
School: Orchard Primary School
Meeting title: 2nd Summer term meeting of the governing body
Date and time: Monday, 21st July 2025 at 4.30 pm
Location: At the School

Membership
'A' denotes absence

	Ms A Prodger (Headteacher)
	Mr M Cordin (Chair)
A	Mrs P Underwood
	Mrs D Holmes
	Mrs A Hall
	Mrs S Johns
	Mr R Palfreman
	Mr J Price
A	Mrs A Tilstone
	Mrs E Lever

In attendance Mrs J Garbett (clerk to the governors)

GB/31/25	Apologies for absence	Action
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The chair advised that Mr Morrison had resigned from being a co-opted governor. The chair asked the governing body to be proactive in finding a replacement and whether anyone had any links with Ashfield School they could pursue.

It was agreed that AH will become the Safeguarding Link Governor in the interim.

Apologies for absence were received from Mrs Underwood (other commitment) and Mrs Tilstone (illness).

It was

resolved

that the governing body consents to these absences.

GB/32/25	Declaration of interest
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There were no declarations of interest, either direct or indirect, for items of business on the agenda.

GB/33/25	Approval of minutes of spring term meeting and any additional special governing body meetings
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The minutes of the meeting held on 24th March 2025 and 19th May 2025 having been previously circulated were confirmed and signed by the chair. RP advised that he had submitted apologies by text for the meeting on 19th May, the headteacher was not present to convey these apologies at the meeting.

Review of actions

GB/34/25 After consideration, it was **decided** that it was no longer necessary to send the letter regarding SEN funding. The headteacher was now involved in a forum and would be able to express opinions on SEN funding. **Action closed**

GB/34/25	The chair asked for the action to complete GDPR monitoring be deferred to autumn term	Action Chair
GB/34/25	The headteacher advised that she completed the H&S audit with the caretaker in her role as a governor. Action: RP confirmed that he will complete the H&S audit in autumn term.	RP
GB/34/25	The headteacher advised that they were tied into a photocopying lease until 2026. Other providers will be reviewed ahead of the next budget.	
GB/34/25	It was confirmed that LM had completed a safeguarding audit and there was an action from this to do pupil/staff interviews. He has since resigned and therefore this action will be completed with the new link governor.	
GB/39/25	The chair said the risk register would be reviewed at the same visit as the GDPR audit. Action deferred. DH said although she had done cyber security training through her workplace it was not suitable for us. It was noted that as the Chair had completed cybersecurity – so the recommendation for one member on the board with this training has been met. The headteacher said that the ESHAWH team can provide staff training and she will enquire whether this can be extended to include governors.	Chair
GB/41/25	The headteacher advised that the school has a contract with City for catering and she would be reluctant to change. All contracts are reviewed annually against other providers. Action closed.	
GB/41/25	The chair said the Complaints procedure had been reviewed, and he was satisfied with the schools current policy. The collaboration is looking into being able to work together when panels are required. Action closed	Head teacher
GB/43/25	AH confirmed that she had reviewed our policies, and they did align with the policy checklist. Action closed	
GB/46/25	EL confirmed that the skills audit had been circulated and governors were reminded to complete theirs if they had not done so already.	All governors

GB/34/25 Approval of policies

The Governing Body

Approved

The following policies

- Confidential Reporting/Whistleblowing Policy
- White Rose Primary Maths Calculation Policy – all year groups
- White Rose Primary Maths Calculation Policy – Nursery & Reception
- Neonatal Care Policy

Update from Working Party to review the digital communications policy

It was **noted** that LM chaired the working party and made the notes from the meeting. These had not been shared with other governors. **Action:** AH/Chair will ask LM for the notes from this meeting.

AH/Chair

GB/35/25 Financial reporting

Governors consistent financial reporting out-turn statement including the intended use of balances (BO2) return

The Governing Body **received and reviewed** the Committed Balances Statement, which had been circulated on GovernorHub prior to the meeting.

Governors **sought clarification** around the balances and the headteacher explained that the NCC Finance Officer had advised upon this, with the balance being incorporated in this year's budget.

The Governing Body

Approved

the governors out-turn statement including the intended use of balances (BO2) return.

The headteacher reported that there had been a fall in numbers since the budget was set and this will be considered at the re-forecast.

GB/36/25**Collaboration***Consider approving continuation in the collaboration*

The governing body discussed the benefits of being in the collaboration and **noted** that all the work Simon Thompson does is included in the cost. Writing support had been provided and staff benefit from collaborating with other schools.

The headteacher said budgets are tight and being in the collaboration was expensive. A governor **sought clarification** on the cost and how this was split between schools. They were advised that the cost is calculated per pupil and this amount had been factored into the budget for 2025-26. It was **noted** that ST had charged less this year for our visit and joint training has been arranged, which is usually of high quality.

After consideration, it the governing body unanimously

Agreed

To remain within the collaboration.

Update from collaboration meeting held 8th July 2025

There was no update provided as neither the Chair nor Headteacher was able to attend the meeting on 8th July 2025.

Governor network

The Chair updated on the governor network and has discussed how to move this forward with the other chairs. Governors were asked what would be an incentive for them to attend a meeting, and asked if is there a preference towards a venue or time?

After consideration it was concluded that weekday evenings after 6pm are preferred and there needs to be an inspirational topic.

The collaboration was also looking towards having a platform where governors can join together. A governor suggested using TEAMS. **Action:** The chair will report back and one of the chairs will look at whether TEAMS could be used.

Chair

There was nothing else the governors wanted to raise with the collaboration.

GB/37/25**Summary of headteacher's report and governors' questions and challenge**

The Governing Body **received and reviewed** the headteachers report, which had been updated since the last meeting to include outcomes.

Key items were brought to governors' attention as follows:

- SJ/CB are monitoring attendance and someone from the LA is coming to discuss attendance data in the autumn term. The headteacher stated that attendance is currently sitting at the national average.

- In terms of data, there are some good outcomes. A team was established last year to drive outcomes, which has proven successful as all KS2 results have improved; Our Combined Score is 53%, writing 60% (GD is improved at 2%). Phonics 83%, MTC 41 children scored 25.

Governor Challenge: - are we pushing enough to get the GD levels? The headteacher replied that we have achieved a good level of GD, but the challenge this year was to get children to meet ARE and staff worked really hard to achieve this. Moving forward, we will have a phase leader role in place, and this should impact positively on GD levels.

Further Governor Challenge: Is it expected that outcomes will improve next year? The headteacher replied that there is more need in that cohort, but we will work on this.

A strategic discussion entailed, and the governing body **challenged robustly** over every child achieving the best possible outcome. The headteacher summarised that as our school was moderated for writing this year, we are pleased with these results as they were secure judgements. Staff were new to Y6 last year, and although one member will go on maternity leave, there will be an experienced team as LC will move into Y6. There are also children included in this data that didn't sit their exams. I have confidence in the team.

School Improvement Plan (SIP) 2026-27

The headteacher advised governors that SIP targets have been set for the next academic year as follows:

1. Culture of continuous improvement (including behaviour and attendance)
2. Inclusion and belonging
3. Culture of inclusive practise

Phase leaders have been involved in a workshop with Simon Thompson and the document will be shared with governors when finalised.

**Head
teacher**

GB/38/25 Update on appraisal process and wellbeing for headteacher and staff

It was confirmed that Simon Thompson/DH/MC completed the headteachers appraisal on 14th July 2025 to conclude the process for 2024-25. The next meeting was arranged for 10th September to begin the 2025-26 appraisal process.

The headteacher confirmed that staff had completed reviews for this year's appraisal and meetings will be arranged in September for the new cycle. Simon Thompson has agreed to train phase leaders so they can do part of this work and thus reduce the headteachers workload.

GB/39/25 Information from the Corporate Director

The Governing Body **received and reviewed** the report from the Corporate Director in relation to the Education Improvement Service Updates and Ofsted.

The Education Improvement Service (EIS) focuses on partnerships to utilise funding and resources effectively, empowering schools for continuous improvement. EIS support levels are:

- Universal Support: Available to all LA maintained schools
- Targeted Support: Tailored to specific areas of improvement and unique challenges

- Enhanced Support: Intensive support for schools facing significant challenges, involving deeper intervention and ongoing monitoring

Ofsted updates (from September 2024)

- No single overarching grade: evaluations are made across sub categories
- Ungraded inspections (section 8) assess maintenance of previous standards
- Inspectors can suspend inspections for safeguarding issues
- Schools with 'requires improvement' judgements may undergo monitoring
- Schools with inadequate key judgments or ineffective safeguarding are placed in a formal category of concern.

A discussion entailed around the delays in implementing the Ofsted framework, especially as the school was entering their Ofsted window in Spring 2026 and are keen to know what they will be measured against.

The headteacher advised governors that the school receives targeted support from EIS. Kate Cumberpatch, the EIS advisor from the LA has visited to provide support and will return again in the autumn term, along with Sarah Quinn, an Early Years specialist.

A governor **raised** how does the new framework impact on us as governors and it was **acknowledged** that training is usually available beforehand. The chair said he provided governors with notes last time to help them prepare.

Building Relational Schools: Attachment Aware and Trauma Informed Schools

The Governing Body heard that Attachment Aware and Trauma Informed Schools has been developed by Nottinghamshire County Council Virtual School and Educational Psychology Service, who are committed to relational practice in schools to support behaviour and inclusion of all children, and wellbeing of staff.

The headteacher advised governors that her previous school was a relational school and Orchard already has a relational policy. She would like to do some training with staff, but it is costly. DH advised that through her work they are looking at developing Trauma and Attachment training and she will advise when it is available.

The governing body **asked** for this to be explained more to them. SJ explained how staff build upon positive relationships with children. Staff have done a lot of trauma informed training in the past, and we have 2 ELSA in place – one in each key stage.

DH left at 5.30 pm.

GB/40/25 Audit/risk register updates: (Data protection and Cyber Security arrangements etc.)

The chair said that a meeting will be arranged in the autumn term for GDPR monitoring, which will incorporate risk registers and cyber security.

GB/41/25 General Data Protection Regulations – report from the DPO/Information Governance Link Governor

DPO – Derbyshire Education Data Hub
IG link Governor – MC

The governing body **reviewed** the DP report and was advised that their contract with DEDH will not be renewed when it comes to an end. Discussions are being

held within the collaboration schools and Mark Watson may take a lead on this moving forward.

It was confirmed that there are no data breaches or subject access requests to report at this meeting.

GB/42/25 Receive report from the Designated CLA (Children who are Looked After) teacher (presented at least once per year)

The governing body **received and reviewed** the report from the designated CLA teacher, which had been uploaded onto GovernorHub. The headteacher said pupils have settled well and there is a positive picture for these children.

GB/43/25 Communication

From Chair

There was nothing reported under this item.

From Headteacher

There was nothing reported under this item.

From Clerk

The clerk drew governor's attention to the following articles in the latest newsletter, which is available on GovernorHub:

- Climate Action Plan – NGA have provided a guide to help boards start to look at putting a strategy in place to enable your school to implement sustainability initiatives.
- PE and Sports premium digital reporting form introduced for primary schools. Feedback from the headteacher was that the new tool is hard to use.

The governing body **noted** the content of the newsletters.

GB/44/25 Approval of in-service training days (5) 2025-2026

The governing body

Agreed

The INSET dates as follows:

- 1st September 2025 - Admin days
- 17th October 2025 - Talk for writing training
- 13th February 2026 - collaboration Inset
- 1st June 2026 - potentially report writing day
- 27th July 2026 - end of term and taken in lieu of twilights

GB/45/25 Review of planning document: delegation and organisation of committees

Agree committee structure and membership of committees and committee Chairs, as per the scheme of delegation

The Governing Body

Agreed

That the governance structure should remain the same with two governing body meetings each term, attended by all governors. This is supported by a separate pay committee (MC/AH/PU).

Approval of scheme of delegation 2025-2026
The Governing Body

Approved

The Scheme of Delegation/Decision Planner 2025-26, which had been circulated prior to the meeting through GovernorHub.

Note annual planner 2025-2026 to support agenda setting

The governing body **received and noted** the contents of the annual planner 2025-26, which had been circulated prior to the meeting on GovernorHub.

Review of and appointment to link governor roles

The link governor roles were confirmed as follows:

- Interim Safeguarding Governor (AH)
- GDPR & Cyber Security (MC)
- H&S (RP)
- SEND (PU)
- Finance & targeted support (JP)
- Training Co-ordinator (EL)
- SIP Priorities: leadership and standards (MC/AH)
- SIP Priorities: diversity and belonging (DH/JP)
- SIP Priorities: inclusion (PU/EL)

GB/46/25

Pupil Attendance

The clerk advised that attendance is now a standing item on the NCC agenda template. Governors need clarity within this discussion to meet their responsibilities and should ask leading questions on key items identified within the data provided at each meeting.

The governing body received the attendance data report, which had been circulated on GovernorHub prior to the meeting.

Governor Challenge: in the week 12-19th May attendance dropped by 6% - is there a reason why and did it go back up in June? The headteacher replied that this could be due to holidays as it was the week before half term.

Governor Challenge: FSM attendance is below national average – is there any concerns there? The headteacher replied that the school will monitor this closely.

Governor Challenge: PA is broken down by year group. One year group is 16% - why? The headteacher replied that this data would be due to specific children, one has been dealt with through the court and one child has now left.

Further Governor Challenge: Is it 2 children though – surely it is more? The headteacher highlighted a grey area for children off rolling and said they remain on the register but can be retrospectively removed after being added elsewhere.

The chair **challenged** that as governors we need to know this sort of thing when reviewing attendance data - to bring it into context. SJ said VYED is relatively new, and this will be looked at moving forward. Staff are still navigating the system and identifying what information is relevant. The headteacher added that

codes need to be accurate as this information forms a legal basis. Staff are following the policy and sending letters appropriately, although there has been some backlash from people who are not taking kindly to these letters.

Any late arrivals are communicated, and this has improved despite the backlash. We have offered meetings, and the breakfast club is available to support families.

Governor Question: what more can we do to improve on these figures? The headteacher replied that attendance codes will be reviewed to ensure staff are entering absences correctly.

Governor Question: Are we getting a level of honesty from parents about children's absence? SJ replied that this has improved, and it means that we don't have to make home visits etc when children have gone on holiday.

GB/47/25 Health and Safety

It was confirmed that the headteacher completed the Health & Safety audit with the caretaker. JB, our new caretaker who will complete an Induction and facilities management training, which will include IOSHH. We are fully compliant, and the new policy will be released in the autumn term.

RP **raised** that there was talk about the audit being computerised - has this happened? The headteacher replied that only 2 weeks ago the audit still referenced the folder, but it may move over at a later date.

Action: The headteacher will contact RP to arrange a date in the autumn term to complete the termly H&S assessment.

**Head teacher/
RP**

GB/48/25 Report from training co-ordinator of impact of training undertaken and review of governor training requirements (including safeguarding)

Governors were asked to complete the effectiveness tool on GovernorHub and return their completed skills audit to EL.

All governors

It was **acknowledged** that Ofsted training is available on 9th October and there is also a course offered around improving school attendance.

MC confirmed that he had updated his training record on GovernorHub as he had completed Safer Recruitment and GDPR for Governors courses since the last meeting.

GB/49/25 Review of governor monitoring visit reports

The headteacher proposed that governors visit as SIP teams next year and said she would review this for the autumn meeting when the SIP has been finalised.

GB/50/25 Confirmation that the school website is compliant with the statutory requirements

Governors were advised that websites must be complete and up to date as this is now a statutory requirement.

The headteacher advised that she had looked at the DfE's checklist and will review the website over the summer holidays to ensure that our website is fully compliant before the start of September.

A discussion entailed and governors encouraged staff to ensure information remains as static as possible, so that staff are not having to update the website constantly.

It was confirmed that governors had sent all the information required for their page. A member of staff is in the process of compiling a video for our website.

The headteacher concluded that this is a lengthy task and everyone has been tasked to get this sorted.

GB/51/25 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

The governing body had impacted on school improvement and held the school's leaders to account through:

- challenging on attendance data and the outcomes of the SATS
- Thought about the Ofsted framework, the readiness for inspection and training available for governors
- Reviewed the policy checklist against school policies
- Agreed to undertake the questionnaire to measure the effectiveness of the governing body.

GB/52/25 Confirmation of dates for 2025-2026 to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

The dates of meetings as follows:

- Autumn term 2025 – Thursday, 9th October 2025 at 4.30 pm
- Autumn term 2025 – Monday, 1st December 2025 at 4.30 pm
- Spring term 2026 – Thursday, 22nd January 2026 at 4.30 pm
- Spring term 2026 – Monday, 16th March 2026 at 4.30 pm
- Summer term 2026 – Monday, 11th May 2026 at 4.30 pm
- Summer term 2026 – Thursday, 16th July 2026 at 4.30 pm

GB/53/25 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 6.34 pm.

Signed  (chair) Date 9/10/25