

MINUTES OF MEETING

School: Gotham Primary School
Meeting title: Autumn term meeting of the governing body
Date and time: Thursday 10th October, 2019 at 6:15pm
Location: At the school

Membership

'A' denotes absence

Janette Allen
Natalie Danylevych
Jennifer Walker
A Andrew Howard
Cath Kaylor
Sarah Riley
Louise Butler
Gill Aldridge
Helen Lomas
Linda Dale
Allan Kerr

In attendance Heather Mooney (clerk to the governors)

GB/73/19 Apologies for absence Action

Governors attended a 15-minute presentation from the head boy and girl on house points. Governors asked the children questions and were impressed with their confidence and knowledge about the new house point systems. The children were described as eloquent by governors also.

GB/74/19 Apologies for absence were received from Andrew Howard

It was

resolved

that the governing body consent to these absences.

GB/75/19 Declaration of interest

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

Review and sign Register of Business Interest/Declaration of Eligibility

The RP1 and 2 forms were signed and filed within the school

New staff governor Allen has filled in a new form.

Review and sign Governor Code of Conduct

Governors signed the code of conduct and these will be stored within the school

GB/76/19 Review of membership

The clerk highlighted the following vacancies on the governing body:

Natalie Danylevych was introduced as a new staff governor through the election process. Her term of office began on Tuesday July 16th 2019.

Allan Rutt introduced himself and explained that he has previously been a governor at the school. Since then he has as a school business manager and retired in February. He feels that his skills would be useful to the school at this time. He left the room and was

elected unanimously

onto the governing body as a co-opted governor with the term of office of four years.

Upon his return the governing body introduced themselves to Allan.

Ends of term of office

Louise explained that she doesn't want to remain on the governing body after the end of her term of office which is due to finish on 14th December 2019. The headteacher confirmed that she will hold parent governor elections in the new year to fill this vacancy. Louise was thanked for her contribution to the governing body and the Chair highlighted the deadline for the safeguarding audit which must be sent back to NCC before the 20th December and asked if Louise would be able to complete this before her end of term of office in line with her link governor role with safeguarding. Louise said she would ensure the safeguarding audit is complete.

Link Governor roles:

Governor link roles were reviewed and these will be placed on GovernorHub by the chair.

Helen Lomas as reviewed and signed the single central record on her last link visit to the school.

Last year there was a sport link governor as there is sports grant money and parent governor suggested that she is a link governor for this. There were some complaints regarding sports day from parents and the link governor could help resolve these and improve the sports day in the future. Ian discussed how to get parents involved in the organisation. Fundraising was identified as something that can be utilized as part of this.

Committee Update

Governors pointed out that the committee membership should be displayed on the website and governors asked if it is there. The Headteacher said that this will be updated on the website.

Allan was invited to attend both committees until he decides which would be would like to be a member of.

Headteacher**GB/77/19 Determination of term of office for chair and vice-chair**

Following discussion governors

resolved

the terms of office for chair and vice-chair should be one year until the autumn term meeting 2020

GB/78/19 Election of chair

The clerk took the chair and asked for nominations for the office of chair. Dr Kaylor was nominated. There were no other nominations. Dr Kaylor left the room.

Governors

resolved

unanimously to elect Dr Kaylor chair of the governing body for one year until the autumn term meeting 2020.

Dr Kaylor returned to the room and the clerk advised her of her election. Dr Kaylor took the chair.

GB/79/19 Election of vice-chair

Mrs Dale was nominated for the position. There were no other nominations. Mrs Dale left the room.

Governors

resolved

unanimously to elect Mrs Dale vice-chair of the governing body for one year until the autumn term meeting 2020.

Mrs Dale returned to the room and the clerk advised her of her election.

GB/80/19 Approval of minutes of summer term meeting

The minutes of the summer term meeting having been previously circulated were confirmed and signed by the chair.

Review of actions

(GB/75/19) Spoke to Lewis and made an appointment but this was cancelled.

GB/81/19 Receipt of minutes and approval of policies from committees and working parties

Finance

Helen Lomas gave a summary and explained that the finance meeting has not taken place however she has attended the school to look at the budget re-forecast. The minutes from the last meeting are available on GovernorHub.

AOB – contract changes

SDP

SDP minutes will be reviewed at the next committee meeting.

Sarah Riley updated the governing body on health and safety. She explained that the process is being streamlined and the Headteacher will be taken along for a

faster resolution of actions. Rachel will also get the report so that she can complete actions. 12th November is the next scheduled walk around.

Pupil Premium

Governors have attended a staff meeting to look at barriers to learning for PP and what can be done to overcome these. The action plan has been reviewed and a monitoring visit also took place where the action plan was explained in more details to governors. It was suggested that PP leaders and governors should meet termly and the EIO will be visiting in the summer. The executive functions spreadsheet is being kept up to date.

Connie Ratchet expressed that governors need PP training. Governors discussed the training and asked for some school-based training. The Headteacher will research options.

Phil Unsworth was praised for his delivery on Ofsted.

Headteacher

GB/82/19 Financial reporting

Schools Financial Value Standard (SFVS) and the Year-end re-forecast will be reviewed at the next meeting of the finance committee.

GB/83/19 Headteacher's report

The headteachers report was made available on GovernorHub prior to the meeting and was reviewed. The Headteacher highlighted the following areas for discussion:

Numbers on roll

There are 185 children on roll currently and the out of catchment children numbers were highlighted.

Governors stated that the LA have previously completed a review which states that that the school has a low level of low deprivation. This is based on the catchment area, and it was **agreed** not to be a good view of the demographic of the school as there are many children out of catchment.

Some children have left the school this term and more children are due to leave. Governors were told that this is nothing to do with the school but are personal reasons.

Staffing

Staffing was reviewed and the Headteacher explained that since the report has been created there has been a change in the kitchen which has resulted in some unhappiness. Some planned support has been cut. Governors **asked** if this is going to be ok and if the kitchen staff have enough support and if they are changing the way things are cooked, i.e. increasing the amount of processed food, to meet the demands. The headteacher explained that the decision has been based on the amount of lunches served, which is 80 lunches a day, however sometimes more meals than this are served. The headteacher explained that this would increase the pressure on the kitchen and she was concerned about this.

Staff absence

A midday is due to have an operation and is off sick, TA are covering this. Maternity leave has been advertised for to cover the deputy Headteachers absence. The advertisement has been flexible to increase the amount of interest and is asking for two assistant headteachers rather than 1 Deputy Headteacher. These positions will be advertised for internally and alongside the advertisement for a TLR for the English department also internally. Governors asked if there is an appetite for this in the school and they were told that there is more appetite for people sharing the responsibility of the leadership roles.

Attendance

The headteacher explained that there have been any requests for holiday forms. A text was sent out trying to discourage parents from taking their children out on holiday.

Governors asked how many children have had holidays and are they being fined and the headteacher said that they are being fined adding that one child is due to be off during SATS week. The school is aware of this as the parent has informed the school that they have a holiday booked during this period. The headteacher confirmed that the parent will be fined for this and the holiday will not be approved.

Overview of Data that follows

- FS2 have improved but still below national
- Year 1 and 2 phonics improved, above national
- Year 2 improved in all subjects reading below national, maths and writing above national. The split in reading and the girls are lower achieving than the boys in reading.
- Year 6 – extremely worrying, attainment has improved except greater depth maths. The headteacher highlighted that the resilience in tests was a weakness. a discussion was held and the headteacher said that the EIA visited and witnessed this in class. Louise was asked how resilience was taught in her school and she said the same issues are had and that there isn't anything she can add that Gotham aren't already doing. The children have a practice for the exams but the pressure of the day significantly effects them. Governors asked if this be focused on through sports "no one is ever a loser".

Resilience is already linked with the house points and children are awarded when they show resilience. The children are scared of failure. Growth mindset was also discussed.

- There is an opportunity within the curriculum to engage with independent learning.
- Our progress scores are all well below average

SDP

Pupil Premium

the data shows that PP children across school are performing below non-PP, particularly in reading. It shows that current reading strategy for PP children is not effective. More Details on this can be seen in the PP strategy evaluation on GovernorHub.

Marta Kenny (Teacher) is in the process of writing the new PP strategy which should already be on the website, however, Marta needs time to get to know the children and work out the best appropriate strategy.

Looked After Children (LAC)

There are no LAC children in school but there are two children in post looked after or adopted from care (AFC)

Curriculum Intent

Governors were told that the new OFSTED framework will be placing a much greater emphasis on the broader curriculum and will be doing 'deep dives' into subjects. Part of the requirements are that there should have the curriculum intent, implementation and impact on the website. The "Intent" element was reviewed.

SDP

The EIA has advised the Headtacher look at the areas for development; resilience and cultural diversity were given as examples.

The Chair highlighted the new Ofsted framework and the changes to governor responsibilities.

Staff Wellbeing Survey

A work, wellbeing and healthcare questionnaire was shown to governors and the headteacher explained that staff are being asked to fill this in and return it to her. The form can be anonymous but staff are encouraged to put their names on the form so that any issues raised can be dealt with. This was **praised** by governors. Can be anonymous.

Governor Questions

Governors **asked** what the headteacher thought the priorities were. She responded explained that the main priority in her mind is making progress. Progress is being made across the school however ensuring that the progress that has been made in KS1 is maintained through KS2. A discussion was held and the house point review and changes to how rewards are given to children could help. Getting more house points for behaviours which show resilience. Attitude, perseverance and resilience.

GB/84/19 Update on appraisal process for headteacher and staff*Confirm external appraiser*

The external appraiser was confirmed to be Phil Unsworth.

Confirm/appoint appraisal governor

Sarah and Linda are the appraisal governors and the first part of the appraisal process has been held.

GB/85/19 Receive headteacher's annual report on whole school appraisal process and consider/ratify headteacher pay recommendations for all staff*Review Appraisal policy in line with recommended changes from HR Provider*

This will be reviewed at the Pay committee.

Ensure effective appraisal arrangements for all staff are in place

This is underway but is largely finished. The headteacher confirmed that these will be completed by the end of October.

**Pay
Committee**

GB/86/19 Information from the Corporate Director for consideration and action

The clerk highlighted the corporate directors reports:

- Ofsted Inspection Framework and updates and implications for governors
- Contextual Safeguarding
- School Appraisal Policy, School Pay Policy, Teachers Pay Award and other HR updates.
- Off-rolling in School and academies
- Reduced timetable

The governor actions for each report were highlighted and governors were encouraged to read through the reports.

GB/87/19 Safeguarding information for consideration and action

Assurance of statutory safeguarding arrangements in Nottinghamshire Schools, colleges and independent providers – letter from Cheryl Stollery dated June 2019

Governors formally noted the letter from Cheryl Stollery.

Safeguarding Children in Education: self-audit tool 2019-20 plus supporting guidance

Louise has been previously asked to take responsibility for this and reiterated that she was happy to complete this.

GB/88/19 Receive report from Data Protection Officer and Information Governance governor

The Deputy Headteacher is the current DPO and she is due to leave for maternity leave in the new year, a succession plan is in place to ensure there is a DPO in the school. Andy is reviewing the DPO form and there were no breaches to discuss since the last meeting.

Agenda

GB/89/19 Communication

From chair -The new Ofsted framework

Governors were encouraged to read the corporate director report and the new framework. And at the strategy meeting this will be discussed.

The Ofsted parents feedback event is on 26th November 6:00pp. Governors were asked to attend.

Governors asked for the admissions review and asked for this to be on the website.

From headteacher

The Education Improvement advisor, Jane Gibbons, has been at the school and the headteacher explained that she has a gentle approach but can deliver hard messages well. She is coming back to do some observations. Governors said this was a positive thing for the school.

From clerk – Governor Newsletter first autumn term edition

The clerk has highlighted some articles throughout the meeting, specifically, Resilience, Ofsted.

She drew attention to the upcoming governor conference and told the governing body that they were entitled to two spaces. Allan said that he would like to attend. Andy will be asked if he would also like to go.

GB/90/19 Report from training co-ordinator including review of governor training requirements for 2019/20

The training coordinator explained that all existing courses have been re-written in line with the new Ofsted framework, and some new courses have been made available. One of these courses is called “External accountability” and is specific for Ofsted.

Pupil Premium training for staff will be checked and investigated to see external training can be sourced.

GB/91/19 Governor monitoring visits

Governor monitoring visits are being reviewed and governor days will not be taking place any more as it was decided that it is better for governors to come in separately and meet the link teachers.

Linking governors with classes was discussed as this will help to build better relationships with children, staff and parents and provide them with a better understanding of what governors. The Clerk advised that this is done in several smaller schools and has worked well in building an open line of communication between governors and the school and enables governors to hear stakeholder views.

GB/92/19 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Leaders challenged:

- If the LA description of school deprivation level is based on the school catchment area or the area that our children come from,
- If the school cook can manage with the cut in hours suffered by the kitchen and whether this would mean a change to the meals.
- If the headteacher had any thoughts on replacing the deputy headteachers post and leadership role during her maternity leave.
- How many fines were issued to parents taking holidays during school time.
- Practice tests – are these done in the same way as the actual test?
- Could house points be linked to resilience?
- Do parents know about the lack of resilience in the school?
- Your spreadsheets on “executive function” what will be done with them
- Where does the Headteacher see her priorities.

Governors also discussed:

- Governor specific training for Ofsted and Pupil Premium.
- The Headteacher's appraisal has been completed.
- Sports day will be re-vamped.
- A strategy meeting amongst governors will be held.
- Attendance has improved in the school.
- Resilience will be a primary target.
- The school improvement plan and intent are being written and tweeted
- Governors allocated toles of responsibility
- A health and well-being questionnaire will be carried out.
- Teacher appraisals will be completed by the end of October.
- Post Ofsted meeting will be held on 26th November 2019 at 6:00pm.

GB/93/19 Any other business

Discussion can be found in the confidential section of the minutes

“Kids Teach Parents”.

Parents were invited into the school to be taught by their children. Phonics was taught in KS1 and Rainbow Grammar in KS2. This worked well and it created a positive atmosphere. The headteacher was asked to develop a Process for reflection and review and get parent feedback from this event. Getting feedback was discussed and the governor who attended said that she can identify who attended and approach them for feedback.

Parents understanding of Governors Roles

Governors discussed ways of informing parents who the governors are. The headteacher said that a newsletter can be created and sent out to parents at the start of the year. Governors highlighted that they don't know the parents or children and in the past governors have had this relationship.

Communication to Parents.

Communication to parents has been identified as something which needs making clearer, specifically in relation to behaviour in classes. Staff are trying to report more clearly to parents with 'bump' notes being sent home with more details to explain what has happened and if it needed a resolution/ was resolved.

This has added a level of transparency to communication and governors praised this, asking if there going to be a quantifiable outcome for this. The headteacher will report back on this at the next meeting of the full governing body.

GB/94/19 Confirmation of dates for 2020

The governing body

agreed

Spring term – 23rd January, 2020 at 6:15pm

GB/95/19 Determination of confidentiality of business

It was

resolved

That discussions from GB/93/19 – AOB would be placed in the confidential section of the minutes

The meeting closed at 8:52pm.



E/Signed

(chair) Date 29 September, 2020

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