

MINUTES OF MEETING



**Nottinghamshire
County Council**

School: Gotham Primary School
Meeting title: Summer term meeting of the governing body
Date and time: Wednesday 14 June, 2017 at 6.30pm
Location: At the school

Membership
'A' denotes absence

Ms G Aldridge (training co-ordinator)
Miss J Allen
Mrs H Lomas
Mrs L Dale (vice-chair)
Mrs H Trobridge
Vacant (local authority)
Mr A Higgins
Mrs L Butler
Dr C Kaylor (chair)
Mrs S Riley
Vacant (parent)
Mrs S Lymn-Brewin (headteacher)
Mrs V Morris

In attendance Mrs C Wilson (clerk to the governors)

GB/19/17 Presentations – Trip to the Houses of Parliament by RLAPP Action

Izzy and Finley, the Rushcliffe Learning Alliance Pupil Parliament representatives talked to governors about their trip to the House of Lords and House of Commons on the 19th May 2017. They saw the Queen's private entrance and her throne which is made entirely of gold. They learnt about democracy, debating and the laws – especially the ping-pong of legislation between the two houses of parliament. They took part in a debate in the school room where the surroundings can be altered to look like either the House of Commons (green seats) or the House of Lords (red seats). Later in the day, they saw Buckingham House, a statue of Winston Churchill and Big Ben. Governors asked questions and then thanked Izzy and Finley for their presentation.

Head boy and head girl presentation - new menu choices for school dinners

Ali and Amy told governors about the democratic way in which pupils helped choose some of the dinners on the school menu. All pupils apart from year 6 had a voting slip to vote for their favourites from choices for main courses and puddings for the autumn term. Governors asked about special menus, how many voted and whether the choices were from photographs or by tasting. They thanked the head boy and head girl for their presentation.

GB/20/17 Apologies for absence

There were no apologies for absence. All governors were present.

GB/21/17 Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

GB/22/17 Review of membership

Governors received and noted the governing body membership list, which had been previously circulated.

The list was showing a vacancy for a local authority governor and a parent governor. The parent governor position had been filled by Sarah Kennedy. As she wasn't shown, the headteacher would check that the school office had given governor services the information.

HT

The term of office for Mr Higgins would come to an end before the next meeting. Mr Higgins confirmed he would be willing to stand for election as parent governor again. Governors agreed the headteacher should start the election process at the beginning of the autumn term.

HT

The local authority vacancy was discussed. As the vacancy was unfilled for over 6 months, the governing body could begin to look for suitable candidates from the local community. The local authority governor specification was passed round and governors discussed local councils that might be approached and where adverts might be published. The chair said she would write a piece for Gotham News and write to suitable local [candidates](#)^[KC1].

chair

GB/23/17 Approval of minutes of spring term meeting

The minutes of the spring term meeting held on 1 March, 2017 having been previously circulated were confirmed and signed by the chair.

The chair took the governing body through the actions.

Review of actions

GB/07/17 Governing body health check

Ms Aldridge had analysed the results of the questionnaires and found the following areas showed lack of depth of expertise, although there were skilled members in these areas :

- Risk management
- Financial management
- HR issues
- Safeguarding and Prevent
- Preparation for Ofsted Inspection and oversight
- Self-review and organisational change
- Change management

Some of these can be remedied by training courses, especially GEL if the topic is factual, governor training sessions or participating on INSET day training.

The chair asked if there were any areas where the governing body was especially lacking training. Ms Aldridge said that someone might want to do training about chairing the governing body.

The chair said that 3 areas for all governors to train in would be:

- Financial management
- Safeguarding
- Ofsted Inspection

Miss Allen said that the INSET training in September would cover Safeguarding and Prevent could be done on-line. Ms Aldridge suggested governors attend the INSET day on 5 September at 9.00am.

all gobs

The chair asked when the next governor training list would be published. Ms Aldridge said that she will receive it in a month's time and will pass on to governors. **GA**

Governors discussed and decided that expertise in property matters was not an area for training as expertise could be obtained from the local authority property department.

GB/07/17 Safeguarding file audit

The headteacher said that this is normally carried out at the meeting with the safeguarding governor in the summer term. **LB**

GB/04/17 Chair of Strategic Development and Pupils Committee

Mr Alan Higgins was nominated as chair of the committee. Governors

resolved

Mr Higgins be chair of the Strategic Development and Pupils Committee.

GB/07/17 SIP and SEF on a page

The chair confirmed governors now have the information.

GB/08/17 MAPA to be added to Behaviour Policy

The Behaviour policy is due for review in September and MAPA will be added then. **SDP**

GB/16/17 Telephone voting

This has been considered and governors decided not to allow telephone voting by governors not at committee or full governing body meetings.

GB/16/17 GovernorHub

Only two governors had not signed in to the system and were given helpful advice by governors already using the system.

GB/16/17 Appointment of QA governor for headteacher appraisal

Governors considered the requirements of the role and

resolved

to appoint Mrs Dale QA governor.

GB/24/17 Receipt of minutes and approval of policies from committees and working parties

Strategic Development and Pupils Committee

At the recent meeting of the committee, the headteacher talked about the school data.

There were no matters arising. Ms Aldridge asked if she could be sent a copy of the minutes, as she is not on the committee. The new chair promised to sort this out. When GovernorHub is up and running they will be posted there and all governors will be given access. **AHChair**

Finance, General Purposes and Personnel Committee

Mrs Lomas reported on the meeting held on 17 May highlighting:

- ratification of the year end governor statement

- Overspend to be carried forward
- Draft 2017/2018 accounts approved and submitted to the LA
- Staffing
- BACs to be used for payments to suppliers

There were no matters arising.

GB/25/17 Financial reporting

Approval of school budget
Approval of Schools financial value statement (SFVS)
Governors consistent financial reporting out-turn statement including the intended use of balances (BO2) return

These items had been delegated to the Finance, General Purposes and Personnel Committee and did not need approval at the full governing body meeting.

GB/26/17 Headteacher's report

The headteacher's report had been previously circulated. At the meeting she also circulated a chart of 2017 – 2018 Curriculum time allocations, a summary of the findings of the Curriculum Monitoring Staff Meeting which included an evaluation of the process and the Pupil Premium Strategy Statement for 2016 – 2017 which had been compiled by Ms Allen.

She explained to governors that there has been close monitoring of the Foundation subjects to check they are covering the national curriculum and also the levels of attainment. The headteacher explained how whole school activity can cover more than one curriculum area eg Art week, Environment week. Next year there will be a Dinosaur week. Governors asked about the split of topics, noting that there was no computing shown for year 3 in the autumn term. The headteacher explained why this was.

Ms Allen advised governors that sports day would be split between KS1 and KS2 this year.

Pupil Premium Strategy
 Governors noted the extra information contained about research which underpinned the school's approach to spending Pupil Premium monies. Ms Allen explained the difficulties in monitoring the effects of spending the money as the money was allocated in the financial year, whereas results are based on the academic year.

Mrs Lomas asked if a similar report was available for the Sports Grant. The headteacher said it had been completed by Ms Hargreaves and is on the school web-site.

Mrs Trobridge asked about the BGS visit. The headteacher explained the format and said it was very much enjoyed by the pupils.

Governors asked about the exclusions and if the headteacher had the resources she needed to deal with the challenging behaviour. The headteacher explained about the help and guidance that she had already received and the plans for improving TA staffing to continue to support the children.

GB/27/17 Update on appraisal process for headteacher and staff

The headteacher reported to governors that the summer term review is approaching. For one of the targets the INSET day arrangements didn't deliver

what was required, but further training has been received from the Educational Psychologists on Restorative Conferencing which has been very powerful. Mrs Riley has been in touch about the summer term review, but the SATs data is needed to complete the picture. This year the Teaching Assistants have been part of the appraisal process and targets have been set from the School Development Plan.

The chair, headteacher and Mrs Riley have decided that it is time to change the headteacher appraisal external advisor as per best practice guidelines and will be looking at other advisors with a view to appointing in the autumn term.

**chair,HT,
SR**

GB/28/17 Information from the Corporate Director for consideration and action

Competency Framework for Governance

- Governors should consider which areas of the framework are most important in the context of their own school and use these:
 - to consider any particular challenges faced by their governing body
 - to inform the governing body's recruitment and development
 - to review the effectiveness of the governing body

Governors noted the report. They were currently carrying out a self-audit process.

Construction Work in Schools – A Guide to Self-Managed Projects

- Consent
- Asbestos management
- Appointments
- Client Brief
- Pre-construction Phase
- Construction Phase
- Health and Safety File
- Safeguarding of Pupils

Governors noted the report. They had used the LA team for their recent projects and felt they would continue to take this approach.

Keeping Children Safe in Education

The clerk outlined the actions that governors should take.

1. For maintained schools and academies who purchase the NCC HR services from 1/4/2017, Governors should:
 - a) read the letter sent to all schools on 12 April 2017 Safer Working in Schools April 2017 update;
 - b) ensure school safeguarding policies and arrangements are reviewed with the head teacher periodically and at least annually at an appropriate governing body meeting;
 - c) ensure required safer recruitment checks have been undertaken for all staff, volunteers and governors so that the school Single Central

Record (SCR) is complete and accurate;

- d) check that staff responsible for the appointment of new employees and volunteers and the administration of the SCR fully understand what information should be checked and how it should be recorded;
- e) put in place arrangements for the governing body to review, consider and approve updates to the following new and revised documents:
 - Recruitment and Selection policy (revised April 2017)
 - Recruitment and Selection Guidance (revised April 2017)
 - Code of Practice on the English Language Requirement for Public Sector Workers (New Document April 2017)
 - School Disciplinary Procedure – Part 2 Managing Allegations of Child Abuse against School Staff (revised April 2017)

Governors noted these requirements and the link governors would be carry out their termly duties in this respect.

GB/29/17 Communication

From chair

Governor Day

The chair said that a doodle poll had been undertaken and the governor day will take place on Wednesday and Thursday next week, 21 and 22 June. She took down lists governors who wanted to attend each day. Mrs Morris will be the conduit for governors to talk to TA's on the day. The headteacher will allocate link governors to teachers.

From clerk – Governor Newsletter

The clerk highlighted the following items from the two summer term issues of the Governor Newsletter:

- Governors how do you look after your headteacher
- Apprenticeship Levy
- Emergency planning
- Rochford Review
- Changes to constitutional arrangements – removing governors
- Fischer Family Trust webinars
- Nottinghamshire Safeguarding Children Board web-site

The clerk also asked governors to note that from September 2017, all governor services information will be included on GovernorHub and will no longer be e-mailed out to governors. If any governors are having trouble logging on they should contact their school office or governor services on 0115 804 0728.

GB/30/17 Approval of in-service training days

The headteacher explained the training being undertaken on each of the proposed INSET days:

Tuesday 5 September 2017 - safeguarding
Wednesday 6 September 2017 – First aid
Friday 20 October 2017 – literacy
Friday 16 February 2018 – RLA training day

Monday 4 June 2018 – report writing

Mrs Lomas asked if support staff will get training on these days. The headteacher said that for some groups, both TA's, midday supervisors and support staff, they will share the teacher's training eg First Aid and other training will be available through the RLA.

GB/31/17 Review of delegation and organisation of committees

Governors discussed and preferred to look at this item at the autumn term meeting. The clerk would add to the agenda.

agenda

GB/32/17 Report from training co-ordinator including review of governor training requirements for 2017/18

This had been dealt with under item GB/23/17.

GB/33/17 Staff and succession planning

The headteacher announced that she will be 60 in March 2019 and will be looking to retire at the end of that school year. In terms of succession, there are several options and approaches. She intends to begin work to form proposals and would like the governing body make preliminary considerations in the autumn term.

GB/34/17 Governor monitoring reports

The summer term visits will take place next week.

GB/35/17 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Mrs Dale compiled the following points for governors to consider:

Impact on outcomes

- Chair of SDP committee appointed
- Steps taken to try and get a LA governor
- 2017-2018 Budget set by the Finance Committee
- Curriculum monitoring staff meetings were held
- Governors looked at Pupil Premium Strategy Statement
- Restorative Justice is to be used with staff being trained in how to use it

Holding leaders to account

- Governors felt they needed more information on Safeguarding, so were invited to the briefing with staff in September
- Governors asked if there should be an explanation sheet/note with curriculum tome allocations
- Catchment areas – governors asked if Gotham is the 2nd choice for East Leake children
- Is there a statement available for Sports Funding?
- Why was the year 6 support post re-advertised?
- Has the appraisal process been successful and what steps have been taken to find a new person to undertake the headteacher appraisal?
- Do support staff have INSET training?
- Two INSETs are literacy based, why no maths?

GB/36/17 Confirmation of dates for 2017/18

The governing body

agreed

Autumn term – Wednesday 11 October, 2017 at 6.30pm

Spring term – Wednesday 28 February, 2018 at 6.30pm

Summer term – Wednesday 13 June, 2018 at 6.30pm

GB/37/17 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 8.00pm.

Signed(chair) Date