

MINUTES OF MEETING



School: Gotham Primary School
Meeting title: Summer term meeting of the governing body
Date and time: Tuesday 15 June 2021 at 6:15 pm
Location: Virtual meeting via Teams

Membership

A Miss N Danylevych
Ms Gill Aldridge
Mrs Linda Dale
Mrs Marta Kenny
Mr Allan Kerr
Mrs Emma Ault
Mr Andrew Howard
Mrs Clare Payne
Mrs Sarah Riley
Mrs Jennifer Walker (Chair)
Miss Janette Allen (Headteacher)

'A' denotes absence

In attendance

Susan Beasley (clerk to the governors)
Anne McCartney (observer)

GB/18/21 Apologies for absence Action

Apologies for absence were received from Mrs Dale.

It was

resolved

that the governing body consent to this absence.

Mrs Payne was not yet in attendance at the meeting.

GB/19/21 Declaration of interest

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

GB/20/21 Review of membership

The clerk highlighted the following vacancies on the governing body:

There is one co-opted vacancy and one Local Authority vacancy on the governing body.

The clerk brought to the attention of governors the following end of term of office:
Parents Governors

- Mr Andrew Howard – 29th September 2021
- Mrs Jennifer Walker – 29th September 2021

The headteacher confirmed that she had diarised the need for a parent governor election by the 29th September.

The chair explained that Anne McCartney was present to observe as she was interested in joining the governing body, The chair made brief introductions.

Mrs Payne joined the meeting at 6.40pm

GB/21/21 Approval of minutes of Spring term meeting

The minutes of the spring term meeting held on 9th March 2021 having been previously circulated were confirmed and signed by the chair.

Review of actions

P2 – The chair had not yet produced eligibility criteria for the LA governor vacancy.

P2 – The chair had looked at advertising the membership vacancy on Inspiring Governance and was awaiting a response.

P2 – The headteacher was aware of the need for a parent governor election before 29th September 2021.

P2 – The headteacher had issued Declaration of Interest forms to governors to sign and return.

P2 – The clerk had shared the Declaration of interest download from GovernorHub.

P2 – Mrs Ault and Mrs Payne had not found suitable times to book onto induction training and would look at dates in the Autumn term.

P2 – The headteacher had asked the office manager to assist governors struggling with Educare log in and collate completed training certificates.

P3 – Finance decisions made at the FGPP committee would be ratified at this meeting.

P5 – Mrs Payne had arranged to meet with Mrs Kenny to review RSHE.

P5 – Mrs Payne, Mrs Walker and the headteacher had reviewed the Foundation classroom set up.

P9 – Mr Kerr met with the headteacher to create a role description for the business manager role.

CP&EA

GB/22/21 Receipt of minutes and approval of policies from committees and working parties

Review of actions

The minutes of the **Finance and General Purpose Committee** meeting held on 15th March 2021 and 19th May 2021 were confirmed as a true reflection of the meeting.

The matters arising from the minutes will be addressed in a later item. The committee were next due to meet in the Autumn Term.

The minutes of the **Strategic Committee** meeting held on 11th May 2021 were confirmed as a true reflection of the meeting.

There were no matters arising for the Full Governing Body from the minutes and committee were next due to meet in the Autumn Term.

All actions from the committee meetings were in progress or complete.

The Strategic Development and Pupils Committee were due to meet on the 8th July 2021.

GB/23/21 Financial reporting

Schools Financial Value Standard (SFVS) 2020-2021

The Finance Committee had reviewed the SFVS and recommended for approval at FGB at the meeting in the Autumn term. The finance committee had discussed and understood any variances in the benchmarking element of the document. The SFVS had been submitted by the school to NCC Schools Finance Team before the deadline of 28th May 2021.

Governors retrospectively ratified the SFVS 2020-21

Approval of school budget 2021-22

The finance committee had reviewed and recommended for approval the 2021-22 school budget. The budget had been submitted to NCC Schools Finance Team. The chair of the finance committee explained that staffing scenarios for 6 and 7 classes for 2021-22 had been discussed and a 6.5 class scenario was decided upon.

Governors retrospectively ratified the 2021-22 School Budget

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

The Governors out-turn statement was reviewed at the May 19th meeting of the Finance Committee. The committee recommended approval to the full governing body. The chair of finance reported that the surplus for 2020-21 was £107,000 decreasing over the next 3 years to a deficit of £9,000 in 2024. The chair of finance added that reserves now totalled 12% of revenue and was considered too high.

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

Approval of services for schools/review of contracts.

Renewal of contracts and service agreements had been considered at the Finance committee. Governors were informed that there had been no major changes to the services provided to school and best value had been sought by the school.

Governors agreed they were kept informed on the financial status of the school and were aware of the financial headlines of the school.

GB/24/21 Headteacher's report

The headteacher circulated her headteacher's report in advance of the meeting and asked governors if they had any questions regarding its content, or comments to make.

Staffing

Governors noted the staffing changes for 2021-22 and asked if recruitment was now complete. The headteacher explained that another appointment had been confirmed today and an advert for a part time TA would be placed next week.

Governor queried if all staff were now back in school. The headteacher confirmed that they were and commented that the nature of staff absence reflected the pressure felt by the unusual working conditions of the last 18 months.

Governors gave thanks to staff for the commitment and resilience shown during this period.

Pupil Attendance

Governors questioned the improved whole school attendance and asked if this was a like for like comparison on the previous year. The headteacher said not, that the method of recording absence had changed since the previous lockdown, but these were the only figures available.

Governors asked if the school were working with the persistently absent pupils to improve their attendance. The headteacher gave an overview of those pupils identified as persistently absent and the work school were doing to support them.

Governors questioned if support from external agencies would help in some cases, the headteacher replied that the situation was being monitored and if necessary Early Help referrals could be made. The headteacher informed governors that protocol had been changed to improve the contact with parents. The headteacher explained that again the data was not comparable with the previous year as figures were taken over a shorter period and therefore every day of absence had an increased percentage impact.

The headteacher highlighted that overall absence and persistent absence at the school were still below national averages.

Governors noted that attendance had markedly improved in recent years.

Governors suggested that school should review the attendance policy, explain the analysis of the attendance data to parents and explain the consequences of non-attendance both now and in future school and work life to children.

Pupil premium

The headteacher had shared the pupil premium strategy with governors before the meeting.

Governors thanked the headteacher for the document and explained that they had found it useful to see where there funding was being spent. The headteacher informed governors that recording of funding allocation will be further split out to make the impact of spending clearer in the future.

Catch up funding

Governors queried if the delivery of catch up provision was taking the class teacher away from the whole class and impacting on the children's classroom experience. The headteacher explained that teachers had concentrated on identifying the gaps in knowledge and where possible tailored delivery to incorporate that knowledge whilst remaining in a whole class scenario. The headteacher reported that gaps varied from child to child dependant on their lockdown experience and teachers were adapting their teaching to address the gaps for their classes.

Other sections from the headteacher report were discussed and minuted during other items in the agenda.

GB/25/21 Governor monitoring visits

The clerk reminded governors that this is a key function of the governing body and details of remote or virtual visits should be recorded.

Mrs Ault had been involved in the Arts and Design & Technology enterprise week in school. Visiting years 1,3 and 6. She commented that it gave her a good insight into the progression of the subject.

Mrs Ault had also attended the Teaching Comprehension inset day. She remarked that the presentation was good, and it was good to note that staff in school were already familiar with the concepts as they were already using them in class. Mrs Ault noted that staff were now fine tuning the techniques.

Mrs Ault had visited a PE lesson, she commented that she would need to see more to populate a useful report.

Mrs Riley had met with Mrs Dale and the SENDCo to discuss SEND provision. Parents of SEND children had shared their thanks for the support of staff. The SEND action plan for 2021-22 was discussed and the current focus on transition. Mrs Riley confirmed that she had another meeting scheduled to review pupil progress in July.

Mrs Riley also had monitoring reviews arranged for Geography and History in July. Mr Howard had met with the headteacher to discuss the delivery of French and would arrange to observe lessons when it was possible.

Mr Howard had worked with year 4,5 and 6 pupils coaching at the cricket club and had joined the children on their nature walks and commented that the children had impressed him with their wildlife knowledge.

Mrs Walker and Mrs Payne had visited the Foundation unit, Mrs Payne had used the Ofsted report to measure the changes made and would like to return to see the delivery of phonics.

Mrs Dale and Mrs Walker had discussed Pupil Premium strategy and data, Mrs Walker explained that it was a good opportunity to focus on pupil premium children per class and it was encouraging to see clear direction and ambition for the funding and pupils.

The headteacher thanked the various governors who had been involved with recruitment in the last term.

The chair thanks governors for their contributions and asked governors to post their monitoring visit reports.

All gobs

GB/26/21 Update on appraisal process for headteacher and staff

Appraisal governors, external advisors and quality assurance governors were confirmed and minuted at the Autumn term FGB meeting.

A review date for the headteacher appraisal was set for 6th July 2021. Previous reviews had been completed.

The headteacher informed governors that the mid-term appraisal reviews for teaching staff would be completed week commencing 5th July 2021.

The headteacher confirmed that appraisal for teaching assistants had been completed and as a result TA's had received well-being training.

GB/27/21 Information from the Corporate Director for consideration and action

The [Nottinghamshire SEND Strategic Action Plan 2021-2023](#) was approved by the County Council and key partners including the Nottinghamshire Parent Carer Forum, Nottingham and Nottinghamshire Clinical Commissioning Group (CCG) and Bassetlaw CCG earlier this year.

The Action Plan outlines how the SEND partnership in Nottinghamshire will deliver the Nottinghamshire SEND Policy's vision for Nottinghamshire to be a place where *children and young people with Special Educational Needs and Disabilities (SEND) will be safe, healthy and happy, have a good quality of life and opportunities to fulfil their aspirations, develop their independence and make a positive contribution to society.*

The SEND Strategic Action Plan sets out the priorities for Nottinghamshire under key areas for development as identified in the Nottinghamshire SEND Policy:

- SEND Partnership
- SEND Provision
- SEND Systems
- SEND Achievement
- SEND Workforce
- SEND Communication.

Action for governors

Governors play a key role in supporting the implementation of the SEND Strategic Action Plan in schools. To do this they should ensure that:

- The school's approach to supporting children and young people with SEND is consistent with the values and principles of the Nottinghamshire SEND Policy.
- The school's own SEND Policy considers the County Council's SEND Policy's vision and values or is updated.
- The school is inclusive and use the [graduated response](#) (for further information please follow this link and click on SEN Support) for children and young people with SEND.
- The EHCP annual reviews undertaken in school are centred on the needs of the child or young person and actively involve parents / carers and children and young people wherever possible.

GB/28/21 General Data Protection Regulations – report from the DPO/Information Governance Link Governor

Miss Danylevych was confirmed as DPO and confirmed that, as discussed at committee, there had been no Data Breaches, Freedom of Information Requests or Subject Access Requests.

Governors thanked Miss Danylevych for her report.

GB/29/21 Receive report from the Designated LAC teacher (presented at least once per year)

The headteacher had included the LAC report in the headteacher's report. It identified the LAC status of the child and gave a brief insight into the progression made by the child.

GB/30/21 Policies

The headteacher shared the following policies with governors in advance of the meeting to review and comment.

- Managing Allegations Policy

The headteacher explained that the policy had been updated inline with updates to the Keeping Children Safe in Education guidance.

- Equality Policy

The headteacher explained that this was a guidance document, it gave an update on terminology. The headteacher reported that it was a HR policy, to give information on the process of equality.

GB/31/21 Communication

From chair

There was no communication from the chair.

From headteacher

There was no communication from the headteacher.

From Clerk

The clerk highlighted the following items in the Summer term Governor Newsletters.

- Safeguarding news, counter terrorism information and pathway to provision update. Resources for parents
- NAGs updates: AGM information and actions
- Webinar training equality is everyone's business- understanding racism- important for governor to understand how to promote healthy cultures in schools
- Chairs networks and new to governance networks dates in newsletter.
- Nuffield Early Language Intervention- help to schools available
- Governors Pupils premium responsibilities
- Governors assessment and reporting duties,
- Schools cyber security information DfE to launch tool next year to help school measure their security.
- Children's' centre referrals- support available
- Education Trust Board vacancy for a governor- information in the newsletter
- HR updates: updated whistleblowing procedure, Early Careers Framework, Job evaluation scheme reminder for all staff
- Learning and development survey.

GB/32/21 Approval of in-service training days

The headteacher discussed potential dates for in-service days at the meeting.

The proposed dates are;

- 31st August 2021 – Administration Day
- 1st September 2021 – First aid training
- 10th September 2021 – Mental Health and Well-being

- 6th June – Report writing

The headteacher stated that there was 1 further inset day to determine around the October half term, this day would be used for Maths development and would be confirmed when the training was booked.

Governors discussed the merits of the proposed dates and training opportunities to staff.

Governors approved the inset days proposed.

The clerk advised that the headteacher should publish the approved dates for parents now, then once the final date was confirmed publish that also.

GB/33/21 Review of delegation and organisation of committees

The governance documents have been brought back in line after deferral last year due to covid. The clerk reminded governors that the format of the documents remains unaltered from last year to help governing bodies to update for the upcoming year

Agree committee structure and membership of committees

It was agreed that all committee constitution remain the same for 2021-22

Approval of scheme of delegation/decision planner 2021/22

The chair agreed that they would review the document and share with governors for approval.

Chair

Note annual planner 2021/22 to support agenda setting

Governors noted the document.

Policy checklist 2021/22 – statutory policies for schools

Governors noted the document.

Appointment/re-appointment of link governors

It was agreed that all link roles remain the same for 2021-22.

GB/34/21 Report from training co-ordinator including review of governor training requirements (including safeguarding) for 2021/22

Mrs Aldridge gave further information about the NCC governor training and development opportunities and informed governors that the Summer term courses were almost fully booked.

Mrs Aldridge advised the governing body that she would review the training needs of governors in the Autumn term.

GB/35/21 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

- In the support and recognition of work done in school.
- In discussions around governor recruitment, training and determining skills gaps.
- In discussions around pupil absence.

- In the monitoring of pupil premium and catch up funding.
- In determining the financial considerations of class structures and supporting with resulting recruitment.
- In the financial scrutiny performed and effective information flow to keep all governors informed
- In monitoring visits completed and organised
- In the annual review of governance documents

GB/36/21 Confirmation of dates for 2021/22

The governing body

agreed

Autumn term 2021 – Tuesday 12th October 2021 at 6.15pm
Spring term 2022 – Tuesday 8th February 2022 at 6.15pm
Summer term 2022 – Tuesday 14th June 2022 at 6.15pm

GB/37/21 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)

Date12th October 2021.....