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| **MINUTES OF MEETING** | | NCC-l-head-black |
| **School:** | **Gotham Primary School** | |
| **Meeting title:** | **Autumn term meeting of the governing body** | |
| **Date and time:** | **Wednesday 11 October, 2017 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 |
|  |  | Vacant (local authority) |
|  |  | Mr A Howard |
|  | A | Mrs J Walker |
|  |  | Mrs L Butler |
|  |  | Dr C Kaylor (chair) |
|  |  | Mrs S Riley |
|  |  | Mrs S Lymn-Brewin (headteacher) |
|  |  | Vacant (staff) |

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| **In attendance** |  | Mrs C Wilson (clerk to the governors) |
|  |  | Mr A Higgins (observer and potential local authority governor) |

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|  | The meeting was preceded at 6.15pm by a presentation from Lauren and Casey, head boy and head girl on Learning Behaviour. They were introduced by the headteacher who said that one of the governors, Mrs Riley, had agreed to be the Learning Behaviour Governor and had come into school to see what it was about. | |  |
|  | The presentation included how the school report shows how well a pupil is doing in their learning behaviour. In school pupils are awarded a smiley star or a smiley face for showing attention in class, being brave – ‘I will try’ not ‘I can’t’, curiosity, eagerness, organisation, pride in their work, being productive, prompt and reflective –learning from their mistakes. Governors asked questions and both Lauren and Casey felt it was good and helped the pupils to produce good work. If the children get stickers, they are encouraged to tell Mrs Riley about it when they see her in the playground before and after school. | |  |
|  | The governors thanked the head girl and head boy for their presentation. | |  |
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| GB/38/17 | **Apologies for absence** | | **Action** |
|  | Apologies were received from Mrs Walker.  Governors  **resolved**  to consent to this absence. | |  |
|  | The chair welcomed Mr Howard to his first meeting of the governing body and governors introduced themselves. | |  |
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| **GB/39/17** | **Declaration of interest** | |  |
|  | There were no declarations of interest, either direct or indirect, for items of business on the agenda. | |  |
|  | *Review and update Register of Business Interest/Declaration of Eligibility* | |  |
|  | Governors completed new forms during the course of the meeting. | |  |
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| **GB/40/17** | **Review of membership** | |  |
|  | Governors received and noted the governing body membership list, which had been previously circulated. | |  |
|  | The headteacher advised that Mrs Morris had resigned from her position at the school due to family circumstances and from the governing body. A staff election will be held. | | **HT** |
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|  | Mr Howard had signed in to GovernorHub and was able to access the papers. | |  |
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|  | Mr Higgins attended the meeting as an observer, having lost his parent governor membership. He completed a local authority governor application form at the meeting and will apply for the local authority vacancy on the governing body. | |  |
| **GB/41/17** | **Determination of term of office for chair and vice-chair** |  | |
|  | Governors discussed and  **resolved**  the term of office for chair and vice-chair should be one year until the autumn term meeting 2018. |  | |
| **GB/42/17** | **Election of chair** |  | |
|  | The clerk asked for nominations. Dr Kaylor was nominated. There were no other nominations. She left the room. Governors unanimously  **resolved**  to elect Dr Cath Kaylor chair of the governing body until the autumn term meeting 2018. |  | |
|  | *Dr Kaylor returned to the room and was advised of her election.* |  | |
| **GB/43/17** | **Election of vice-chair** |  | |
|  | The chair asked for nominations for vice-chair. Mrs Dale was nominated. There were no other nominations. She left the room. Governors unanimously  **resolved**  to elect Mrs Linda Dale vice-chair of the governing body until the autumn term meeting 2018. |  | |
|  | *Mrs Dale returned to the room and was advised of her election.* |  | |
| **GB/44/17** | **Approval of minutes of summer term meeting** |  | |
|  | The minutes of the summer term meeting held on 14 June, 2017 having been previously circulated were confirmed and signed by the chair. |  | |
|  | Governors asked about access to GovernorHub and whether Ofsted would use it. GovernorHub isn’t a public website and can only be accessed by authorised users, so Ofsted would not have access. |  | |
|  | The clerk asked if governors had a preferred structure for files on the site and the chair and headteacher said they would decide a protocol so that access would be straightforward when more files would be stored there. | **chair, HT** | |
|  | ***Review of actions*** |  | |
|  | *GB/22/17 Membership*  The parent governor election had been held and Mr Howard elected. |  | |
|  | *GB/23/17 INSET safeguarding*  Mrs Lomas and Mrs Trobridge had attended and experienced how the staff handbook is compiled at the beginning of the year and the staff code of conduct is reviewed. |  | |
|  | *GB/07/17 Safeguarding audit*  This has been done. |  | |
|  | *GB/08/17 MAPA to be added to the behaviour policy*  This has been done. |  | |
|  | *GB/24/17 Access to Strategic Committee minutes*  Ms Aldridge reported she had attended the meeting. All governors have access to all committee minutes now they are on GovernorHub. |  | |
|  | ***Review of delegation and organisation of committees*** |  | |
|  | Governors decided they will carry out the business of the governing body by the following committees: |  | |
|  | *Strategic Development and Pupils Committee* comprising:  Miss Allen, Mrs Trobridge, Mrs Butler, Mrs Dale, Mrs Riley, the chair and the headteacher |  | |
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|  | *Finance General Purpose and Personnel Committee* comprising |  | |
|  | Mrs Lomas (chair), Mrs Trobridge, Ms Aldridge, Mrs Butler, Miss Allen, Mrs Dale, Mrs Riley, the chair and the headteacher |  | |
|  | *Health and Safety Committee* comprising |  | |
|  | Mrs Trobridge, Mrs Riley and the caretaker |  | |
|  | *Discipline Committee* (sub group Finance General Purposes and Personnel Committee) |  | |
|  | Mrs Butler (chair), Ms Aldridge, Mr Higgins and the headteacher. Mrs Dale would be a reserve governor if the issues required. |  | |
|  | *Headteacher Performance Management* |  | |
|  | The chair, Mrs Dale and Mrs Riley. The chair would take on the role of QA governor. |  | |
|  | *Pay Committee* comprising |  | |
|  | Mrs Lomas, Mrs Dale, Ms Aldridge and the chair |  | |
|  | *Complaints Committee* comprising |  | |
|  | Mr Higgins and Mrs Butler |  | |
|  | *Training co-ordinator* |  | |
|  | Ms Aldridge |  | |
|  | *Mr Higgins*  Mr Higgins was appointed subject to his nomination and appointment as local authority governor.  *Mr Howard*  Mr Howard would attend both committees to inform his decision which to join. |  | |
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|  | *Research Project Initiative* |  | |
|  | The chair introduced a paper which outlined the protocol for governor days which it was proposed would take place twice a year. |  | |
|  | The aim was to make governor visits more proactive and link directly to the School Improvement Plan. Governors would take a project from the school improvement plan and research it at the school eg by talking to subject leaders and feedback to all the governors. A copy of the report would be filed for evidence but a thumb nail report would be received by the full governing body at the next meeting. |  | |
|  | Governors will have access to the staff meeting list for topics and the headteacher will circulate the report form. | **HT** | |
|  | Governors to contact the headteacher to arrange their visits. | **all govs** | |
|  | Miss Allen gave a description of Rainbow Grammar in answer to a question from Mr Higgins and how the data driver is based on outcomes. The headteacher said she is keen for less tangible outcomes to be noted as it is some of these that make a school unique. By documenting these people not involved closely with the school will get to know about this. |  | |
|  | *Link Governors* |  | |
|  | Governors agreed to appoint the following link governors for 2017/2018: |  | |
|  | *SEN* – Mrs Trobridge, Mrs Dale, Mrs Butler and Mrs Riley  *Assessment and target setting* – Dr Kaylor, Mrs Dale and Mr Higgins  *Child Protection* – Ms Aldridge, Mrs Butler and Mrs Dale  *Curriculum and Pupil Progress* – Mrs Trobridge, Dr Kaylor and Mr Higgins  *English* – Dr Kaylor and Mrs Riley  *Maths* – Ms Aldridge, Mr Higgins and Dr Kaylor  *Safer Recruitment* – Mrs Butler  *SFVS* – Mrs Lomas and Mrs Trobridge  *Early Years* – Mrs Butler and Mrs Dale  *Pupil Welfare and Anti-bullying* – Dr Kaylor, Mrs Dale and Mrs Butler  *Training Co-ordinator* – Ms Aldridge  *Computing* – Mr Higgins  *Equality* – Dr Kaylor |  | |
| **GB/45/17** | **Receipt of minutes and approval of policies from committees and working parties** |  | |
|  | Mrs Lomas reported on the meeting of the **Finance General Purposes and Personnel Committee** on 17 May 2017, highlighting:   * Year end statement * Approving the 2017/2018 budget – draft B * Staffing update * BACS payments |  | |
|  | *Review of actions* |  | |
|  | *Carry forward*  In view of the large carry forward decisions were made to spend money in the following areas:   * on works to the buildings including the guttering and boiler and pump replacement * recruitment of teaching assistant * delivering ELSA |  | |
|  | Miss Allen reported on the meeting of the **Strategic Development and Pupils Committee** on 12 July, highlighting:   * End of term data * Feedback from governor day * Data result that inform School improvement Plan |  | |
|  | *Review of actions* |  | |
|  | *Phonics and FS results*  A slight dip over 3 years was noted and so extra work is being done to address this.  The headteacher explained how the results feed into the School Improvement Plan – more attention is required to SPAG and the INSET day will be looking at spelling. |  | |
|  | Mrs Trobridge reported on the **Health and Safety Committee** meeting held on 30 June 2017, highlighting:   * Hall wall- plaster has now been patched following the water leakage * Toilets – the boys urinal and the hand drier in the younger girls toilets were not functioning correctly * Heavy metal bar on the laptop cage needs a notice * Drinking water machine to be fixed * Sycamore class temperature too hot and too cold   *Actions*  All issues highlighted were being attended to. The drinking water machine will be dealt with as part of the staff kitchen alterations. The use of the outside door near Sycamore class was being restricted to optimise the temperature, although building design was a major cause of the problem. The toilets issues were being dealt with although Mrs Trobridge reported that she had checked the hand drier earlier and it still wasn’t functioning. |  | |
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| **GB/46/17** | **Financial reporting** |  | |
|  | There were no items to report here. |  | |
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| **GB/47/17** | **Headteacher’s report** |  | |
|  | The headteacher presented her report and appendices which had been previously circulated highlighting:   * Pupil numbers and catchment analysis * Pupil premium and attendance data * Appraisal timetable – 1 teacher and TAs still to do * Staffing – the headteacher expanded upon staffing changes made and the use of staff absence insurance to pay for supply cover |  | |
|  | *Attendance* |  | |
|  | Mr Higgins noted a spike in absences in Sycamore class. Mrs Butler noted that exclusions are noted as absences. Miss Allen said that for 4 weeks there had not been any days with full attendance and that yesterday afternoon there were 4 dental appointments.. Governors were aware that the Ofsted floor level is 95% attendance. Mrs Riley said that the drive on attendance isn’t popular with parents. The headteacher said that there was some conflict in that health guidance is that pupils should not attend school until 48 hours after the last episode of infection. |  | |
|  | *Pupil Premium*  Mr Higgins asked about the TA interventions and if there is data to show the impact. Mrs Riley looks at the data for governors. Miss Allen said the pupil premium strategy is on the web-site and the impact will feed into the whole year’s data. She explained why money is allocated to this group of pupils who from research are more likely to perform poorly at GCSE. |  | |
|  | *Governors Curriculum Statement*  Governors considered the statement attached to headteacher’s report and  **approved**  it, subject to the inclusion of **computing** which had been omitted. |  | |
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| **GB/48/17** | **Update on appraisal process for headteacher and staff** |  | |
|  | *Confirm external appraiser* |  | |
|  | Phil Unsworth is the new external advisor and will carry out the headteacher appraisal on 14th and 20th December. Governors  **approved**  the appointment. |  | |
|  | *Confirm appraisal governors* |  | |
|  | See GB/44/17. |  | |
| **GB/49/17** | **Information from the Corporate Director for consideration and action** |  | |
|  | *Admission arrangements* |  | |
|  | The clerk advised governors that if they wished to alter admission arrangments, they would need to follow the Nottinghamshire guidelines which are available from the [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk) web-site. Consultation has to take place if a change is contemplated. Consultation on admission arrangements for **2019-2020** will take place between **Monday 2 October 2017 and Sunday 26 November 2017**.  Governors agreed no changes were contemplated for 2019/2020. |  | |
|  | *Ofsted judgements – Key findings arising from good and outstanding schools being judged as requiring special measures* |  | |
|  | The clerk highlighted the summary of findings for governors to consider. |  | |
|  | * Governing bodies need to ensure that they are holding their head to account, especially in outstanding schools, and they have triangulated evidence that the data provided by the head/SLT is accurate. * Governing bodies need to familiarise themselves with the latest Ofsted framework. When last inspected the Ofsted framework would have been considerably different to the expectation Ofsted now have of GB’s and schools/academies. * Ensure that your HT is updating you on the new ASP format and that at least one governor attends the Hot Topic training sessions. * Ensure that the objectives you are setting your head are challenging, measurable, achievable and you can measure progress. * Regularly review the external adviser for heads appraisal. Check that they have accessed training and are up to date on the latest regulations (including Ofsted framework), understand target setting, assessment, can analyse school performance data. * Ensure your appraisal governors attended training and effective succession planning is in place. * Set up regular (termly or at least 6 months intervals as a minimum) monitoring reviews of these objectives and progress towards milestones identified in the head teachers action plan |  | |
|  | *Fire Safety in School Premises* |  | |
|  | Governors were happy that fire safety plans were in place, but noted the advice and guidance. |  | |
|  | * Does your school have a Fire Safety Policy/Emergency Plan? * Is it reviewed regularly? And are staff aware of its contents? * Has a suitable Fire Risk Assessment (FRA) been completed? * Have all significant findings or action points identified within the FRA been resolved/actioned? * Have any material alterations to the building taken place or any other significant changes occurred (including a fire) since the date of the FRA to suspect that the original FRA might no longer be valid? * Is appropriate fire safety training (as detailed in the FRA) provided and recorded? * Are regular fire drills carried out? And are records of these maintained? * Is the fire evacuation assembly point clearly identified? * Do all staff know the fire evacuation procedures and are they practiced and understood? * Have allowances been made for any staff or students with disabilities? * Is a ‘fire log book’ maintained with regard to the routine testing and maintenance (including service records) of all fire protection measures? |  | |
|  | *Teachers’ Pay Scales, September, 2017* |  | |
|  | This paper had been considered and the decision made at the committee meeting earlier in the term. Table A had been agreed and the chair signed the decision form. |  | |
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| **GB/50/17** | **Safeguarding children in education governors’ compliance checklist** |  | |
|  | *Agree arrangements for completion and sign off by the chair* |  | |
|  | Mrs Butler would deal with the checklist on behalf of the governors and arrange for its completion and return to the local authority safeguarding officer by 22 December 2017. |  | |
|  | *Review safeguarding training for staff/governors* |  | |
|  | See GB/44/17 Safeguarding training and safeguarding audit. |  | |
| **GB/51/17** | **Communication** |  | |
|  | *From chair* |  | |
|  | The chair handed a copy of the governor code of conduct to Mr Howard for him to sign. The headteacher said that a paragraph on social media is now included and all governors will need to sign an updated version at committee meetings. |  | |
|  | *From headteacher* |  | |
|  | There were no items from the headteacher. |  | |
|  | *From clerk – Governor Newsletter* |  | |
|  | The clerk highlighted the following items from the autumn term newsletter: |  | |
|  | * Continued use of GovernorHub * Inappropriate use of Social Media * Governor conference * School holiday consultation * Tackling emerging threats to children * Emergency plans |  | |
| **GB/53/17** | **Report from designated teacher for Looked After Children** |  | |
|  | The headteacher reported there were no looked after children on the roll. |  | |
| **GB/52/17** | **Report from training co-ordinator including review of governor training requirements for 2017/18** |  | |
|  | Governors were keen to undertake Ofsted training for the whole governing body and Ms Aldridge would try to get a course either for 23rd November 2017 or 7 December 2017.  Topics were discussed and ‘Understanding school performance’ was chosen. It will cost £300 for a bespoke course at the school. It was noted that ‘Hot topic’ courses are available for Analyse School Performance from the local authority and are being held in the evenings. The chair and Mrs Dale would look into attending and reporting back. | **GA**  **chair, LD** | |
| **GB/53/17** | **Governor monitoring visits** |  | |
|  | *Confirmation of the dates for governor visits to monitor the implementation of the School Development Plan and the launch of the Governor Research Project Initiative.* |  | |
|  | Monitoring visits would take place on 7 and 8 November 2017 and 5 and 6 June 2018. The chair asked governors to let her know their preferred day so that she can work out a timetable. Mrs Butler said she may need a different day because of an existing work commitment. | **all govs** | |
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|  | *Governor healthcheck questionnaire*  This is on GovernorHub and the chair asked governors to take the questionnaire away and fill it in. It should be brought to the next Finance Committee meeting or the next meeting a governor attends. She advised governors they may be filled in anonymously if preferred. | **all govs** | |
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| **GB/54/17** | **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 school improvement* |  | |
|  | * Governors all to take part in Ofsted training * Safeguarding audit completed * MAPA has been added to the Behaviour policy * Governor days to continue * Research Project Initiative to be set up. Helping governors to link with staff and promote deeper understanding. * Sports money has doubled so there is to be an emphasis on fitness activities –‘Drumba’ * Excess monies were allocated by the Finance Committee on staffing and building improvements and learning initiatives. * Health and Safety Inspection has been carried out |  | |
|  | *Holding the school leaders to account* |  | |
|  | * Appointment of the external advisor for headteacher appraisal * Explanation of Rainbow Grammar for governors * Explanation of School Improvement Priorities and School Development Plan * Discussion re attendance – causes and how the initiative is working * Is there any data showing the impact of pupil premium monies * Is the staffing situation tight – is there flexibility if there are staff absences * Should the governors curriculum statement include ‘computing’ |  | |
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| **GB/55/17** | **Confirmation of dates for 2018** |  | |
|  | The governing body |  | |
|  | **agreed** |  | |
|  | Spring term – Wednesday 28 February, 2018 at 6.30pm  Summer term – Wednesday 13 June, 2018 at 6.30pm |  | |
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| **GB/56/17** | **Determination of confidentiality of business** |  | |
|  | It was |  | |
|  | **resolved** |  | |
|  | that all papers and reports be made available as necessary. |  | |
|  | **The meeting closed at 8.44pm.** |  | |

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