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| **MINUTES OF MEETING** | NCC-l-head-black |
| **School:** | **GOTHAM PRIMARY SCHOOL** |
| **Meeting title:** | **Summer term meeting of the governing body**  |
| **Date and time:** | **11 May 2019 at 6.30 pm** |
| **Location:** | **At the school** |

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| Membership |  | Mrs. G. Aldridge |
| ‘A’ denotes absence |  | Miss J. Allen |
|  |  | Mrs. L. Butler |
|  |  | Mrs. L. Dale |
|  |  | Mr. A. Higgins |
|  | A | Mr. A. Howard |
|  |  | Dr. C. Kaylor |
|  |  | Mrs. H. Lomas (minutes) |
|  |  | Mrs. S. Lymn-Brewin |
|  |  | Mrs. S. Riley |
|  |  | Mrs. H. Trobridge |
|  |  | Ms. J. Walker |

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| **In attendance**  |  | - |

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| GB/73/19 | **Apologies for absence**  | **Action** |
|  | Apologies for absence were received from Mr Howard and Mrs D Gabbitas(clerk). |  |
|  | It was |  |
|  | **Resolved** |  |
|  | that the governing body consent to this absence. |  |
| **GB/74/19** | **Declaration of interest**  |  |
|  | There were no declarations of interest, either direct or indirect, for items of business on the agenda. |  |
| **GB/75/19** | **Review of membership** |  |
|  | The clerk highlighted the following vacancies on the governing body: |  |
|  | **Staff Governor** **Vacancy** – The new Deputy is to replace the staff governor vacancy. |  |
|  | The clerk brought to the attention of governors the following end of term of office: |  |
|  | * Ms. G. Aldridge, Co-opted Governor – To re-stand
* Miss J. Allen, Co-opted Governor – To attend as Headteacher from the Autumn term
* Mrs. L. Dale, Co-opted Governor – To re-stand
* Mrs. H. Lomas, Co-opted Governor – To re-stand
* Mrs. H. Trobridge, Co-opted Governor – Not to re-stand

It is necessary to appoint two additional governors in line with the governors’ constitution. Suggestions were made of two people who could be approached to be invited to stand as governors. Mr Higgins to speak to these people. If they are not willing to stand then a formal advert needs to be placed before the end of June.The chair thanked those who agreed to stand for a further term and to Mrs Trobridge for all her hard work during her term of office. |  **AH** |
| **GB/76/19** | **Approval of minutes of spring term meeting** |  |
|  | The minutes of the spring term meeting held having been previously circulated, were confirmed and signed by the chair following an amendment re governors reaching the end of their terms. |  |
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|  | ***Review of actions***All actions from the previous minutes have been actioned. |  |
| **GB/77/19** | **Receipt of minutes and from Special Meetings held (Head Teacher Recruitment)** |  |
|  | The Chair reported on the meetings for the appointment of the Head Teacher and the Deputy Head Teacher. |  |
| **GB/78/19** | **Receipt of Minutes and approval of policies from Committees and Working Parties :**  |  |
|  | Verbal reports were presented for the meetings of the F&GP, SDP, Strategy and Health and Safety committees. See minutes and reports of the meetings.Governors re-ratified the amendments on the Attendance Policy with regard to attendance of less than 92% no longer having sickness authorisation automatically authorised.The school website is to be maintained as a temporary site until the new site is agreed. Estimated cost of £360 and is expected to be completed by 20 June 2019.Governors ratified the approval of the school budget for 2019/20. |  |
| **GB/79/19** | **Head Teacher’s report**  |  |
|  | The Head Teacher presented her final report, which had previously been circulated and uploaded to GovernorHub.The Head Teacher brought to the attention of governors the consistent and persistent hard work of Mrs Cox in relation to attendance management. The governors expressed their thanks to Mrs Cox for all her hard work.The Chair expressed thanks to the Head Teacher for her final report and all the hard work during her time as Head Teacher. |  |
| **GB/80/19** | **Update on appraisal process for Head Teacher and staff** |  |
|  | This is an on-going process on a two year cycle. The final meeting for the Head Teacher will be on 17 July. The process will be completed by the new Head Teacher.The staff appraisal process will be a modified form of the Jesse Grey model.  |  |
| **GB/81/19** | **Information from the Corporate Director and Chair for consideration and action** |  |
|  | The complaints policy to be referred to the next academic year for approval.GDPR – The Deputy and the Office Manager have recently attended training that identified policies to be re-ratified. GDPR roles are to change in September following staff changes. The process will become more streamlined.A report has been received from Kate Cumberpatch of her assessment of the school in her role of School Improvement Officer.Two governors newsletters presented including details of the new Ofsted Framework.New Governors’ Handbook is online.The revised curriculum plan was presented and discussed.  |  |
| **GB/82/19****GB/83/19****GB/84/19****GB/85/19** | **Report from designated LAC teacher**Nothing to report.**Approval of Inset days**30 August – Fire regulations 2 September – Safeguarding/GDPR/Health and Safety18 September – Family Inset new curriculum Ofsted24 February – Rushcliffe School Association teaching curriculum22 May – Report writing dayFire awareness can be completed on line for those not in full time employment.**Delegation and organisation of committees**To be considered in the spring term in conjunction with the policy checklist.**Training co-ordinators report**There was good attendance on the in house training event held at the school entitled ‘How to support and challenge’Additional courses are detailed on Governorshub. |  |
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| **GB/86/19** | **Governor monitoring visits**Mrs Riley – Phonics visit. Rewarding to see the progress in the books in year 1.* Health and safety training and review of attendance.

Mrs Aldridge – Maths and problem solving discussionsMr Higgins – SATS invigilation* Website feedback

Dr Kaylor – Book look for year 2 and 6 –challenge by choice* Meeting re assessment data

Mrs Lomas – Single central record |  |
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| **GB/87/19** | **Evidence of governing body impact on school improvement and review of how the governing body has held the school’s leaders to account** |  |
|  | **Impact on Improvement :** * Could labels be put on outside of classrooms following reorganisation? Yes
* Will transition days be in new classrooms? Yes
* What has happened to the sibling of excluded child? Still here.
* How will Ms Austin be replaced? Mixture of sport and French. Art element to be taught by all.
* Should complaints procedure be reviewed? Yes new term.
* Audit of pupils records. 5 recommended but school looks at all open cases.
* Has the school considered using My Concerns? Yes
* Do governors review Single Central Record? Yes
* Are the 3 phonics lessons done by the same children the same each day? No

**Leaders to Account :** * Plans are underway to improve the school website.
* Actions to be taken to fill governor vacancies.
* Doctors notes to be obtained for attendance less than 92%.
* Attendance policy ratified.
* Illness being logged on bespoke letters
* Visits in school from different faiths.
* Pupil premium discussed
* Pupil progress reviews have been adapted and adopted.
* Two teaching staff to be involved in each curriculum area.
* Governors attended recent training session.
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| **GB/88/19** | **Confirmation of date for 2019** |  |
|  | The Head Teacher to circulate future meeting date. | **SLB** |
| **GB/72/19** | **Determination of confidentiality of business**  |  |
|  | It was  |  |
|  | **Resolved** |  |
|  | that all papers and reports be made available as necessary, with the exception of discussion around confidential staffing matters.  |  |
|  | **The meeting closed at 8.30pm.** |  |

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

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