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| **MINUTES OF MEETING** | | NCC-l-head-black |
| **School:** | **Gotham Primary School** | |
| **Meeting title:** | **Spring term meeting of the governing body** | |
| **Date and time:** | **Wednesday 28 February, 2018 at 6.30pm** | |
| **Location:** | **At the school** | |

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| Membership |  | Ms G Aldridge (training co-ordinator) |  |
| ‘A’ denotes absence |  | Miss J Allen |  |
|  |  | Mrs H Lomas |  |
|  |  | Mrs L Dale `(vice-chair) |  |
|  |  | Mrs H Trobridge |  |
|  |  | Mr A Higgins |  |
|  |  | Mr A Howard |  |
|  | A | Mrs J Walker |  |
|  | A | Mrs L Butler |  |
|  |  | Dr C Kaylor (chair) |  |
|  |  | Mrs S Riley |  |
|  |  | Mrs S Lymn-Brewin (headteacher) |  |
|  |  | Vacant (staff) |  |

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| **Not in attendance** | A | Mrs C Wilson (clerk to the governors) |

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|  | Mrs Lomas took the minutes in the absence of the clerk due to heavy snowfall. |  |
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|  | **Pre-meeting presentations** |  |
|  | Kacey and Laurel (head boy and head girl) presented on attendance matters. |  |
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|  | Georgia and Oscar on the Rushcliffe Learning Alliance Pupil Parliament. They had recently visited to experience local government at Rushcliffe BC. |  |
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|  | Governors thanked the pupils for their presentations. |  |
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| GB/01/18 | **Apologies for absence** | **Action** |
|  | Apologies for absence were received from Mrs Butler, Mrs Walker and the clerk, Mrs Wilson. Mrs Lomas offered to take notes for the minutes to be transcribed by the clerk into the usual format. |  |
|  | It was |  |
|  | **resolved** |  |
|  | that the governing body consent to these absences. |  |
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| **GB/02/18** | **Declaration of interest** |  |
|  | There were no declarations of interest, either direct or indirect, for items of business on the agenda. |  |

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| **GB/03/18** | **Review of membership** | |  |
|  | Mr Higgins was welcomed to the meeting and appointed as the new LA governor.  All of the paperwork had now been completed by Governor Services and approved at their committee meeting,(having been proposed and approved by the school’s governing body). He is awaiting a final approval letter which can now be issued.  It was noted that Victoria Morris was still listed as a staff governor on governor despite her leaving the GB and school in 2017.  Governors decided to refer any other matters to the next meeting in the absence of the clerk. | |  |
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| **GB/04/18** | **Approval of minutes of autumn term meeting** |  | |
|  | The minutes of the autumn term meeting held on 11 October, 2017 having been previously circulated were confirmed. Official copies would be available to be signed at the next meeting. | **agenda** | |
|  | *Review of actions* |  | |
|  | *GB/44/17 Documents to be uploaded to GovernorHub*  The chair will upload various paperwork to GovernorHub. Monitoring of minutes will be reviewed at a later date.  The chair will re-arrange the way that the minutes and agendas are organised within the hub to make things easier to find and access. |  | |
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|  | *GB/52/17 Ofsted training*  Ms Aldridge had arranged Ofsted training for the whole governing body on 25 January 2018, as courses had not been available in the autumn term. |  | |
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| **GB/05/18** | **Receipt of minutes and approval of policies from committees and working parties** |  | |
|  | Governors decided to present the minutes of sub-committees at the next sub-committee meetings as drafts were not yet available. |  | |
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|  | *Health and Safety* |  | |
|  | Governors noted that the issues with the boys’ toilets had not yet been resolved. |  | |
|  | Access pathways to the daily mile are due to be installed in the near future. |  | |
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|  | *Headteacher Appraisal* |  | |
|  | The first part of this has been completed and is due for its mid-term review with the HT appraisal governors. |  | |
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|  | *Approval of policies* |  | |
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|  | There are no policies for review. |  | |
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| **GB/06/18** | **Headteacher’s report** |  | |
|  | The headteacher presented her report which had been previously circulated, if a little late. |  | |
|  | Governors discussed in detail the exclusion and the effects on attendance. |  | |
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|  | Staff changes including maternity cover were also discussed. |  | |
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| **GB/07/18** | **Approval of** |  | |
|  | *School budget* |  | |
|  | *Schools Financial Value Standard (SFVS approved within the F & GP meeting* |  | |
|  | *Year end re-forecast – within the next F&GP* |  | |
|  | The above items were delegated to the Finance and General Purposes and Personnel committee, as the next meeting of full governors is not due until after the SFVS and budget deadlines. | **FGPP** | |
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| **GB/08/18** | **Policy update – to approve policies referred from the previous meeting or committee meetings** |  | |
|  | There were no policies to update. The Anti-bullying policy is in process of being re-drafted through the local authority governor services antibullying lead and there is now a need to consult with staff and parents.  The Complaints Policy will also be updated to include a protocol of process for governors to adhere to (See next item). |  | |
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| **GB/09/18** | **Communication** |  | |
|  | *From chair* |  | |
|  | *Complaints* |  | |
|  | The chair reported she had received a complaint about inconsiderate parking from school neighbours. She will contact the local Councillor about the issue. |  | |
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|  | The chair advised that due to number of complaints, she has decided to attend complaints training (22 March 2018) and develop a protocol for managing complaints within the complaints policy. The revised complaints policy will need to be ratified at the next meeting. | **agenda** | |
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|  | *Governors health check* |  | |
|  | The chair produced her report, highlighting the need for more input from stakeholders, especially monitoring visits, consulting and evidence recording.  Governors  **resolved**  the report be referred to the Strategic Development and Pupils committee | **SDP** | |
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|  | *From headteacher* |  | |
|  | Nothing to feed back. |  | |
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|  | *From clerk*  *Governor Newsletter* |  | |
|  | The clerk minuted the following articles from the January 2018 edition of the governor newsletter:   * Annual Governors’ Conference Saturday 10th March at Eastwood Hall * School Complaints – make sure your complaints policy is fit for purpose * School website – is it compliant? * Safeguarding articles – do you use the Whole School Child Protection Policy template? * The role of the Safeguarding Link Governor * Legal Services advice on parent support groups and the use of social media |  | |
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| **GB/10/18** | **Report from training co-ordinator including review of governor training requirements for 2018** |  | |
|  | Ms Aldridge reported on the Ofsted preparation training received on 25 January. |  | |
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|  | Governors discussed future training and decided that the training co-ordinator should try to arrange ‘Managing Change’ incorporating succession planning and shaping the future. Ms Aldridge to liaise with the headteacher to arrange a suitable date. | **GA** | |
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| **GB/11/18** | **Governor monitoring visits** |  | |
|  | The next sessions of monitoring visits would be on 5 and 6 of June. | **all govs** | |
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|  | *Sports premium* |  | |
|  | Mr Howard presented his research report on sports premium and sugar tax payment. A copy is attached to the minutes. |  | |
|  | A detailed discussion took place on street dance, drumba and swimming. Mr Howard will feed back to the governing body in 12 months’ time. |  | |
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|  | *Rushcliffe Learning Alliance* |  | |
|  | The chair said that the Alliance wanted more involvement of governors. This would be an opportunity for governors to decide what they want from the organisation. Chairs would feed back. |  | |
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| **GB/12/18** | **Evidence of governing body impact on school improvement and review of how the governing body has held the school’s leaders to account** |  | |
|  | *School Improvement* |  | |
|  | * Headteacher appraisal has taken place and mid-year review about to. * Progress on school development plan * Parents to be consulted about the anti-bullying policy * Chair to undertake complaints training * Governor Health check considered * Ofsted training completed |  | |
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|  | *Leaders held to account* |  | |
|  | * Governors invited to staff meetings * Health and Safety issues followed up * Effectiveness of teachers appraisals * Questions how agency staff costs affect the budget * Questions how maternity costs accounted for * Is individual monitoring taking place where appropriate with staff * Question about parental support of high needs pupils * Anti-bullying policy * Impact of pupils’ mobile phone usage at home and at school * Request for details of RLA meetings |  | |
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| **GB/13/18** | **Confirmation of date for 2018** |  | |
|  | The governing body |  | |
|  | **agreed** |  | |
|  | Summer term – Wednesday 13 June , 2018 at 6.30pm |  | |
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| **GB/14/18** | **Determination of confidentiality of business** |  | |
|  | It was |  | |
|  | **resolved** |  | |
|  | that the governing body membership list, confidential sections of the headteacher’s report and confidential sections of minutes be deemed confidential but all other papers and reports be made available as necessary. |  | |
|  | **The meeting closed at 8.40pm.** |  | |

Signed .................................................................(chair) Date ........................................