

MINUTES OF MEETING



**Nottinghamshire
County Council**

School: **Manor Park Infant and Nursery**
Meeting title: **Summer term meeting of the governing body**
Date and time: **Wednesday 9 July 2025 at 4.00pm**
Location: **At the school**

Membership
'A' denotes absence

A	Mrs J Alexander-Brown Mrs S Castle (chair) Ms D Driscoll Mrs T Evans Mrs D Finch
A	Mrs V Gilmore Miss S Hanson (headteacher) Mr N Herbert Mr A Meads Mrs J Morris Mrs C Taylor Mrs J Varley

In attendance
Mrs R Bower (SENCO) - left 5.25pm
Mrs H Dolby (nursery lead) – left 5.05pm
Mr T Fennell (deputy headteacher) - left 5.25pm
Mrs K Kelley (office manager)
Ms C Baird (clerk to governors)

		Action
GB/20/25	Apologies for absence	
	Apologies for absence were received and accepted from Mrs Alexander-Brown and Mrs Gilmore.	
GB/21/25	Declaration of interest	
	There were no declarations of interest, either direct or indirect, for items of business on the agenda.	
GB/22/25	Review of membership and terms of office ending in the next 12 months	
	There were no membership issues to note.	
GB/23/25	Approval of minutes of spring term meeting and any special governing body meetings	
	The minutes of the spring term meeting held on 22 April 2025, having been previously circulated, were confirmed and signed electronically by the chair.	
	<i>Review of actions</i>	
	There were no actions to review which were not covered by the agenda.	

		Action
GB/24/25	Receipt of minutes and approval of policies from committees and working parties	<p>Governors noted the minutes of the committee meeting held on 30 April 2025.</p> <p>There were no policies to approve.</p>
GB/25/25	Financial reporting	<p>Governors noted the budget reports which had been uploaded to Governor Hub.</p> <p>Governors' consistent financial reporting out-turn statement including the indented use of balances (BO2) return</p> <p>Governors approved the governors' statement and BO2 return, noting that the balances were committed to staffing costs.</p>
GB/26/25	Summary of headteacher's report and governors' questions and challenge	<p>The headteacher presented her report which had been previously circulated.</p> <p>The following aspects of the report were highlighted and discussed:</p> <ul style="list-style-type: none"> • Exit interviews with families when children leave the school. • Attendance – 93% whole school (95% when persistent absentees removed). Good systems in place to support attendance. • Staffing update, including redeployment of TAs in response to high level of children with complex SEND in school. Staffing to be further reviewed in November 2025 after October census and budget reforecast. • Nurture group for children with SEND. • Diversity and equality work. • Sports premium update. • Appraisal update, including headteacher's mid-year review. • QA – external visits and reviews noted, including diversity visit and QA visit reports – heavy scrutiny of staff but with consistent outcomes. • Refurbishment of outside area – see further discussion below. <p>Q: Are both the children who were persistently absent now off the school roll?</p> <p>A: Yes, as of 1 June 2025.</p> <p>Q: Is there any additional SEND funding which could be applied for?</p> <p>A: We have looked at applying for funding from the local authority for the enhanced provision unit – however, if this was funded by the LA then it would be led by them and could be opened up to children not from the school. In addition, it would have to be staffed using an external provider.</p> <p>Q: Does SEND funding cover one-to-one staffing?</p> <p>A: No. The overall cost for employing a care assistant is c£29,000 and the maximum HLN funding is c£14,000. The school has to pay the difference.</p> <p>Governors discussed the refurbishment of the outside area and the quote already received. Governors noted that £17,000 of DFC was available for the work but</p>

Action	
Head TE	<p>that this could not be spent on installation of equipment, which would have to come from the school budget. Governors approved the proposal that a piece of climbing equipment be installed as soon as feasible. Headteacher to seek two further quotes for the work. Mrs Evans to attend Parish Council meeting on 12 August 2025 to represent the governing body regarding the proposed donation to the school for play equipment.</p>

Data

Mrs Dolby gave a summary of F1 data, noting the significant increase in children now on track to achieve GLD and the positive impact of the weekly reading video for children.

Mrs Morris gave a summary of F2 data, noting the transient nature of the cohort, significant numbers of children with EAL and children with SEND and the impact this has on the data, with 55% of children currently on track to achieve GLD (most recent national figure 67%).

Q: How do the children in F2 who do not have SEND compare to national?
 A: They are broadly in line with national.

Q: Is there anything further which could be put in place to support the children with SEND?

A: Support and interventions are in place – however, a number of the children will never reach national, despite making significant progress.

In response to a governor question, Mrs Bower gave an overview of EHCPs and provision if a school cannot meet a child's needs.

Mrs Bower gave a summary of Y1 data:

- Reading – 70% ARE
- Writing – 60% ARE
- Maths – 71% ARE
- Phonics – 78% pass (national – 80%)

Mrs Bower stated that the cohort are on track to be at national by the end of Y2.

Q: Is the Y1 data communicated to parents on reports?

A: The phonics scores are included in reports.

Mrs Bower gave a summary of Y2 data:

- Reading – 69% ARE (national – 68%)
- Writing – 71% ARE (national - 60%)
- Maths – 73% ARE (national – 70%)
- Phonics resit – 88%

Mrs Bower stated that children had been streamed for maths during the summer term and that phonics interventions had had a positive impact. Mrs Bower stated that Y2 had taken the non-statutory SATS tests and that the data had been collected.

Q: How will the national average figure be calculated in future?

A: This is not known – Y2 SATS data is no longer collected and the last national figures available are from 2023/24. There is still an option to submit the data for analysis, so perhaps NCC will do this.

Q: Do you intend to continue with the non-statutory SATS?

A: Yes, they provide a good gauge and highlight any gaps. Parents have the option to opt their children out of the tests. The only statutory data which is submitted now are the early learning goals and phonics.

Q: How is the data recorded?

A: We record individual data for each child.

Mrs Bower left the meeting at 5.25pm.

On behalf of the governing body, the chair formally recorded thanks to Mr Fennell for his contribution to the governing body and the school.

Mr Fennell left the meeting at 5.25pm.

GB/27/25 Update on appraisal process and wellbeing for headteacher and staff

Included in headteacher's report.

GB/28/25 Information from the Corporate Director

Governors noted the following reports:

- *Education Improvement Service updates and Ofsted*
- *Building relational schools: attachment aware and trauma informed schools.*

GB/29/25 Academy status

There were no updates to note. Governors agreed to discuss further in the coming academic year.

GB/30/25 General Data Protection regulations – report from the DPO/information governance link governor

There were no GDPR issues to note.

GB/31/25 Receive report from the designated CLA (Children who are Looked After) teacher (presented at least once per year)

Included in the headteacher's report.

GB/32/25 Communication received and updates

From chair

None.

From headteacher

None.

From clerk - governor newsletter

Governors noted the summer term editions of the governor newsletter, available on Governor Hub.

		Action
GB/33/25	Approval of in-service training days (5) 2025-2026	
	Governors approved the following INSET days:	
	<ul style="list-style-type: none"> • Monday 1 September 2025 • Friday 17 October 2025 • Friday 19 December 2025 • Friday 13 February 2026 • Monday 27 July 2026 	
GB/34/25	Review of planning documents: delegation and organisation of committees	
	Agree committee structure and membership	
	There were no changes to the committee structure.	
	Scheme of delegation 2025/26	
	Chair to upload revised scheme of delegation for 2025/26 to Governor Hub for approval by all governors.	Chair/All
	Governors noted the annual planner and policy checklist for 2025/26. The chair stated that she and Mrs Gilmore were reviewing the annual planner to include governor monitoring visits and governor training. Headteacher to send school monitoring plan to chair.	Head
	There were no changes to link governor roles.	
GB/35/25	Pupil attendance	
	Included in headteacher's report.	
GB/36/25	Report from training co-ordinator of impact of training undertaken and review of governor training requirements (including safeguarding)	
	Governors were invited to attend whole-school safeguarding training, to be held via Teams on Thursday 9 October 2025 at 3.45pm.	All
GB/37/25	Review of governor monitoring visit reports	
	The following governor visits were noted:	
	<ul style="list-style-type: none"> • Assembly observation • School council • Sports day • Governor support on school trips • Informal governor visits into school 	
GB/38/25	Confirmation that the school website is compliant with the statutory requirements	
	The chair approved the public sector equality duty statement, to be added to the school website.	
	Chair to circulate updated list of link governor responsibilities for approval before uploading to the school website.	Chair/All
	Chair to complete website compliance checklist.	Chair

		Action
GB/39/25	Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account	

Governors **agreed** that the governing body had impacted on school improvement and held school leaders to account with questions, challenge and governor input on the following:

- School trips and visits.
- Pupil voice.
- Sports day.
- Playground renovation planning.

GB/40/25	Confirmation of meeting dates for 2025/26
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Committee meetings – all at 4.00pm
 Autumn – Wednesday 5 November 2025
 Spring – Wednesday 28 January 2026
 Summer – Wednesday 22 April 2026

FGB meetings – all at 4.00pm
 Autumn – Thursday 20 November 2025
 Spring – Monday 23 March 2026
 Summer – Wednesday 8 July 2026

GB/41/25	Determination of confidentiality of business
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No items were deemed confidential and all papers and reports to be made available as necessary.

The meeting closed at 5.55pm.

Signed



(chair) Date 20 November 2025