that the school would receive further Covid Recovery Funding and that a balance for school tutoring was still to be received.

Question – a governor asked if the before and after school club was now breaking even after the two had been combined financially?

The SBM confirmed that they were.

The SBM then continued to explain the detail to governors of the other income shown in the budget spreadsheet.

The SBM then moved on to look at expenses and explained how all staffing changes and pay rises were included in the staffing figure. This included changes to how the salary for the Nursery Head of School would now be met.

The SBM also explained how any potential voluntary redundancies were included within the figures.

The SBM then detailed how financially the teacher absence insurance wasn't worth continuing with and wouldn't be purchased for the 2023-24 school year.

Governors agreed and approved the decision to end the purchase of staff absence insurance.

The SBM then spoke about the inflationary impact on the cleaning costs at the school and highlighted the money currently allocated to water costs and the reasons behind this.

In terms of energy costs, £100k had been allocated for this currently, but the SBM then explained that the LA have suggested that the money allocated to energy costs could possibly be reduced. However, there are discrepancies around the advice received from the LA on budgeting for energy. Nottingham Nursery have been advised to include a 45% increase in the budget for energy and Mellers have been advised to increase this by 20%. This will be checked by the SBM. **SBM**

Clarification was also given to the business rate costs and how this worked.

Question – a governor asked if the school could consider employing cleaners directly?

The Executive Headteacher confirmed this had already been the case for a number of years.

The SBM highlighted the importance of closely keeping track of transport costs in the 2023-24 financial year.

Reducing photocopying costs was also highlighted as a priority. It is currently set at £8,000.

Question – a governor asked do departments have a photocopying allocation in their budgets?

Lorna Dermody confirmed that they didn't currently, but she was planning to introduce this for the next academic year, as part of a review of this area of spending.

The increasing use of grants to cover school trips was also explained. Governors felt this was a really positive step.



Details were also shared by the SBM around administration costs and the Executive Headteacher highlighted the potential saving by moving from SIMs to Arbor as a school management system.

Question – a governor asked where the broadband cost was included?

The SBM gave details of the cost code that this was included in.

The Executive Headteacher highlighted the catering situation and the insistence by the school that all KS1 pupils had a universal free school meal. However, if the school didn't insist on this there would be a saving due to the way this area is funded. The Executive Headteacher then explained this could only be changed as a last resort though because the principle of all KS1 pupils having a daily hot free school meal is important. Governors discussed this suggestion and felt the saving wasn't huge and that the current approach should be continued.

Question – a governor asked about the £6000 cost for adult meals?

The SBM explained that staff received a free school meal if they carried out a duty and the Executive Headteacher explained the rationale behind this.

The SBM then explained how £5000 had been left in agency supply as a back-up, even though the school covered much of its needs internally.

Swimming costs have been reduced by £10,000 by cutting the amount of swimming pupils undertake in Key Stage 1. This will be reviewed after a year.

Question – a governor asked about the use of Harvey Haddon for swimming and if other pools would be cheaper?

Staff explained that the free transport to Harvey Haddon meant this came out cheaper overall than nearer pools.

The SBM then explained to governors that at the end of this financial year the school is expecting to carry forward a deficit of £101,000.

Overall, this means that the school is forecast to have a deficit of £78,942.74 at the end of the 2023/24 financial year but with deficit recovery plans this could return to a surplus of £3,609.30 in 2024/25 and £35,975.33 by 2025-26.

The Executive Headteacher confirmed the LA would agree a budget set with this level of deficit and would accept the deficit recovery plan.

The Executive Headteacher also highlighted additional funding of around £35,000 that had now been allocated to the school to partially cover any pay rises.

Governors agreed and approved the draft Mellers budget for 2023-24. The final updated version will be emailed out and agreed remotely by the committee.

The Chair thanked the SBM for all her hard work on the budget on behalf of the governing body.

Nottingham Nursery

The BM had shared the draft budget for 2023/24 with governors ahead of the meeting.



The BM explained how the income was the area at Nottingham Nursery that could be improved by getting more pupils into the school and therefore increasing top up funding.

To do this, contacting local businesses and setting up schemes to encourage workplaces to use the Nursery for their staff where they didn't have any in house childcare provision was seen as a priority and an area that could increase numbers and therefore funding.

Governors agreed to share any business contacts they had with the BM for her to contact.

**All
governors**

The Executive Headteacher highlighted the need for a marketing group to promote the Nursery and the need to get this set up. Governors agreed to this approach.

AD/LP

Janine Walker will investigate if any corporate support could be gathered from the LA in terms of marketing.

JW

Governors also suggested using local radio and relooking at advertising on buses.

Question – a governor asked if a small pot of money could be set aside for this marketing work?

Governors agreed that a small amount of around £2000 could be used from fund raising for this work on marketing Nottingham Nursery.

A governor also suggested using students at Nottingham Nursery who might wish to carry out projects on this based around their marketing degrees.

The BM then continued to guide governors through other elements of income. The lack of uptake of pupil premium was also highlighted and governors felt that promoting the uptake for this should be prioritised.

The £106,000 being gained by taking in private children was highlighted as a huge support for the budget.

Increasing NST income by increasing charges was also detailed as a priority for the next financial year.

Moving on to costs, the BM explained how the cost of Laura Patel's salary had been included as agreed.

The BM asked governors about the use of new ratio of 1 to 4 pupils in situations when supply costs could be reduced. Governors agreed that this was acceptable in these circumstances as this was now the legally required adult to child ratio but that the ratio of 1 to 5 should be maintained in general due to the needs of pupils.

Details were then shared around the costs of other staff and the roles these groups carried out in the Nursery.

Question – a governor asked if Nottingham Nursery could use Mellers E-teach account as part of the Federation?

Staff confirmed this could be done and the changes will now be made.

The BM explained how the ageing building would now increase maintenance and health and safety costs.

Reducing the costs for cleaning by cutting back on paper towels was also highlighted.



Energy costs have been increased by 45% as suggested by the LA, but this will need to be clarified due to the discrepancy with the amount suggested to Mellers.

The BM then talked governors through the remaining areas of the expenditure that had been set out in the draft budget.

Supply costs are currently very high, and it was proposed that Nottingham Nursery should look to employ an additional member of staff to cover absence rather than using supply and agencies.

BM/LP

Governors agreed and approved the recruitment of a level 1 member of staff to reduce supply costs.

This BM then highlighted the overall financial position shown by the budget plan, in which Nottingham Nursery is forecast to have an in-year deficit of £56,874.97 at the end of the 2023/24 financial year which will increase further to £108,683.29 in 2024/25 and £120,826.12 in 2025/26. The overall deficit when the previous deficit figure is included, is forecast to be £122,417.97 for 2023-24.

However, this is the worse-case scenario, and it is hoped additional funding from increased pupil numbers will help improve the situation.

Governors agreed to the school opening at weekends for lettings and parties to help the budget situation.

Question – a governor asked if the current figures matched the original plan?

The BM explained that increased energy costs and staffing costs meant that it wasn't on track to meet the original budget plan.

Governors agreed and approved the draft Nottingham Nursery budget for 2023-24. The final updated version will be emailed out and agreed remotely by the committee.

Governors agreed that alongside the marketing group, further work on the budget will be also carried out by this group. The group will consist of Nathalie Bolofo, Lynette Randall, Amanda Dawson, Lorna Dermody and Janine Walker, who will separately arrange a time to meet.

**NB/LR/
AD /LD/JW**

FGP4/22-23/06 Consideration of proposals to address Mellers deficit budget

The Executive Headteacher reminded governors that on originally setting the Mellers budget for 2023-24 the school had a significant deficit and gave details of the process undertaken by her and the SBM to reduce this.

The initial process had reduced the deficit to £113,000 through:-

- Swimming cut by £10k
- The end of a temporary contract ended saving £31,325 (this post will be covered by part time teaching staff)
- An ECaR, to move to the FP saving £16,502
- A TA, to reduce hours saving £5,016
- 2 FP teachers reducing by 0.5 a day each saving £7,639
- Total savings: £70,482



The SBM has also spotted an error with the funding for the Focussed Provision and as set out in the budget section this is being addressed. Janine Walker, Julia Holmes and the SBM will meet to consider this and ensure that the funding is meeting the costs of the focussed provision. **JW/SBM**

Further reducing costs through voluntary redundancies was also set out. One potential member of staff would reduce costs by £20,800 and a second by £12,000. The need for LA agreement due to redundancy payments was also highlighted.

In addition to this, details were also shared with governors around potential changes to the school and the impact these will have on the school's finances in 2024-25. This were as follows:-

The school would be able to set a budget of +£3.6k (option 1) or +£16,406 (option 2):

- Amanda Dawson's retirement with a day a week to support and mentor Heads of School (option 1) would bring a saving of £51,128
- Amanda Dawson's retirement without a day a week to support and mentor (option 2) would bring a saving of £63,934

Additional income identified:

- A member of staff to join the Focussed Provision team as Teacher of the Deaf saving £17,406
- FP county council student funding +HLN £33,229
- Total additional income: £50,635

The SBM explained that the significant factor in being able to set a budget in 24-25 (with the savings made in 2023-24) will be the Executive Headteachers salary and the potential redundancies.

Governors then looked in detail at the following options that had been proposed for the recovery of the deficit at Mellers:-

Option 1:

TA Level 3 group reductions: the school currently have 12 TAs at Level 3. The proposal would be to delete 2 posts. The rationale is that the school currently have 1 TA allocated to each class in KS1 and 1 TA allocated to each cohort (2 classes) in KS2. With the focus on delivering personalised, tailored interventions the school are moving to a more flexible approach to allocating TAs, so a reduction of 2 posts would be managed easily.

Deleting 2 Level 3 TA posts would create a saving of £32,800 in 2023-2024

Deleting 1 Level 3 TA post would create a saving of £20,800 in 2023-24

The school discounted making teacher reductions, as once a current fixed term contract (Year 2 teacher) ends, the school will need to fill that post. This will be done by two part time members of staff (one who currently does PPA cover, the other is ECAR) and all teacher posts will be filled.

Option 2:

No redundancy process therefore no further staffing reductions. This would impact on the 5-year plan as follows:

2023-24 £-111k

2024-25 £-88k

2025-26 £-116K



This would mean the deficit wouldn't be reduced and that it would actually increase over time.

The Executive Headteacher then explained that option 1 created savings into the future but option 2 would increase the deficit as set out above. Therefore, a quick recovery of the deficit is based around making the staffing reductions in option 1.

Question – a governor highlighted how concerning this was and the importance of maintaining service levels and not putting staff under additional pressure. They then asked the Executive Headteacher to confirm that budget concerns weren't the reason for her retirement decision?

The Executive Headteacher explained she had been considering this for some time and that Ofsted and the challenges of this hadn't help. However, she confirmed that the budget situation was a contributing factor to her decision. Returning to the other point, the Executive Headteacher confirmed HR at the LA would be involved in any staffing reduction process and would offer support as necessary. Maintaining the quality of education and support for pupils would always be prioritised.

The transparency of the situation with staff was also highlighted and how this had helped staff to deal with the situation.

Governors also stated that the retirement of the Executive Headteacher wasn't totally set in stone and that many options were still being considered around this. The succession planning built into the current staffing structure was also set out and how this had been originally done to keep the federation stable. The importance of having some form of executive leadership going forward was also explained.

Question – a governor asked about details around the retirement process for teachers and school leaders?

The Executive Headteacher confirmed the process and retirement ages but confirmed that the OFSTED inspection and the budget decisions had brought this forward in her case.

Governors agreed that over the next 12 months discussions would need to continue around how the staffing structure would look going forward.

Governors then returned to the two options set out and agreed that option 1 should be implemented **AD/SBM** and that this should now be moved forward with support from HR.

FGP4/22-23/07 Health and Safety and premises update (Both settings)

The BM confirmed that the health and safety audit at Nottingham Nursery had been completed and had been signed off by Lesley Lyon.

The SBM explained that the health and safety audit was due in May or June at Mellers and this will be followed up and arranged by her. **SBM**

FGP4/22-23/08 Staffing update

There were no further staffing updates.

FGP4/22-23/09 Policy updates

There were no policy updates to consider at this meeting.



FGP4/22-23/10 Any Other Business

Governors confirmed that the new webcam purchased for meeting had worked effectively for those joining remotely.

Cllr Anne Peach was thanked for her service and contribution to the governing body by the Chair.

FGP4/22-23/10 Date of the next meeting

The next Finance Meeting date will be confirmed at the FGB at the end of the Summer Term.

It was agreed by governors that due to the sensitive nature of much of the discussions in the meeting, the minutes would all remain confidential.

The meeting closed at 12.25 pm.

Signed:

Date:



ACTION POINTS FROM THE MEETING

Reference	Action	Responsible	Outcome
FGP4/22-23/05	SBM to check with LA the conflicting advice around budgeting for increased energy costs.	SBM	
FGP4/22-23/05	Governors agreed to share any business contacts they had with the BM for her to contact.	BM	
FGP4/22-23/05	Governors agreed to set up a marketing group to promote Nottingham Nursery and to consider the financial situation.	NB/LR/ AD /LD/JW/LP	
FGP4/22-23/05	Janine Walker will investigate if any corporate support could be gathered from the LA in terms of marketing.	JW	
FGP4/22-23/05	To appoint a level 1 member of staff at Nottingham Nursery to reduce supply agency costs.	LP/BM	
FGP4/22-23/06	Janine Walker, Julia Holmes and the SBM will meet to consider this and ensure that the funding is meeting the costs of the focussed provision.	JW/SBM	
FGP4/22-23/06	Mellers Primary to move forward with option 1 as set out in the deficit recovery plan.	AD/SBM	
FGP4/22-23/07	Arrange a Health and Safety Audit at Mellers.	SBM	



ATTENDANCE AT MEETINGS 2022/23

Governor Name	Autumn 2022					Spring 2023					Summer 2023			
	DEV 08. 09	PPC 22/ 09	PCC 29/ 09	FC 9/ 11	FGB 7/ 12	FC 11/ 01	PPC 26/ 01	PCC 2/2	FC 16/ 03	FGB 29/ 03	FC 27/ 04	PPC 18/ 05	PCC 08/ 06	FGB 20/ 07
Lesley Lyon	Y	Y	Y	Y	Y	Y	Y	Y	Y	Apo ls	Y			
Martin Smith	Y	Apo ls	Apo ls	-	Apo ls	-	Y	Apo ls	-	Y	-			
Sue Blakeway	Y	Y	-	Apo ls	Y	Y	Apo ls	-	Apo ls	Apo ls	Y			
Shamiso Abuka	Y	-	-	-	Res ign ed	X	X	X	X	X	X			
Nathalie Bolofo	Apo ls	Apo ls	Apo ls	Apo ls	Apo ls	Apo ls	Apo ls	Apo ls	Apo ls	Y	Y			
Hannah Darko	Apo ls	N	Y	-	N	-	Y	-	-	N	-			
Femi Folorunso	Y	-	Y	-	Y	-	-	Apo ls	-	N	Y			
Amy Fuller	Apo ls	-	Apo ls	-	Y	-	-	Apo ls	-	Apo ls	-			
Aseel Kabeer	Y	-	Y	N	Y	N	-	Y	N	N	-			
Jo Kervick	Y	-	Y	-	Y	-	-	Apo ls	-	Y	-			
Carol McCrone	Apo ls	-	-	Y	Y	Y	-	-	Y	Y	Y			
Celia Morris	Y	-	-	Y	Y	Y	-	-	Y	Y	Y			
Teeny Reid	Y	Apo ls	-	-	Y	-	Y	-	-	Y	-			
Jenny Thomas	Y	-	-	-	Res ign ed	X	X	X	X	X	X			
Amanda Dawson	Y	Apo ls	Apo ls	Y	Y	Y	Y	Y	Y	Y	Y			
Laura Patel	Y	Y	Y	Y	Y	Y	Y	Y	Y	Apo ls	Apo ls			
Cllr Anne Peach	Y	-	-	N	Apo ls	Y	-	-	N	N	Y			
Cllr Wendy Smith	Y	-	-	-	Y	-	-	Apo ls	-	Apo ls	-			
Janine Walker	-	-	-	-	-	-	-	-	-	Y	Y			



Mellers Primary School and The Nottingham Nursery School Federation

Minutes of the Pupils and Curriculum Committee on Thursday 18th May 2023 at 10.30 am in the Dom Berry Meeting Room.

Membership
(A) denotes absence

Name

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

In attendance

Lorna Dermody, Head of School, Mellers Primary
Stuart Northedge, Clerk to the Governing Board
Joy Buttress, Head of School, Mellers Primary

Agenda item no.

Item

Action

P&C3/22-23/01 Welcome and apologies for absence

Apologies from Lesley Lyon, Amy Fuller and Martin Smith were received and approved by governors.

Aseel Musa Kabeer did not attend.

P&C3/22-23/02 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&C3/22-23/03 Matters Arising and Minutes of the Previous Meeting

Ref	Action	Delegated to:	Outcome
P&C2/22-23/05	To arrange an opening event for new focussed provision building in the Spring Term and a school Federation event late in the Summer or early Autumn Term.	LL/AD	The opening of the focussed provision is planned for Friday 19 th May and the federation name and event will be discussed at the next FGB.
P&C2/22-23/08	Governors to undertake the required monitoring visits ahead of the FGB in March.	Governors	Action completed



Governors agreed and approved the minutes of the previous meeting held on Thursday 2nd February 2023.

P&C3/22-23/04 Policies

- **Feedback to Children Policy**

The Chair highlighted that a few changes had been made to the policy, but these were relatively minor. Children are now expected to work out the exact mistakes they've made themselves when an error is highlighted. The policy aims to ensure a good balance between staff workload not being too high and ensuring the level of feedback is appropriate.

The Executive Headteacher suggested that staff should have a reminder of expectations and a review of practice on a termly basis.

The importance of the annotation of pupils' work, especially in maths was also highlighted. Feeding back straight away in maths, is vital for making sure that this feedback is meaningful and isn't occurring a significant time after the learning was undertaken by pupils.

Question – a governor asked how homework is marked and fed back to pupils?

Jo Kervick explained the process in her class and how some homework is completed online, and other homework is discussed as part of a follow up discussion in class. Homework generally fits in with learning that is being completed in class. A common error would be addressed with the class, while individual errors are tackled with the appropriate child.

The Executive Headteacher returned to the importance of the policy being meaningful and manageable.

Governors approved and agreed the Feedback to Children Policy.

P&C3/22-23/05 Year 6 Pupils – Inspired Learning

Following on from Ofsted:

- How do we know that children have built and remember knowledge?
- What has helped children to make good progress?
- What support have the children received?
- What else can we do?

To support this agenda item, a small group of Year 6 pupils joined the meeting to give their feedback and views to governors.

The Executive Headteacher welcomed the pupils to the meeting and thanked them for joining. She then gave the pupils an overview of what the governors do and the purpose of this meeting.

Question – a governor highlighted the progress the pupils were making and asked them if they were satisfied with what they doing and if there was anything else that could help to make their progress even better?

Pupils replied that SATs had gone well because the teaching had helped them to feel positive about this and they had completed lots of practice papers which had allowed them to make lots of improvements. Pupils also enjoyed the lessons that had helped them to understand how to stay safe.



Pupils felt that some behaviour in terms of others not listening or talking in lessons hadn't helped.

To stop this, pupils felt that rewards in terms of extra playtime for those who had done well would help.

Question – a governor asked if there was something they weren't sure about, what would the teacher do to help?

Pupils explained that if they found something difficult, they would feel confident asking their teacher and they would always help them if they were stuck. For example, if they find homework difficult, they can check what to do with a teacher before it needs to be submitted.

Pupils explained that they highlight work they were unsure of and then go to their teacher to get help on these areas. Pupils explained that they would always try themselves before going for help.

Question – a governor asked how much pupils could remember learning from years 1 to 5?

Pupils gave examples of work they had done in earlier years and highlighted that sometimes lessons had to move on before they had fully understood something, such as time in year 2.

Pupils were also able to recall topics they had covered in previous years in subjects such as science and history and tell governors about some of the learning they recalled from these topics.

Question – a governor asked pupils how they were encouraged to recall work from previous lessons?

A pupil explained that they could do this by looking back in their books and that teachers would often ask them to talk about previous learning at the start of the lesson. Lessons also sometimes start with a revision of previous learning and a recap of areas, particularly in maths, that had been covered in previous years.

Question – a governor asked what had been pupils' favourite topics at Mellors?

Pupils had a range of answers including fractions/decimals, Iron Age/Stone Age, money in maths, The Romans, times tables, RE and different religions/cultures, science, history-especially timelines and the cooking/DT covered in year 5.

Question – a governor asked about marking and feedback and if pupils found this useful?

Pupils explained how teachers highlighted mistakes and showed them how they could get better. This had been particularly useful in terms of preparing for SATs. The fact that everyone knew the feedback system and how it works was also highlighted.

Question – a governor asked about what the pupils were learning in French?

Pupils replied they were learning numbers up to 50 but many explained they would have liked to have learnt other languages other than French. The Executive Headteacher highlighted how good the quality of French teaching was at the school and the benefit of pupils learning another language.

Question – a governor asked how interest in French could be improved and what was going well currently?

It was suggested that a partnership with a school in France would be helpful. Staff highlighted the number of countries across the world that currently spoke French and the importance of the language.

Governors agreed that NB would work with staff and pupils to develop a project and increase pupils' interest in the subject. **NB**



Question – a governor asked about extra-curricular activities and if pupils enjoyed these?

Pupils gave details of the trips they had been able to take part in, such as a trip to Papplewick Pumping Station and the National Galleries of Justice and the wide range of clubs that were on offer, covering a range of activities including physical activities and ones that support academic learning.

Governors thanked the pupils for joining the meeting and giving their views and opinions.

After the pupils left, governors discussed giving pupils pre-written questions for any future activities like this to help them to prepare answers to governor questions.

P&C3/22-23/06 Head teacher's Report to Governors

- What information is needed in the report?

Governors discussed the current report and how detailed it is and whether there was too much information and if it was relevant.

Governors felt this item should be held over and added to the FGB meeting agenda in July, so that more governors could contribute. **Clerk**

P&C3/22-23/07 Curriculum Monitoring

The Chair highlighted the importance of all governors carrying out their curriculum monitoring ahead of the next FGB.

It was agreed that a reminder would be added to the governor blog by the Executive Headteacher. **AD**

The work that is being carried out on equality/diversity and the focus of feedback through the use of pupil voice was also highlighted. Inviting governors to staff discussions with pupils was felt to be a really valuable step forward and these events will be highlighted to governors. This would also help pupils to speak more confidently to other adults.

Question – a governor asked how Nottingham Nursery would fit into this monitoring schedule and how it can be ensured that it was clear what monitoring in Early Years should look like?

Governors agreed that discussing this would also form part of the Summer Term FGB.

P&C3/22-23/08 Any other business

There were no items of any other business.

P&C3/22-23/08 Confirm date of next meeting and agenda items

The date of the next meeting for this committee will be confirmed when all meeting dates for the 2023-24 academic year are set at the Summer Term FGB.



P&C322-23/09 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 11.43 am

Signed

Chair

Date

**ACTION POINTS FROM THE MEETING:**

Ref	Action	Delegated to:	Outcome
P&C3/22-23/05	Governors agreed that NB would work with staff and pupils to develop a project in French and increase pupils' interest in the subject.	NB	
P&C3/22-23/06	A discussion around the content of the Headteacher's Report will be held over to the Summer Term FGB and added to the agenda.	Clerk	
P&C3/22-23/07	A reminder about governor curriculum monitoring would be added to the governor blog by the Executive Headteacher.	AD	



ATTENDANCE AT MEETINGS 2022/2023

Governor Name	Autumn 2022					Spring 2023					Summer 2023			
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Lesley Lyon	Y	Y	Y	Y	Y	Y	Y	Y	Y	Apo ls	Y	Apo ls		
Martin Smith	Y	Apo ls	Apo ls	-	Apo ls	-	Y	Apo ls	-	Y	-	Apo ls		
Sue Blakeway	Y	Y	-	Apo ls	Y	Y	Apo ls	-	Apo ls	Apo ls	Y	-		
Shamiso Abuka	Y	-	-	-	Res ign ed	X	X	X	X	X	X	X		
Nathalie Bolofo	Apo ls	Apo ls	Apo ls	Apo ls	Apo ls	Apo ls	Apo ls	Apo ls	Apo ls	Y	Y	Y		
Hannah Darko	Apo ls	N	Y	-	N	-	Y	-	-	N	-	-		
Femi Folorunso	Y	-	Y	-	Y	-	-	Apo ls	-	N	Y	Y		
Amy Fuller	Apo ls	-	Apo ls	-	Y	-	-	Apo ls	-	Apo ls	-	Apo ls		
Aseel Kabeer	Y	-	Y	N	Y	N	-	Y	N	N	-	N		
Jo Kervick	Y	-	Y	-	Y	-	-	Apo ls	-	Y	-	Y		
Carol McCrone	Apo ls	-	-	Y	Y	Y	-	-	Y	Y	Y	-		
Celia Morris	Y	-	-	Y	Y	Y	-	-	Y	Y	Y	-		
Teeny Reid	Y	Apo ls	-	-	Y	-	Y	-	-	Y	-	-		
Jenny Thomas	Y	-	-	-	Res ign ed	X	X	X	X	X	X	X		
Amanda Dawson	Y	Apo ls	Apo ls	Y	Y	Y	Y	Y	Y	Y	Y	Y		
Laura Patel	Y	Y	Y	Y	Y	Y	Y	Y	Y	Apo ls	Apo ls	Y		
Cllr Anne Peach	Y	-	-	N	Apo ls	Y	-	-	N	N	Y	-		
Cllr Wendy Smith	Y	-	-	-	Y	-	-	Apo ls	-	Apo ls	-	-		
Janine Walker	-	-	-	-	-	-	-	-	-	Y	Y	-		



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 Pupil Progress Committee Meeting on Thursday 8th June 2023 at 1.30pm at Mellers Primary School and via Microsoft Teams

Membership:

(A) denotes absence

Sue Blakeway, Chair

A Nathalie Bolofo

A Hannah Darko

Lesley Lyon

A Teeny Reid

Martin Smith – from 2.40 pm

Janine Walker

Amanda Dawson, Executive Head

Laura Patel, Head of School – until 2 pm

In attendance:

Lorna Dermody, Head of School

Joy Buttress, Head of School

Stuart Northedge, Clerk to the Governing Body

Agenda item no.	Item	Action
PPC3/22-23/01	Welcome and apologies for absence	
	Apologies were received from Teeny Reid and from Martin Smith for his late arrival to the meeting.	
	Governors agreed to accept and approve these absences.	
	Nathalie Bolofo and Hannah Darko did not attend the meeting.	
PPC3/22-23/02	Declarations of interest	
	There were no declarations of interest to consider.	
PPC3/22-23/03	Minutes of the Last Meeting on 26/01/23 and Matters Arising	
	The minutes of the last meeting held on Thursday 26 th January 2023 were agreed as an accurate record of the meeting.	



Reference	Action	Responsible	Outcome
PPC2/22-23/04	Governors to be emailed details of Year 6 mock SATs results taken at the end of the Spring Term.	LD	Action not completed. To address the item, the Executive Headteacher gave feedback around the actual Key Stage 2 SATs which the school overall felt were fair, despite the criticism in the media of the reading paper. Staff felt the maths assessments matched the curriculum and the GASP test was also fair. Key Stage 1 results were strong, 68% for reading and 71% for maths, despite the challenging nature of the cohort. The work of LD and JB in stabilising and leading the Year 2 cohort was also recognised and praised. The role of Brydie Martin in the success of Year 2 since joining the school in January 2023 was also highlighted and recognised. Question – a governor asked if Key Stage 1 assessments were moderated? It was confirmed that they weren't, and this was the final year of statutory Key Stage 1 tests.
PPC2/22-23/04	LL to carry out interviews with Year 5 pupils about their learning.	LL/JB/LD	A range of pupils in year 2, 4 and 6 had been spoken to as part of a deep dive. Interviews with Year 5 will be carried out during the remainder of this term by LL.
PPC2/22-23/06	A one-page summary of the progress of all pupils in focussed provision to be provided at the next PPC Meeting.	LB/AD	Action completed – on the agenda of this meeting.

LL

PPC3/22-23/04 Progress of children in focussed provision - One page document provided by LB outlining the progress of all children in FP.

Becky Bryan joined the meeting for this agenda item and gave a brief summary to governors about the progress of all children in the focussed provision.

Becky Bryan explained that the B-squared wasn't yet completed and would be forwarded on at a later date. There are currently 12 pupils in focussed provision and the capacity will increase to 13 from September 2023.

The 4 pupils leaving in Year 6, will all be moving to Nottingham University Samworth Academy. Individual details of the progress of all 4 of these pupils were shared with governors. The impact of noise and how pupils address this was highlighted and explained, as was there willingness to take part in external trips, such as to Hagg Farm.



The integration of all pupils in the focussed provision was highlighted and Janine Walker added that she would like to invite the DfE to visit the school to see Mellers as a model of good practice in this area.

Returning to the progress, Becky Bryan highlighted how pupils worked together and work on a suitable level of work for their own ability. The strong teaching and support offered by Jo Potter in maths was also seen as making a big positive impact on pupil progress.

Question – a governor asked how the transition to NUSA was going?

Staff explained that this would take place later this half term but that industrial action was impacting the visit days, and this was in the process of being addressed. Lorna Dermody explained that the pupils have been able to visit with their families and that there has also been visits for the pupils to see signed performances at NUSA.

A new pupil in Year 5 has settled in well and is an excellent role model for other pupils across the school. This pupil has high aspirations for herself.

Question – a governor asked what level of work she was completing?

Staff confirmed that she was working at age related expectations.

A further pupil in Year 5 who relies solely on BSL, will hugely benefit from the teaching of and the improved understanding of BSL amongst other pupils. This pupil also benefited from attending the Hagg Farm Residential.

Laura Patel left the meeting at 2pm.

The importance of Place to Be access for other Year 5 pupils was also highlighted.

Janine Walker will look at further access routes to BSL signing for the school.

JW

Becky Bryan then gave details of the other pupils in lower Key Stage 2 and explained how some of these pupils were working at age related expectations and were accessing lessons within classes. The challenge of keeping up with English for pupils within focussed provision was also explained.

In addition, there are 3 pupils in Year 1 who are all fantastic but are challenged by having no signers at home. They enjoy school due to the high levels of communication available to them and their signing has vastly improved. Details of how the signing is taught and the use of flashcards was explained to governors. Socially in school, these pupils are also doing fantastically well.

The challenges of getting the parents of one particularly pupil to engage with working with the school were explained to governors. This has now significantly improved as relationships have been built. The overall progress made by this pupil was particularly strong.

The high level of maths work being successfully undertaken by the final Year 1 pupil was also detailed.

The final pupil in focussed provision is in Nursery and will start Reception in September 2023. This pupil has also made strong progress.

There are 2 new pupils starting in Nursery in September 2023.



Governors thanked Becky Bryan for her report and the work she has been doing with the pupils in focussed provision. The positive report on the progress being made by pupils was also praised.

Janine Walker added her view of how well the new focussed provision at Mellers was working and what a success story it was, particularly in terms of the integration. The importance of BSL skills and tracking the progress of these pupils as they move on through secondary education was also seen as being an important future step.

The Executive Headteacher also detailed that she felt that Mellers could provide good support for adults training in education that used BSL or for older pupils looking to undertake work experience. Janine Walker will investigate how this can be taken further.

JW

Question – a governor asked if signing support for the choir had now been found?

The Executive Headteacher explained that other savings elsewhere might allow this to be able to take place again into the 2023-24 school year. After discussion, governors felt this work was invaluable and that the Executive Headteacher should do all she can to finance this work and allow it to continue.

PPC3/22-23/05 Mathematics at Mellers, how the children make progress.

Lorna Dermody, Head of School led this item and gave a presentation on maths at Mellers which had been shared with governors in advance of the meeting.

The presentation explained to governor how maths is planned and taught at Mellers and explained how this therefore allowed pupils to make progress. In delivering maths lessons, staff at Mellers focus on the following areas to ensure pupil progress is maximised and learning is fully embedded:

Preparation

The curriculum in maths builds year on year and the Autumn Term long term planning document was shared with governors. The size of the blocks shows how important each area of maths is in the different year groups. This was demonstrated with an explanation of how pupils' work on place value evolves each year.

Long Term Memory Retrieval

At the start of each lesson, staff ask pupils to recall some previous maths work to ensure the basics are maintained and embedded in pupils long term memory. The importance of children understanding patterns and relationships in maths are critical. Sue Blakeway explained the richness of discussions in classrooms that she had seen on her governor visit.

Vocabulary

Vocabulary is extremely important and has to be explicitly taught to pupils. The use of stem sentences in practising vocabulary was explained and examples given to governors. This vocabulary has to be consistent and used correctly.



Anchor Task

This is a discussion task and helps the teacher to see and assess where the pupils understanding of this area of maths is currently. The importance of concrete objects in supporting this process was also explained. Many of the anchor tasks have very little text and instructions, as they are about pupils bringing their knowledge to the lesson.

Model and Scaffold

Following this, teachers introduce models and scaffold to pupils to show how the lesson will be approached that day. Lorna Dermody then talked governors through several examples of this and showed how this work was very visual and used small steps to move pupils' learning on. Many of the models used are the same throughout the school, so pupils have something to hook their learning on to.

Guided Practice

This involves pupils answering questions on a whiteboard from the board. It is quick fire and allows the teacher to assess where pupils are and to steer them to the correct level of learning in the independent practice. The aim is to check understanding and to quickly spot any misconceptions. The Executive Headteacher explained how the immediate use of interventions was also helping to address any misunderstanding or misconceptions by pupils.

Checking Understanding

In this stage, pupils tackle a question but in a slightly different context. It might involve pupils trying to identify any mistakes made in example answers.

Independent Practice

This is work in books and is about quality not quantity. The aim is to complete 5 examples of the type of question from that days' learning. It is important here that staff select appropriate questions to allow pupils to demonstrate their understanding of today's key learning.

Depth Questions

This has been renamed from challenge questions because pupils thought this meant it would be hard. It is about applying the same learning in a different way and exploring it in more depth. An example of a depth question for a SEND pupil was also shared.

Governors thanked Lorna Dermody for her detailed presentation and staff highlighted how this approach is consistent and can be seen throughout the school.

Lorna Dermody also added and explained how staff underwent regular training and updates on maths and how the school had been working with the Maths Hub.

Martin Smith joined the meeting at 2.40 pm.

Staff concluded this item by again explaining the importance of the consistency in maths teaching across the school and how this was maintained with all staff.



PPC3/22-23/06 Any Other Business

Governors agreed that a presentation on writing teaching will take place in the Autumn Term Pupil Progress Committee Meeting. A presentation on phonics teaching will take place in the Spring Term 2024 Pupil Progress Committee Meeting.

**SB/Clerk
on
agenda**

There were no items of any other business.

PPC3/22-23/07 Dates for meetings

Dates for all meetings in the 2023-24 academic year will be agreed at the Summer Term FGB meeting in July.

The meeting closed at 2.52 pm.

Signed:

Date:



ACTION POINTS FROM THE MEETING

Reference	Action	Responsible	Outcome
PPC2/22-23/04	LL to carry out interviews with Year 5 pupils about their learning.	LL	
PPC3/22-23/04	Janine Walker will look at further access routes to BSL signing for the school.	JW	
PPC3/22-23/04	Janine Walker to investigate how Mellers can be used to support older school pupils and young adults who use BSL in work and training placements.	JW	
PPC3/22-23/06	Governors agreed that a presentation on writing teaching will take place in the Autumn Term Pupil Progress Committee Meeting. A presentation on phonics teaching will take place in the Spring Term 2024 Pupil Progress Committee Meeting.	SB/Clerk	



ATTENDANCE AT MEETINGS 2022/2023

Governor Name	Autumn 2022					Spring 2023					Summer 2023			
	DEV 08. 09	PPC 22/ 09	PCC 29/ 09	FC 9/ 11	FGB 7/ 12	FC 11/ 01	PPC 26/ 01	PCC 2/2	FC 16/ 03	FGB 29/ 03	FC 27/ 04	PCC 18/ 05	PPC 08/ 06	FGB 20/ 07
Lesley Lyon	Y	Y	Y	Y	Y	Y	Y	Y	Y	Apo ls	Y	Apo ls	Y	
Martin Smith	Y	Apo ls	Apo ls	-	Apo ls	-	Y	Apo ls	-	Y	-	Apo ls	Y	
Sue Blakeway	Y	Y	-	Apo ls	Y	Y	Apo ls	-	Apo ls	Apo ls	Y	-	Y	
Shamiso Abuka	Y	-	-	-	Res ign ed	X	X	X	X	X	X	X	X	
Nathalie Bolofo	Apo ls	Apo ls	Apo ls	Apo ls	Apo ls	Apo ls	Apo ls	Apo ls	Apo ls	Y	Y	Y	N	
Hannah Darko	Apo ls	N	Y	-	N	-	Y	-	-	N	-	-	N	
Femi Folorunso	Y	-	Y	-	Y	-	-	Apo ls	-	N	Y	Y	-	
Amy Fuller	Apo ls	-	Apo ls	-	Y	-	-	Apo ls	-	Apo ls	-	Apo ls	-	
Aseel Kabeer	Y	-	Y	N	Y	N	-	Y	N	N	-	N	-	
Jo Kervick	Y	-	Y	-	Y	-	-	Apo ls	-	Y	-	Y	-	
Carol McCrone	Apo ls	-	-	Y	Y	Y	-	-	Y	Y	Y	-	-	
Celia Morris	Y	-	-	Y	Y	Y	-	-	Y	Y	Y	-	-	
Teeny Reid	Y	Apo ls	-	-	Y	-	Y	-	-	Y	-	-	Apo ls	
Jenny Thomas	Y	-	-	-	Res ign ed	X	X	X	X	X	X	X	X	
Amanda Dawson	Y	Apo ls	Apo ls	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Laura Patel	Y	Y	Y	Y	Y	Y	Y	Y	Y	Apo ls	Apo ls	Y	Y	
Cllr Anne Peach	Y	-	-	N	Apo ls	Y	-	-	N	N	Y	-	-	
Cllr Wendy Smith	Y	-	-	-	Y	-	-	Apo ls	-	Apo ls	-	-	-	
Janine Walker	-	-	-	-	-	-	-	-	-	Y	Y	-	Y	



Mellers and Nottingham Nursery Federation Governing Board

Minutes of the summer term governing board meeting held on Thursday 20th July 2023 at 4pm

Membership		
(A denoted absence)		Lesley Lyon, Chair
		Martin Smith, Vice Chair (MS)
		Sue Blakeway, Vice Chair (SB)
	A	Nathalie Bolofo
	A	Hannah Darko
		Femi Folorunso
		Amy Fuller
		Aseel Kabeer
		Jo Kervick
		Carol McCrone
		Celia Morris
	A	Teeny Reid
		Janine Walker
		Amanda Dawson, Executive Head
In Attendance		
		Wendy Smith, Associate member
		Joy Buttress, Head of School, observer
	A	Lorna Dermody, Head of School, observer
		Joanne Travis, School Business Manager, observer (SBM)
		Lynette Randall, Business Manager (BM)
		Stuart Northedge, Clerk to the Governing Body

PRELIMINARIES	
FGB3/22-23/01 WELCOME AND APOLOGIES FOR ABSENCE	ACTION
<p>The Chair welcomed all to the meeting.</p> <p>Apologies for absence received from Lorna Dermody, Teeny Reid and Nathalie Bolofo were approved</p> <p>Hannah Darko did not attend.</p>	
FGB3/22-23/02 DECLARATION OF INTEREST	
Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.	



FGB3/22-23/03 MEMBERSHIP			
Current membership Evidence of the current membership of the governing body had been presented in advance of the meeting; the membership details were noted.			
Attendance requirements It was noted that a governor who, without the consent of the governing board, 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 1 x parent governor vacancy Aseel Kabeer announced his resignation from the governing body from 20/07/23, which will leave a second parent governor vacancy. Councillor Peach has also resigned as an associate governor.			
End of terms of office Martin Smith – (co-opted governor) – 28/07/23 Martin had previously announced his intention to step down at this point, which will leave one further vacancy for a co-opted governor.			
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 19 th July were up to date.			
FGB3/22-23/04 MINUTES OF THE LAST MEETING			
Minutes of the meeting held on Thursday 30 th March 2023, a copy of which had been uploaded to GovernorHub for review, were taken as read, confirmed and electronically signed by the Chair.			
Action points			
Reference	Action	Responsible	Outcome
FGB1/22-23/06	EHT to follow up safer recruitment guidance with LP. Carried forward from Spring Term FGB.	AD	Action completed.



FGB1/22-23/12	<p>WS to email AD with typing errors in the Attendance Policy. Carried forward from Spring Term FGB.</p> <p>WS to contact LP about questions around staff workload implications of 96% attendance meetings with Attendance Officer. Carried forward from Spring Term FGB.</p>	<p>WS</p> <p>WS</p>	<p>Action completed</p> <p>WS to carry out attendance visit in the Autumn Term 2023.</p>	
FGB1/22-23/15	Terms of reference, delegations and committee memberships to be updated following governor resignations. Carried over from Spring Term FGB.	LL	Action to be completed for September 2023.	
FGB1/22-23/22	To check if FF is able to attend training around LAC. Carried over from Spring Term FGB.	LL	Action completed.	
FGB2/22-23/08	<p>MS to feedback to Laura Patel over her Head of School Report for Nottingham Nursery.</p> <p>Content of Headteacher's Report and Head of School's Report to be discussed at Pupils and Curriculum Meeting.</p> <p>Marketing campaign to be launched to advertise Nottingham Nursery in workplaces.</p>	<p>MS</p> <p>P and C Committee</p> <p>AD/LP</p>	<p>Action completed</p> <p>Action completed</p> <p>Action to start in Autumn Term 2023.</p>	
FGB2/22-23/11	Funding to keep a key member of staff in post in Focussed Provision to be investigated.	JW/MS	Later in agenda.	
FGB2/22-23/12	GDPR audit to be completed in the Summer Term	SBM	To be completed by the end of term.	
FGB2/22-23/14	MS to share links on history of local area with EHT for work with pupils on developing a Federation name.	MS	Action completed. A successful session had been held.	
FGB2/22-23/15	Clerk to ensure all Spring Term committee minutes are uploaded to Governor Hub.	Clerk	Action completed	
FGB2/22-23/16	JW to undertake her one-day governor induction training.	JW	Ongoing action – still be completed.	
Matters arising				
There were no further matters arising.				



FGB3/22-23/05 CHAIR'S OR VICE CHAIR'S EMERGENCY ACTION SINCE LAST MEETING	
<p>The governing body ratified the following decisions:</p> <p>See Confidential Item</p> <p>The Executive Headteacher highlighted how the school received no information from the police or LA on the day of the stabbings in Nottingham. This involved the school having to cancel several external trips and there was also an armed raid and a critical incident near to Mellers which meant that the school went into lockdown on the advice from police nearby. During this period no one was allowed in or out of the school, until confirmation that it was safe was received at 3 pm.</p> <p>Martin Smith highlighted the national system for this kind of situation and suggested that it needed raising that on this day the communication systems had failed. Janine Walker will feed this back to emergency control, to see if there will be a learning review around the events of this day.</p> <p>The Chair also confirmed she had passed these concerns on the local police through a personal contact that she had.</p>	JW
FGB3/22-23/06 CORRESPONDENCE ITEMS	
From the Chair	
There was no further correspondence from the Chair.	
From the Headteacher	
There was no further correspondence from the Headteacher other than staff resignation letters.	
From the Clerk	
There was no further correspondence from the Clerk.	
SCHOOL PROGRESS	
FGB3/22-23/07 HEADTEACHER REPORT TO GOVERNORS	
<p>The Executive Headteacher had shared a comprehensive written report with governors via Governorhub, in advance of the meeting. The Chair highlighted the change of format of the report which had significantly reduced the content and governors were asked to feedback on this new layout.</p> <p>Question – a governor asked if the school had any EHCPs?</p> <p>The Executive Headteacher confirmed that the school did and that this would be included in the next report.</p> <p>A governor highlighted the official opening of the new Focussed Provision and how fantastic an event this was.</p>	



Question – a governor asked if the curriculum report was staying as one overall report and not a separate report for all subjects?

The Executive Headteacher explained that this was up to governors, and it was agreed a sub-heading for computing could be included including expenditure. Overall, the curriculum section will include reading, writing and maths and a brief update on other subjects. There will also be a short report on the Nursery curriculum.

Question – a governor asked if a Finance section could be included in the next report?

The Executive Headteacher confirmed that this would be included next time.

Governors also highlighted that they liked the style of the report and the use of the Ofsted judgement areas. Martin Smith suggested that it needed to be clear who was making the judgements, is it by Ofsted or is it the schools self-evaluation. Following discussions about this it was agreed that a quality assurance sentence will be included to show why the school judged itself as good or outstanding.

Question – a governor asked how the Nursery numbers were looking?

Amanda Dawson explained that the move back to offering part time places at Mellers due to budgeting had positively impacted on the numbers of Nottingham Nursery because parents had chosen to keep their children at the Nursery. The marketing work for Nottingham Nursery is yet to start.

Question – a governor asked about the value for money of the Place to Be member of staff working from home for several weeks?

The Executive Headteacher explained the background to this and that a rota was used to cover this and so she felt the value for money that was received by the school was maintained.

The Chair highlighted the excellent monitoring undertaken by the governing body and explained how this had supported the fantastic and engaging curriculum mentioned in the Executive Headteacher's Report.

Governors also highlighted the fantastic success story of the Focused Provision Unit and how staff had massively benefitted from training they had received through this. The superb way in which the pupils from focussed provision were included in the life of the school was also detailed.

Question – a governor asked about the attendance figures in comparison to previous years and to the LA and national average?

The Executive Headteacher confirmed that the percentage of persistent absentees was high compared to the LA and nationally and that much of this was related to children going overseas for extended periods to see relatives. She also explained how Mellers kept children missing in education on roll, until confirmation had been received that they had been admitted to another school, which was a different approach to other schools and often negatively impacted the attendance figures.

A governor suggested included data on social services referrals and how many of these were accepted.

2023 Data

EYFS

The Executive Headteacher explained that the GLD was 61% which was broadly in line with



Nottingham City. When unpicking the areas, communication and language is the area pupils struggle with, which then impacts early English and maths. This 61% is around the rate the school would have expected based on attainment on entry.

Key Stage 1

In Key Stage 1, 71% of pupil met the expected standard in the phonics check which shows good progress from Early Years. This is broadly in line with the LA and shows good progress from 2022.

In the Year 2 assessments, the Executive Headteacher explained how pleased the school were with the data and the progress the children had made. 65% for reading, 51% for writing and 60% for maths had reached the expected standard.

Question – a governor asked about the low greater depth scores in Key Stage 1?

The Executive Headteacher explained this wasn't unexpected and that pupils tended to make progress towards greater depth across Key Stage 2 and this is reflected in the Year 6 results.

Question - a governor asked are there any pupils with EHCPs in Year 1 and Year 2?

Staff confirmed that there were pupils in Key Stage 1 with EHCPs, but they were all currently in Year 1.

Key Stage 2

The Executive Headteacher explained that overall, 74% had met the expected standard in reading, 65% in writing and 78% in maths. The figure for reading, writing and maths combined is 63% which is above the LA and national figures.

2 pupils will be removed officially from the data in September due to their recent arrival in the country and lack of English skills. This will obviously improve the figures further.

Figures at greater depth were also strong with 22% of pupils attaining this in reading, 16% writing and 19% maths.

The value of the academic mentor in supporting pupils to attain these excellent scores was recognised by all present.

The Headteacher's report was received with thanks.

FGB3/22-23/08 UPDATES ON CATCH UP FUNDING, PUPIL PREMIUM AND SPORTS FUNDING

Joy Buttress had produced and shared reports with governors covering these areas.

Question – a governor asked about the £81,000 spent on reading recovery and what would happen to this money when the programme is stopped?

Joy Buttress explained the £81,000 will still be spent on interventions for pupil premium pupils.

Question - a governor asked if all the sports premium was spent?

The Executive Headteacher confirmed it was and that it was spent on an excellent sports coach and on supporting school swimming.



Martin Smith highlighted the availability of grant to help schools to support climate awareness,	
FGB3/22-23/09 FINANCE UPDATE	
<p>The BM explained that the deficit at Nottingham Nursery was lower at £49,000 for 2022-23. Funding for 2-year-olds is going up significantly which will help. EYPP pupils have increased from 9 to 27 which has also led to additional funding. The BM and Executive Headteacher will be looking in more detail at staffing at the Nursery and in particular leadership.</p> <p>The SBM at Mellers had shared details of the deficit recovery plan and that the budget for 2023-24 was still expected to have a deficit of £79,000. This deficit couldn't be recovered without staffing changes which would see the redundancies of level 3 Teaching Assistants and other staff leaving not being replaced. This leads to a surplus in Year 3 of the plan.</p> <p>The outturn statement for Mellers completed this week has reduced the deficit to £71,000 for 2022-23. New money has been received through an application through the Variety Club for a minibus with the school having to pay £14,000 of the cost. The reason for the budget deficit being lower is mainly down to energy savings, even though pupil numbers are lower, and the minibus cost has been added.</p> <p>Governors highlighted concerns over the time being taken for HR to confirm the staffing reduction plan.</p> <p>Jo Travis also explained that the office was being restructured and that she was working as a consultant through SAAF once she leaves the school. Michelle Bramley has been appointed as the new School Business Manager.</p> <p>Governors also agreed and approved a new 2 day a week administration assistant post being created using money saved from the current SBM leaving.</p> <p>Question – a governor asked about the percentage that had been budgeted for pay awards in all the financial planning?</p> <p>The BM and SBM explained it varied for different employees, dependent on their roles. It was then explained that 3.5% of the cost of the teachers pay award would be additional income but that 3% was already included in the money allocated in the original budget.</p> <p>A governor also highlighted a hardship fund that could be accessed through the LA for schools struggling with finances to cover the pay awards.</p>	
FGB3/22-23/10 POLICIES FOR REVIEW/APPROVAL	
<p>The Clerk reminded the governing board of the requirement to review the school uniform policy before September 2023. The clerk included the link, for information. https://www.gov.uk/government/publications/cost-of-school-uniforms/cost-of-school-uniforms.</p> <p>The following policies, for review, were approved.</p> <p>NNSTC Looked After Children Policy NNSTC Uncollected Children Policy NNSTC Arrivals and Departures Policy</p>	



NNSTC Settling in Policy	
FGB3/22-23/11 APPROVAL OF THE NEW PAYROLL SERVICES PROVIDER FROM SEPTEMBER 2023	
<p>The Head informed the governing board that current payroll providers, EMSS, contract would not be renewed from September 2023. As the approval of purchase of services to schools should be a governing board decision, the Head proposed SAAF as new payroll providers, effective from 1st September 2023.</p> <p>Governors approved SAAF as payroll providers.</p>	
FGB3/22-23/12 REVIEW AUDIT REPORTS AND IMPLEMENT RECOMMENDATIONS	
<p>There has been a health and safety audit at Mellers, and the report has been shared with governors.</p> <p>There have also been IT and SCR audits.</p>	
FGB3/22-23/13 CONSIDER ARRANGEMENTS FOR HEADTEACHER PERFORMANCE MANAGEMENT FOR ACADEMIC YEAR 2023-2024, INCLUDING APPOINTMENT OF EXTERNAL ADVISOR AND APPROVAL OF PERFORMANCE MANAGEMENT GOVERNORS	
<p>The performance management for the Executive Headteacher is booked and arranged for the 28th September with Lesley Lyon and Sue Blakeway continuing to act as performance management governors.</p>	
FGB3/22-23/14 THE IMPACT OF THE COST-OF-LIVING CRISIS	
<p>The Chair highlighted the excellent wellbeing work being carried out across the school and referred governors to the report shared as part of the Headteacher's Report on this area.</p>	
GOVERNOR REPORTS	
FGB3/22-23/15 REPORTS FROM COMMITTEES	
<p>Sue Blakeway highlighted the change to Pupil Progress Committee Meetings following an excellent curriculum presentation around maths. This will continue in future meeting with a different curriculum area explored in depth. The presentation at the Autumn Term meeting will be on phonics.</p> <p>There was nothing further to add from the Finance Committee Meeting.</p> <p>The Pupils and Curriculum Committee had looked closely at Focussed Provision and in the Autumn Term work on increasing pupil interest in French will take place.</p>	
FGB3/22-23/16 GOVERNOR TRAINING AND DEVELOPMENT	
<p>There was nothing further to report under this item.</p>	



<p>FGB3/22-23/17 REPORTS FROM GOVERNOR MONITORING VISITS</p> <p>Femi Folorunso highlighted the change to the school going to Harvey Hadden for swimming and the travel distance involved in this. Governors discussed this and explained that unfortunately there weren't any other options available. The Executive Headteacher explained that the ability for pupils to be taken on Nottingham City Transport for free during the school day was a huge help, as would having two minibuses in the next academic year.</p> <p>The Chair repeated her thanks for the fantastic governor monitoring that had been taking place and the impact that this was having.</p>	
<p>FGB3/22-23/18 END OF YEAR IMPACT STATEMENT</p> <p>The Clerk reported, although an end of year impact statement is not a requirement for maintained school governing boards, it is, however, good practice. It is a requirement for academies.</p> <p>The statement should explain how your governing board has fulfilled its responsibilities, particularly regarding the core functions and include:</p> <ul style="list-style-type: none"> • The governance arrangements in place. • The names and remits of any committees. • A record of attendance at board and committee meetings during the last twelve months, including governors who may have stood down from the governing board. • Evidence of the effectiveness and impact of the board and any committees. • Details of any challenges and how they have been addressed. • Details of governor training during the last twelve months. • Details of monitoring visits undertaken. <p>Governors agreed that Lesley Lyon would complete this over the summer holidays.</p> <p>A governor development committee meeting will take place virtually on Tuesday 12th September at 9.30 am.</p>	<p>LL</p>
<p>REPORTS TO GOVERNORS</p>	
<p>FGB3/22-23/19 LOCAL AUTHORITY REPORT AND DfE GUIDANCE</p> <p><u>DfE Guidance: Dealing with concerns and complaints.</u></p> <p>All maintained schools and maintained nursery schools must have and publish on the school website procedures to deal with all complaints relating to their school and to any community facilities or services that the school provides, for which there are no separate (statutory) procedures. The DfE have produced a model complaints procedure and model policy for managing serial and unreasonable complaints for governing boards to consider and adopt.</p> <p>https://www.gov.uk/government/publications/school-complaints-procedures</p> <p>https://www.gov.uk/government/publications/school-complaints-procedures/best-practice-advice-for-school-complaints-procedures-2019</p> <p>Governors are recommended to:</p> <p>Review and approve the draft complaints procedure and draft policy for managing serial and</p>	



<p>unreasonable complaints and ensure the details are publicised on the school website. In order to attempt to resolve complaints at the early-stage governors are encouraged to attend the dealing with concerns and complaints governor training.</p> <p>Governors agreed to review their current policies and documents.</p> <p><u>Determined admission arrangements for Nottingham City community schools, 2024-2025.</u> The purpose of this report is to inform governors of the determined admission arrangements for the school year 2024-2025. The Local Authority is responsible for determining the admission arrangements for community schools. Following consultation, a report was submitted to the Council's Executive Board on 21st February 2023, and the Board approved the admission arrangements for 2024-2025.</p> <p>Governors noted, the full report had been uploaded to GovernorHub.</p> <p>Action for governors: Note the determined admissions arrangements and oversubscription criteria for 2024-2025 set out in the report. Note the planned admission number for their own school set out in the table included. Note the timelines for the coordinated admissions process. Ensure that this information appears on your school's website during the 2023-2024 and 2024-2025 school years.</p> <p>Governors noted the report.</p> <p>Following a question on admissions numbers, the EHT confirmed that admissions numbers for next year were high but pointed out the big increase in pupils with complex needs and the work being done to support this.</p>	AD
FGB3/22-23/20 NST REPORT FROM SPRING 2023	
<p>For information only.</p> <p>The Executive Headteacher also highlighted that she was part of the NST working party that was looking at the impact and potential requirement for the trust to become an academy trust.</p>	
CONCLUDING ITEMS	
FGB3/22-23/21 SAFEGUARDING AND CHILD PROTECTION	
<p>There was nothing further to report.</p>	
FGB3/22-23/22 HEALTH AND SAFETY UPDATE	
<p>There was nothing further to report.</p>	
FGB3/22-23/23 EQUALITY INCIDENTS REPORTED SINCE THE LAST MEETING	
<p>There were no equality incidents to report since the last meeting.</p>	



FGB3/22-23/24 ARRANGEMENTS FOR CHAIR TO INSPECT SCHOOL RECORDS	
The Chair has inspected and signed the school records for Mellers and Nottingham Nursery.	
FGB3/22-23/25 CONFIRM DATES AND TIMES OF FUTURE MEETINGS	
<p>The following meeting dates were agreed: Autumn term 2023</p> <ul style="list-style-type: none">• Pupil progress committee – Thursday 21st September at 1.30pm;• Pupil and curriculum committee – Thursday 28th September at 1.30pm;• Finance committee – Thursday 9th November at 1.30pm;• Full governing board – Thursday 7th December at 4.00pm.	
FGB3/22-23/26 CONFIDENTIALITY AND COMMUNICATION	
<p>It was agreed that there were no further items be deemed confidential for the purpose of the minutes, apart from the item already listed as confidential within the agenda.</p> <p>The governing board retained the right to redact the minutes and documents considered should a request for access be received.</p> <p>Communication of the decisions made was considered, and it was agreed that the school would undertake all communication with the stakeholders.</p>	
<p>The meeting closed at 6.05 pm.</p> <p>Signed by the Chair:</p> <p>Date:</p>	



ACTION POINTS FROM THE MEETING

Reference	Action	Responsible	Outcome
FGB3/22-23/CI	Further staff exit questionnaires will take place with other staff that have recently left.	CM	
FGB1/22-23/12	WS to carry out attendance visit in the Autumn Term 2023.	WS	
FGB1/22-23/15	Terms of reference, delegations and committee memberships to be updated following governor resignations.	LL	
FG2/22-23/16	JW to undertake her one-day governor induction training.	JW	
FGB3/22-23/05	JW to feedback to emergency control, concerns around the lack of communication with schools after a major incident in Nottingham city centre.	JW	
FGB3/22-23/18	The governors end of year impact statement will be completed over the Summer holidays.	LL	
FGB3/22-23/19	The current complaints policies and procedures will be reviewed ahead of the Autumn Term.	AD	



ATTENDANCE AT MEETINGS 2022/2023

Governor Name	Autumn 2022					Spring 2023					Summer 2023			
	DEV 08.09	PPC 22/09	PCC 29/09	FC 9/11	FGB 7/12	FC 11/01	PPC 26/01	PCC 2/2	FC 16/03	FGB 29/03	FC 27/04	PCC 18/05	PPC 08/06	FGB 20/07
Lesley Lyon	Y	Y	Y	Y	Y	Y	Y	Y	Y	Apo ls	Y	Apo ls	Y	Y
Martin Smith	Y	Apo ls	Apo ls	-	Apo ls	-	Y	Apo ls	-	Y	-	Apo ls	Y	Y
Sue Blakeway	Y	Y	-	Apo ls	Y	Y	Apo ls	-	Apo ls	Apo ls	Y	-	Y	Y
Shamiso Abuka	Y	-	-	-	Res igned	X	X	X	X	X	X	X	X	X
Nathalie Bolofo	Apo ls	Apo ls	Apo ls	Apo ls	Apo ls	Apo ls	Apo ls	Apo ls	Apo ls	Y	Y	Y	N	Apo ls
Hannah Darko	Apo ls	N	Y	-	N	-	Y	-	-	N	-	-	N	N
Femi Folorunso	Y	-	Y	-	Y	-	-	Apo ls	-	N	Y	Y	-	Y
Amy Fuller	Apo ls	-	Apo ls	-	Y	-	-	Apo ls	-	Apo ls	-	Apo ls	-	Y
Aseel Kabeer	Y	-	Y	N	Y	N	-	Y	N	N	-	N	-	Y
Jo Kervick	Y	-	Y	-	Y	-	-	Apo ls	-	Y	-	Y	-	Y
Carol McCrone	Apo ls	-	-	Y	Y	Y	-	-	Y	Y	Y	-	-	Y
Celia Morris	Y	-	-	Y	Y	Y	-	-	Y	Y	Y	-	-	Y
Teeny Reid	Y	Apo ls	-	-	Y	-	Y	-	-	Y	-	-	Apo ls	Apo ls
Jenny Thomas	Y	-	-	-	Res ign	X	X	X	X	X	X	X	X	X
Amanda Dawson	Y	Apo ls	Apo ls	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Laura Patel	Y	Y	Y	Y	Y	Y	Y	Y	Y	Apo ls	Apo ls	Y	Y	N
Cllr Anne Peach	Y	-	-	N	Apo ls	Y	-	-	N	N	Y	-	-	N
Wendy Smith	Y	-	-	-	Y	-	-	Apo ls	-	Apo ls	-	-	-	Y
Janine Walker	-	-	-	-	-	-	-	-	-	Y	Y	-	Y	Y



Confidential appendix to the minutes of the summer term meeting held at the school on date and time

NURSERY UPDATE – STAFF MEMBERS TO LEAVE	ACTION
<p>Staff governors were asked to leave the meeting for this agenda item.</p> <p>The Chair explained that governors had previously approved a request from Laura Patel to undertake flexible working to support her family circumstances. This flexibility worked well for half a term but the Chair and Laura Patel met on June 8th to discuss this further. At this meeting, the Chair had explained that the Nursery was struggling to accommodate this flexibility but that it could be supported at the larger Mellers site.</p> <p>Following this a further meeting took place with the Chair, Executive Headteacher and Laura Patel in which it was agreed that Laura Patel's secondment to the Nursery should be ended with immediate effect and the flexible working should continue at Mellers. In addition to the staffing challenges created at Nottingham Nursery by this, there had also been concerns raised by staff in the Nursery staff survey, as well as concerns raised by NST around the general operation of the site.</p> <p>Thanks were offered to the HR Team that had supported the discussions around this and had put the secondment into place originally.</p> <p>Following this meeting, the Executive Headteacher and Laura Patel went to Nottingham Nursery and explained this to staff and Amanda Dawson took on the day-to-day leadership role at the Nursery. She is now splitting her time between Mellers and Nottingham Nursery with additional support from the other leaders at Nottingham Nursery.</p> <p>The Chair explained this situation has now been operating for 4 weeks and it was confirmed that during this time the situation at the Nursery had stabilised. Staff well far more settled and communication has improved.</p> <p>Laura Patel is undertaking compassionate leave until 4th September to continue to support her and her current family circumstances. Beyond this date, the compassionate leave will end, and Laura Patel will return to her position as Deputy Headteacher at Mellers, but she has currently indicated that at this point she will be considering flexible working.</p> <p>Celia Morris also confirmed that she had completed staff exit interviews which had confirmed the concerns raised around the operations at Nottingham Nursery. Further staff exit questionnaires will take place with other staff that have recently left.</p> <p>Governors also agreed that exit interviews for all staff should take place as a matter of course moving forward.</p> <p>Question – a governor asked if Laura Patel had indicated she might not return? The Chair confirmed that she hadn't indicated this.</p>	<p>CM</p>



Question – a governor asked if the flexibility working policy including the option of reducing hours?

It was confirmed that it did.

The Chair then concluded the item by highlighting that these changes would now require restructuring of the leadership team. A working party of Amy Fuller, Sue Blakeway, Celia Morris, Carol McCrone and Lesley Lyon will be formed to undertake this work.

