

MINUTES OF MEETING



School: Gotham Primary School
Meeting title: Spring term meeting of the governing body
Date and time: Tuesday 8 February 2022 at 6:15 pm
Location: Virtual meeting via Microsoft Teams

Membership

'A' denotes absence

Miss N Danylevych (staff)
Ms G Aldridge (co-opted) (training co-ordinator)
A Mrs L Dale (co-opted) (vice chair)
Mrs M Kenny (co-opted)
A Mr A Kerr (co-opted)
A Dr A McCartney (co-opted)
Mr A Howard (local authority)
Mrs E Ault (parent)
Mrs L Mills (parent)
Mrs C Payne (parent)
Mrs S Riley (parent) (acting chair)
A Mrs J Walker (parent) (chair)
Miss J Allen (Headteacher)

In attendance

Mr D Hutchinson (clerk to governors)

Action

GB/01/22 Presentation from head boy and girl

The headteacher introduced the head boy and head girl to the governors and they presented what they had learnt on a year 6 trip which had taken place on 4 February 2022.

The head boy and head girl informed that 'warning zone' was an interactive life skills centre and that they had learnt about fire safety, electrical safety, street safety and digital safety.

A governor asked where this had taken place and what had been the best learning things experienced by the group.

The head boy and head girl informed that the trip was to Leicester and that they liked how it had linked the school and their goals to the activities.

A governor asked what one thing was taken from the trip which they had not known about before.

The head boy and head girl informed that it was crawling rather than walking through smoke in a fire and not taking shortcuts through unknown areas.

A governor asked whether the head boy and girl would recommend similar trips for other pupils.

The head boy and head girl confirmed that they would recommend it and what they learnt was useful.

A governor asked what was different about this trip.

The head boy and head girl informed that it taught them about what they might experience in the future through different activities, not just one activity.

The headteacher informed that one of the objectives of 'warning zone' is to prepare pupils for secondary school.

A governor asked if there were any other activities.

The head boy and head girl informed that there was also a water zone, road zone, train zone and construction/site zone.

A governor asked about the water zone.

The head boy and head girl informed that it taught about not going into places where there were no lifeguards and about things being underwater which you couldn't see.

A governor asked what they had learnt about digital safety.

The head boy and head girl informed that they learnt about what they shouldn't post on-line.

The headteacher informed that the school had received funding for the trip and that it was part of the curriculum in readiness for the next stage of pupils' education and development.

A governor **commented** that being interactive the pupils will remember it long into the future.

A governor **commented** that it was useful that the pupils were able to experience a different environment and learn life skills.

GB/02/22

Apologies for absence

Apology for absence was received from Mrs Dale (vice chair).

It was

resolved

that the governing body consent to this absence.

Apology for absence was received from Mr Kerr.

It was

resolved

that the governing body consent to this absence.

Apology for absence was received from Mrs Walker (chair).

It was

resolved

that the governing body consent to this absence.

Dr McCartney was unable to join the meeting due to a virtual meeting invitation error.

It was

resolved

that the governing body consent to this absence.

Due to the chair and vice-chair both being absent from the meeting

It was

resolved

that the governing body consent to Mrs Riley acting as chair for this meeting.

The clerk confirmed that the meeting was quorate.

GB/03/22 Declaration of interest

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

GB/04/22 Review of membership

The clerk confirmed that there is full membership within the constitution and no vacancies. He confirmed that the next end of term of office will be in July 2023.

GB/05/22 Chair and vice-chair succession planning

Mrs Riley (acting chair) asked all governors to consider whether they would like to take on the role of chair or vice-chair in the future and to let Mrs Walker know their intentions so that succession planning and training can take place.

ALL

GB/06/22 Approval of minutes of autumn term meeting and any special governing body meetings

The minutes of the autumn term meeting held on 12 October 2021, having been previously circulated, were **confirmed** by the governing body as accurate and reflected the discussions which had taken place. They were electronically signed by the acting chair.

Review of actions

GB/39/21 – Review and sign, Register of Business Interests, Governor Code of Conduct and KCSiE September 2021

	Action
The acting chair reminded all governors to complete their declarations.	ALL
The headteacher confirmed that she would run reports from GovernorHub and contact any governor with any gaps in their declarations.	HT
 <i>GB/43/21 – chair and vice-chair succession planning</i>	
Please refer to agenda item GB/05/22.	
 <i>GB/21/21 – Induction training for governors</i>	
Mrs Ault informed that she has booked on the training for 28 March 2022.	
Mrs Mills confirmed that she would book on the training.	LM
Ms Aldridge confirmed that she would signpost Dr McCartney to the training.	GA / AM
 <i>GB/45/21 – Skills matrix</i>	
The acting chair informed this was being completed and is on the current agenda.	
 <i>GB/45/21 – Governor monitoring visits</i>	
The acting chair noted this as an item on the current agenda and ongoing.	
 <i>GB/46/21 – SFVS 2021-2022</i>	
The headteacher informed that this is on the agenda for the finance meeting on 15 March 2022 and will be brought to the next FGB meeting.	Agenda FGB summer 2022
 <i>GB/47/21 – Taking holidays in school term</i>	
The headteacher confirmed that she would be sending out communications in the next school newsletter to parents/guardians. She also confirmed that invitations to parents/guardians to attend meetings and referrals would be made as appropriate.	HT
 <i>GB/50/21 – Headteacher's pay recommendations</i>	
The headteacher confirmed that these had been considered by appraisal governors and the external advisor (as appropriate), been through the QA process, and that the notification forms had been completed.	
 <i>GB/52/21 – Nuffield Early Language Intervention</i>	
The headteacher confirmed that she has now received the resources for this.	
 <i>GB/53/21 – Safeguarding self-audit</i>	
The headteacher confirmed that the audit had been completed and submitted.	
 <i>GB/55/21 – open days</i>	
The headteacher confirmed that the school had done an open-day and that she would be looking at this for next year.	
 <i>GB/55/21 – Contact with 'Friends of Gotham School'</i>	
	Agenda

The acting chair asked for this to be put in the agenda for the next FGB meeting.

GB/56/21 – Safer recruitment training

The headteacher informed that 3 people are now trained in safer recruitment and that Mr Howard and Mrs Dale have both received safeguarding training.

The headteacher asked all governors who complete training to send through their certificates to her.

The clerk reminded governors that all training can be recorded on GovernorHub.

ALL

GB/07/22 Receipt of minutes and approval of policies from committees and working parties

The minutes of the **Strategic and Development/Pupils Committee** meeting held on 23 November 2021 were shared by the headteacher.

Review of actions

The headteacher gave an update on:

- Assessment data
- SIP
- National Tutoring Programme
- Attendance
- Policies

The governors **noted and ratified** the following policies which had been approved by the committee.

- Attendance
- Appraisal
- Equality Objectives
- Visitors
- Peer on Peer abuse, Sexual Harassment and Violence
- Nottinghamshire and Gotham Primary School Code of Conduct October-2021
- Notts and Gotham part-one-disciplinary-procedure-managing-conduct-of-school-staff-september-2020
- Notts and Gotham part 2 Disciplinary Procedure October 2021
- Gotham complaints procedure Sept 2021
- Gotham Primary School Personal Intimate Care Policy October 2021
- Gotham Primary School Personal Intimate Care Risk Assessment November 2021
- Staff Induction Policy 2021

The minutes of the **Strategy Committee** meeting held on 18 January 2022 were shared by the acting chair.

Review of actions

The acting chair gave an update on:

- Assessment data, phonics and writing strategies
- School strengths and Ofsted prep
- Governor monitoring
- Vision statement
- Funding

GB/08/22 Summary of Headteacher's report and governors' questions and challenge

The headteacher referred to the spring 2022 report which she had prepared and circulated to governors and which included details of the Nottinghamshire Education Improvement Service (NEIS) progress review and the 2 visits by Education Improvement Advisors (EIA), Andy Fox and Sarah Quinn.

Pupil numbers

The headteacher reported on the potential impact of a new school which is being opened in East Leake in September 2022 and a further school in Fairham Pastures in September 2024.

A governor questioned whether the growth and development in Gotham village and a potential 'Covid baby boom' would have a positive impact on numbers.

The headteacher confirmed that it would help in time. In the meantime, she confirmed that she is meeting with an LA place planner on 11 February 2022 so would know more after that meeting.

Pupil attendance

A governor questioned the action taken to reduce persistent pupil absences

The headteacher re-confirmed that she would be sending out communications in the next school newsletter to parents/guardians about not taking holidays in the school term.

She confirmed that persistent absentees have been written to and that the emphasis is on changing attitudes towards attendance and absence.

She also re-confirmed that invitations to parents/guardians to attend meetings would be sent out as appropriate.

A governor questioned whether governors should be attending meetings to support the headteacher.

The headteacher informed that it might be helpful at a referral stage but during the meetings it is more about the school offering a cycle of support to increase attendance.

A governor questioned the relative attendance data for pupils receiving social care.

Please refer the confidential minutes.

Staff attendance

Please refer to the confidential minutes.

Staffing

Please refer to the confidential minutes.

NEIS progress review and EIA action plans

Governors **discussed** the action plans with the headteacher.

School uniform

The headteacher gave an update on the discussion that had taken place at the Strategy Committee meeting on 18 January 2022.

A governor questioned the best way to move forward.

The headteacher informed that a consultation process needs to take place to support the use of stock. This will take place in the autumn term 2022. Changes to the uniform policy will begin in the autumn term 2023.

Governors **discussed** and **agreed** that a 5-year supply agreement whereby the school is liable for stock should not be signed at the moment, and that alternative suppliers should be looked at prior to any agreements.

HT

GB/09/22 Approval of Scheme of Delegation for 2021/2022

The headteacher referred to the updated scheme of delegation which she had previously circulated to governors and confirmed that there were no significant changes other than dates.

It was

resolved

that the governing body approve the scheme of delegation for 2021/2022.

GB/10/22 Update on appraisal process for headteacher and staff including an update on the wellbeing of the headteacher and staff

The headteacher informed that teachers have had a review of their appraisal targets and that the next review will be at the end of March 2022.

She also informed that TA appraisals have been led by 2 teachers and the SENDCo.

A governor questioned other staff appraisals.

The headteacher confirmed that appraisals have not taken place for office staff, but it has been discussed with them.

She informed that with regards to her own appraisal that the appraisal governors and the external advisor have a review planned for 28 March 2022.

Referring to the headteacher's report she also informed that quality assurance will be carried out by the chair of the governing body, who will not be involved in the head teacher's appraisal or any appeal regarding the head teacher's appraisal, to ensure that the appraisal statement is consistent with the school's improvement priorities and complies with the School's Appraisal Policy and the Appraisal Regulations 2012; and assesses the head teacher's performance of their role and responsibilities against the head teachers' job description and relevant head teacher standards.

GB/11/22 Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems

The headteacher re-confirmed that the self-audit had been completed and submitted and that a further check of child protection records and processes had been carried out on 26 January 2022 with the link safeguarding governor.

GB/12/22 Information from the Corporate Director for consideration and action

The clerk provided a summary of the principal issues in the reports outlining the recommended actions for governors in supporting the application of the strategies (as referred to under each item):

Understanding Behaviour in Schools

The clerk informed that a toolkit is available which outlines a relationship based, restorative approach to understanding behaviour in schools.

The clerk informed that actions for governors were noted as:

- Ensuring the current behaviour policy is working for every learner in school
- Addressing the impact on staff wellbeing of managing challenging behaviour
- Assessing the school's sanction and exclusion data and checking for over representation (e.g., based on SEN or race)
- Checking how relationships are repaired with children and families after disagreements or complaints
- Checking how ELSA is working in the school

The headteacher confirmed that relationship-based practices are already built into the school's policy and are being used.

The Nottinghamshire Plan 2021 – 2031

The clerk informed that actions for governors were noted as:

- Consider the feedback from the 'Big Notts Survey' in relation to what residents have fed back in relation to education, skills, training and preparation for adulthood
- Consider the Council's vision and priorities in relation to their school's vision and priorities
- Consider the effectiveness of the school's priorities to address inequality to improve outcomes for vulnerable children and young people
- Note the Council's commitment to the environment and reducing its carbon footprint
- Note the Council's commitment to using its influence to ensure that places where people live and work increasingly promote good mental wellbeing
- Note the Council's commitment to high quality education and skills training which prepares children and young people to access high value training and employment

- Ask headteachers to ensure that the plan is appropriately shared in an age-appropriate way with children and young people to support their understanding of citizenship and local democracy.

GB/13/22 Communication*From chair*

The acting chair informed that Mrs Walker has booked on the Governors' Conference at Eastwood Hall on Saturday 26 March 2022 and that there is 1 more free space should any governor wish to join her. She asked governors to let Mrs Walker know if they would like to attend.

ALL

The acting chair asked all governors to ensure that they have sent in their skills audit to Ms Aldridge.

ALL

The acting chair mentioned the use of 'The Key' and that this would be discussed at the next finance meeting.

From headteacher

The headteacher informed that she has been in contact with the HR Business partner and completed the pre-Ofsted checklist for schools.

From Clerk

The clerk drew attention to the content of the governor's newsletter – January 2022, highlighting the following items:

- Message from Sarah Sayer, Governor Services
 - NAGs GDPR webinar for governors
 - Governor conference on 26 March 2022
 - Governor Services survey
- Firm Foundations – the importance of high-quality early years education
- DfE updates
 - Report published on schools' views on benefits and obstacles to joining academy trusts
 - A summary of teaching a broad and balanced curriculum for education recovery
- Safeguarding in Education news
- New anti-bullying programme
- Natasha's Law – provision of food allergen information
- HR updates
 - Tuition guidance on the Schools Portal
- School admissions, holidays and uniform information
- Heads and chairs briefings
- GDPR webinar for governors
- Governor learning and development spring term programme

The headteacher confirmed that with regards to Natasha's Law, there are no implications for the school having no pre-packed for direct sale food.

GB/14/22 Report from training co-ordinator including review of governor training requirements for 2022

Mrs Aldridge gave further information about the online NCC governor training and development opportunities which are available and advised that the summer programme will also be out soon.

She informed that she would be collating the information from the individual skills audits after February half-term and asked all governors to complete theirs if they had not already done so. This would feed into the health check on GovernorHub in readiness for Ofsted and she asked all governors to look at this and to know how to answer potential questions.

ALL

ALL

GB/15/22 General Data Protection Regulations

Review and confirm the appointment of the Data Protection Officer (DPO) and Senior Information and Risk Owner (SIRO)

It was

resolved

that the governing body agree for Ms Delfino, office administrator to continue as DPO.

It was

resolved

that the governing body agree for the headteacher to continue as SIRO.

Report from the DPO and Information Governance Governor

Mr Howard confirmed that there was nothing to report.

GB/16/22 Governor Monitoring Visits

French

Mr Howard informed that he is impressed with the French that is being taught and that he is confident that the curriculum is being met. He informed that recall by pupils is good and the quality of teaching is good. He confirmed that he would be returning to school to re-assess later in the academic year.

SEND

The acting chair informed that she has met with the SENDCo and that 3 EHCPs have been completed. She is confident that the school is providing everything that is required. Bids are currently being written and will be submitted soon. She also

informed that wellbeing was a topic of discussion with the SENDCo. The meeting also covered transitions, agency referrals, TA appraisals and dyslexia screening.

The acting chair confirmed that governors can now return to governor monitoring visits within the school.

ALL

Mrs Mills confirmed that she would look at the SIP and the skills matrix and would email Mrs Walker and Mrs Riley with her thoughts on how best she could contribute to the governing body.

LM

The acting chair asked if Dr McCartney, on reading these minutes, could also do the same initially working alongside an experienced governor.

AM

GB/17/22 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Governors felt that impact could be evidenced by:

- Governor challenge continues to be robust and recorded in full governing body meetings and in committee meetings
- The actions taken to ensure that the continued staffing arrangements in school are robust
- The actions taken to ensure the wellbeing of staff and students post-covid
- The support given to the headteacher in managing pupil attendance
- Quality Assurance of teaching and leadership, including arrangements for appraisal reviews of the headteacher and other staff
- The governor monitoring visits which have taken place
- The continued support given to senior leaders in implementing the SIP
- The commitment to completing the governor skills audit, the health check, and attending training
- The actions taken to ensure that safeguarding practices within the school are robust

GB/18/22 Confirmation of dates for 2022 / 2023

The following dates are **agreed** by the governing body:

Summer term 2022 – Tuesday 14 June 2022 at 6.15pm
Autumn term 2022 – Tuesday 11 October 2022 at 6.15pm
Spring term 2023 – Tuesday 7 February 2023 at 6.15pm

To be agreed at the next FGB meeting

Summer term 2023

GB/19/22 Determination of confidentiality of business

Governors considered whether any matters discussed during the meeting should be deemed to be of a confidential nature and it was:

resolved

that with the exception of:

- the confidential parts of the headteacher's report including any staffing issues or pupil issues

that all papers, reports and records of discussions be made publicly available as necessary.

The meeting closed at 7.50pm.



Signed ...

... (chair)

Date14 June 2022.....

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