|  |  |  |
| --- | --- | --- |
| **MINUTES OF MEETING** | | NCC-l-head-black |
| **School:** | **Gotham Primary School** | |
| **Meeting title:** | **Autumn term meeting of the governing body** | |
| **Date and time:** | **Thursday 8 November, 2018 at 6.30pm** | |
| **Location:** | **At the school** | |

|  |  |  |
| --- | --- | --- |
| Membership |  | Ms G Aldridge (training co-ordinator) |
| ‘A’ denotes absence |  | Miss J Allen |
|  |  | Mrs H Lomas |
|  |  | Mrs L Dale `(vice-chair) |
|  |  | Mrs H Trobridge |
|  |  | Mr A Higgins |
|  | A | Mr A Howard |
|  |  | Mrs J Walker |
|  |  | Mrs L Butler |
|  |  | Dr C Kaylor (chair) |
|  |  | Mrs S Riley |
|  |  | Mrs S Lymn-Brewin (headteacher) |
|  |  | Vacant (staff) |

|  |  |  |
| --- | --- | --- |
| **In attendance** |  | Mrs C Wilson (clerk to the governors) |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Due to the change of date of the meeting, the head boy could not attend and the presentation from the head boy and head girl did not take place. | |  |
|  |  | |  |
| GB/38/18 | **Apologies for absence** | | **Action** |
|  | Apologies for absence were received from Mr Howard (work commitment) and the headteacher (illness). | |  |
|  | It was | |  |
|  | **resolved** | |  |
|  | that the governing body consent to these absences. | |  |
|  |  | |  |
| **GB/39/18** | **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* | |  |
|  | Governors present signed new forms. Mr Howard to sign his at the next committee meeting. | | **AHo** |
|  |  | |  |
| **GB/40/18** | **Review of membership** | |  |
|  | The clerk highlighted the following vacancies on the governing body: | |  |
|  | * One staff vacancy | |  |
|  | Miss Allen advised that staff were being actively encouraged to consider serving as a governor. | |  |
|  |  | |  |
|  | The clerk brought to the attention of governors the following end of term of office: | |  |
|  | * Five co-opted governors all due to finish 23 July 2019 | |  |
|  |  | |  |
|  | The co-opted governors affected are:   * Ms Aldridge * Miss Allen * Mrs Dale * Mrs Lomas * Mrs Trobridge |  | |
|  |  |  | |
| **GB/41/18** | **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 2019. |  | |
|  |  |  | |
| **GB/42/18** | **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 2019. | **clerk** | |
|  |  |  | |
|  | Dr Kaylor returned to the room and the clerk advised her of her election. Dr Kaylor took the chair. |  | |
|  |  |  | |
| **GB/43/18** | **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 2019. | **LD** | |
|  |  |  | |
|  | Mrs Dale returned to the room and the chair advised her of her election. |  | |
|  |  |  | |
| **GB/44/18** | **Approval of minutes of summer term meeting** |  | |
|  | The minutes of the summer term meeting held on 12 June, 2018 having been previously circulated and subject to the following corrections being made were confirmed and signed by the chair. |  | |
|  | *Corrections* |  | |
|  |  |  | |
|  | *GB/21/18 Apologies for absence*  Insert ‘Mr Howard’ after ‘Mrs Walker’ |  | |
|  | *GB/24/18 Approval of minutes from summer term meeting* |  | |
|  | Line 12 ‘Mr Hayward’ was amended to ‘Mr Howard’ |  | |
|  |  |  | |
|  | *Review of actions* |  | |
|  | *GB/24/18 RLA Chairs Group* |  | |
|  | The chair said that she had met with Dr Adrian Bath. Chair of Willloughby Primary School. They had discussed setting up ‘triads’ of chairs, similar to the headteachers’ triad groups. The plan is to organise groups for the New Year. |  | |
|  |  |  | |
|  | The Rushcliffe Learning Alliance is to be disbanded and re-formed as the Rushcliffe Schools Alliance – no longer a limited company. Mrs Lomas asked how it will run – would there be payments to the group? The chair confirmed nothing will be paid this year. |  | |
|  |  |  | |
|  | *GB/27/18 Headteacher’s report* |  | |
|  | *Governor action plan* |  | |
|  | Kate Cumberpatch had met with governors at the Ofsted Day. She is helping governors work on the School Improvement Plan. She had advised there was no need for a School Development Plan, so the focus will be on the School Improvement Plan. |  | |
|  |  |  | |
|  | *GB/32/18 Review of delegation and organisation of committees* |  | |
|  | The chair outlined her proposal that a Strategy meeting is held once a term with all governors attending. She therefore proposed and governors  **resolved**  that the business of the governing body be carried out by the following committees with the membership noted:  *Strategy Committee*  All governors |  | |
|  |  |  | |
|  | *Pupils, Standards and Outcomes Committee*  Miss Allen, Mrs Trobridge, Mrs Butler, Mrs Dale, Mrs Riley, Mr Higgins, Mr Howard, Mrs Walker, Ms Aldridge, the chair and the headteacher. |  | |
|  |  |  | |
|  | *Finance, General Purposes and Personnel Committee*  Mrs Lomas (chair), Mrs Trobridge, Mrs Butler, Ms Aldridge, Miss Allen, Mrs Dale, Mrs Riley, Mr Howard, Mrs Walker, the chair and the headteacher |  | |
|  |  |  | |
|  | *Health and Safety Committee* |  | |
|  | 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* |  | |
|  | Mrs Lomas, Mrs Dale, Ms Aldridge and the chair |  | |
|  | *Complaints Committee* |  | |
|  | Mr Higgins and Mrs Butler |  | |
|  | *Training co-ordinator* |  | |
|  | Ms Aldridge |  | |
|  | *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, Mr Higgins and Mrs Walker  *Child Protection* – Ms Aldridge, Mrs Butler and Mrs Dale  *Curriculum & Pupil Progress* – Mrs Trobridge, Dr Kaylor, Mr Higgins & Mrs Walker  *English* – Dr Kaylor, Mrs Riley and Mr Howard  *Maths* – Ms Aldridge, Mr Higgins and Dr Kaylor  *Safer Recruitment* – Mrs Butler, Ms Aldridge and Mr Howard  *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* (including web-site) – Mr Howard and Mr Higgins  *Equality* – Dr Kaylor  *GDPR –* Mr Howard  *Single Central Record –* Mrs Butler and Mrs Lomas |  | |
|  |  |  | |
| **GB/45/18** | **Receipt of minutes and approval of policies from committees and working parties** |  | |
|  | *Finance General Purposes and Personnel Committee* |  | |
|  | Mrs Lomas verbally presented the minutes of the meeting held on 18 October 2018, highlighting:   * Budget update and re-forecast * Finance Policy approved * Risk and control check list approved * Pupil premium spending discussed * GDPR policies discussed and approved * Governors Business Interests declarations discussed |  | |
|  |  |  | |
|  | *Pay Committee* |  | |
|  | Mrs Lomas also verbally presented the minutes of the meeting also held 18 October 2018. The committee accepted the pay progressions recommended for all but one. The Nottinghamshire Pay Policy hasn’t been finalised, so approval will need to go to the next full governing body meeting. | **agenda** | |
|  |  |  | |
|  | *Health and Safety Committee* |  | |
|  | Mrs Trobridge reported on the meeting held 25th October 2018. She said the new premises officer had begun to make a difference to the state of maintenance of the building. She was pleased to see the improvement. |  | |
|  |  |  | |
|  | She noted that a fire drill should be carried out this term and had asked the headteacher to arrange. | **HT** | |
|  |  |  | |
|  | *Strategic Development and Pupils Committee* |  | |
|  | The chair reported on the meeting held on 12 July 2018 where Assessment and Progress was discussed. Miss Allen had provided an in depth presentation. They noted the improvement in phonics results. |  | |
|  |  |  | |
|  | The committee had received reports from the Governor Days over the summer. |  | |
|  |  |  | |
|  | *Headteacher Recruitment Committee* |  | |
|  | The committee met in October with Andy Fox, the local authority designated officer. A timeline was agreed and documents needed were in place. Further meetings will be held next term. A panel has been appointed. |  | |
|  |  |  | |
| **GB/46/18** | **Headteacher’s report** |  | |
|  | In the absence of the headteacher, Miss Allen presented the headteacher’s report. |  | |
|  |  |  | |
|  | *Reciprocal reading staff meeting*  Mrs Butler offered to attend on behalf of governors. |  | |
|  |  |  | |
|  | *Attendance data*  Governors discussed whether the attendance data presented to governors is in the most useful format for monitoring what is happening to attendance term to term. They questioned if data broken down by classes is necessary and asked if previous year’s comparative data could be included. Mrs Riley asked if it could be plotted against interventions. Governors discussed Ofsted findings on attendance and said they would like the data in the report that Ofsted considers. Miss Allen will discuss with the headteacher. | **JA** | |
|  |  |  | |
|  | *Rushcliffe Learning Alliance Pupil Parliament*  Mrs Walker asked if details about the children’s petition can go in the school newsletter to encourage others to add their names. | **JA** | |
|  |  |  | |
|  | *Pupil Premium audit* |  | |
|  | The governors’ Post Ofsted meeting 14 November will look at governors’ focus and Kate Cumberpatch has suggested that an external reviewer should look at Pupil Premium. She had a suitable reviewer to recommend. Miss Allen said she would find out exactly what the review would do, the cost etc and it was agreed governors would consider it and decide at their meeting on 14 November. | **Post Ofsted meeting** | |
|  |  |  | |
|  | *Attendance policy* |  | |
|  | The headteacher’s report asked for approval of the new attendance policy that has been drafted following Ofsted’s identification of attendance as a key issue. |  | |
|  |  |  | |
|  | The chair advised that the new policy is more rigorous than the previous one and pupils showing above a certain percentage of absence will be referred to the local authority for fining through the court system. Mrs Lomas asked about the administration of this in school. Miss Allen said she would put more information about this on the web-site. Mr Higgins asked if texts would be used to notify parents about the new arrangements. Miss Allen said they would. Mrs Trobridge asked if all parents can access text notifications and the web-site. Mrs Lomas suggested that the newsletter should advise parents can have a paper copy of the policy if they wish. |  | |
|  |  |  | |
|  | Mrs Riley asked if the closing of the gate at start time has had an impact. Miss Allen said it had. |  | |
|  |  |  | |
|  | Mrs Butler asked if the policy wording on page 3 is correct – is the criteria 3 days or 8 sessions? Miss Allen said she would double check this. | **JA** | |
|  |  |  | |
|  | Governors  **resolved**  to approve the new attendance policy subject to the clarification of the criteria on page 3. The policy should be amended suitably if necessary without recourse to the governing body. |  | |
|  |  |  | |
| **GB/47/18** | **Update on appraisal process for headteacher and staff** |  | |
|  | The headteacher’s report gave details of the final meetings to evaluate last year’s appraisal cycle and to set new targets for this year. |  | |
|  |  |  | |
|  | *Confirm external appraiser* |  | |
|  | Phil Unsworth has been appointed the external appraiser and a meeting has been set for 13 December 2018. |  | |
|  |  |  | |
|  | *Confirm/appoint appraisal governors* |  | |
|  | Governors confirmed the appointment of Mrs Dale and Mrs Riley as headteacher appraisal governors and the chair as the QA appraisal governor. |  | |
|  |  |  | |
| **GB/48/18** | **Receive headteacher’s annual report on whole school appraisal process and consider/ratify headteacher pay recommendations for all staff** |  | |
|  | This was outlined in the headteacher’s report. The Pay Committee had already considered and approved the pay recommendations for all staff. |  | |
|  |  |  | |
| **GB/49/18** | **Information from the Corporate Director for consideration and action** |  | |
|  | The clerk went through the papers from the Corporate Director which governors had received at the beginning of term via GovernorHub. |  | |
|  |  |  | |
|  | *Teachers Pay Awards September, 2018 and other HR updates* |  | |
|  | Unfortunately the pay award has not been finalised with the Unions yet. Governors are aware of the implications for the budgets and the pay committee will meet to implement the award when it is finally agreed. |  | |
|  |  |  | |
|  | *Supporting Successful Transitions for Children with SEND* |  | |
|  | Governors noted the actions required and Mrs Riley offered to consider the questions and report back to the next meeting of the full governing body with the answers. Mrs Dale and Mrs Butler offered to be involved too. | **SR,LD,LB** | |
|  |  |  | |
|  | *School Swimming – A Guide to procuring school swimming and swimming events* |  | |
|  | The issues outlined here do not apply as the school uses the LA service. The paper shows what actions need to be taken if procuring outside the LA service is considered in the future. |  | |
|  |  |  | |
| **GB/50/18** | **Safeguarding information for consideration and action** |  | |
|  | *Assurance of statutory safeguarding arrangements in Nottinghamshire Schools, colleges and independent providers – letter* |  | |
|  | Governors noted the letter. |  | |
|  |  |  | |
|  | *Assurance of statutory safeguarding arrangements in Nottinghamshire Schools, colleges and independent providers* |  | |
|  | Mrs Butler and the chair will visit to complete the Form 1 and sign it off before the December 18 deadline. | **LB,chair** | |
|  |  |  | |
|  | *Safeguarding Children in Education: self-audit tool 2018-19 plus supporting guidance* |  | |
|  | Governors noted the guidance. The chair said that it recommended that all chairs undertake safeguarding training and she would follow this up. Governors noted that the school staff completed safeguarding training on the September INSET day. |  | |
|  |  |  | |
|  | Ms Aldridge said that there would be safeguarding training available through governor training in the spring term. Details will be on the web-site soon. All governors are encouraged to take this training. | **all govs** | |
|  |  |  | |
| **GB/51/18** | **Receive report from Data Protection Officer and Information Governance governor** |  | |
|  | Governors noted there was no report of breaches from the Data Protection Officer or the Information Governor. |  | |
|  |  |  | |
|  | The following policies were approved at the Finance meeting on 18 October 2018 under item 8:   * Statutory Request for Information Policy (Document D4) * Security Incidents Policy (Document C7) * Data Handling Security Policy (Document C6) * Records Management Policy (Document C8) * ICO Notification – register of Data Controllers (Document D9) * Retention Schedule (Document D8) * Consent Procedure (Document D3) * Minimisation of Personal Data Procedure (document D4) * Risk Management Tools G1-G4 |  | |
|  |  |  | |
|  | There will be further policies to approve during the spring term to ensure full GDPR compliance. | **agenda** | |
|  |  |  | |
| **GB/52/18** | **Communication** |  | |
|  | *From chair* |  | |
|  | The chair had been sent details of free training available for those interested in leadership roles on the governing body. Both she and Mr Higgins had done the course in the past and found it very useful. It takes 3 days. Anyone interested to ask the chair for the information. |  | |
|  |  |  | |
|  | *From headteacher* |  | |
|  | Miss Allen circulated the copy letter from Ofsted following their recent inspection and the proposed letter to parents from the chair and headteacher that is to go out to parents via the web-site. Miss Allen also circulated the Ofsted evaluation schedule. |  | |
|  |  |  | |
|  | Governors considered the proposed letter. |  | |
|  |  |  | |
|  | The chair said that the governance issues would be looked at during the meeting on 14 November. |  | |
|  |  |  | |
|  | A governor queried why Jesse Gray Primary was chosen as the partner school to drive up teaching standards. Miss Allen said that it was a bigger school and worked differently to Gotham. Teachers would get both an opportunity to observe at Jesse Gray and obtain feedback on their own teaching from Jesse Gray staff. |  | |
|  |  |  | |
|  | Mrs Riley asked if there would be a cost. Miss Allen said the cost of a visit by a headteacher is £360 per day, although the local authority contributes to the cost. However there will be additional costs of addressing the Ofsted issues. Mrs Lomas observed that maintenance monies for the school will have to be looked at closely if more money is needed in the staff and curriculum development budgets. There was discussion about where money might be found from other local sources. Governors agreed to follow this up. | **all govs** | |
|  |  |  | |
|  | *From clerk – Governor Newsletter – autumn term edition* |  | |
|  | The clerk highlighted the following articles from the autumn term edition:   * The new format for the 2019 Nottinghamshire Governors’ Conference – evening conferences from 5.30 to 8.00pm in March 2019 at 3 county venues and a conference at Eastwood Hall on 9th November 2019 focussing on the new Ofsted Framework that is due out September 2019 * Check that your details are up to date on GovernorHub * Model Governor Code of Conduct * Ofsted focus on Child Protection and Child in Need files – tracking the interventions and support of key people in school * Safeguarding concerns about child absent from school – need for at least 2 emergency contact numbers * NGA advice on pastoral initiatives for Pupil Premium spending |  | |
|  |  |  | |
| **GB/53/18** | **Report from training co-ordinator including review of governor training requirements for 2018/19** |  | |
|  | Ms Aldridge presented her report. She circulated a training grid and asked governors to check and complete their entry. | **all govs** | |
|  |  |  | |
|  | She said that she would carry out a skills audit and circulated questionnaires to be returned to her at the Strategic Development and Pupils Committee meeting on 15th November. | **all govs** | |
|  |  |  | |
|  | She suggested that governor discuss a suitable school based course at the Strategy meeting. The chair thought the course about ‘the Impact a governing body makes’ might be suitable. Mrs Riley had attended the course recently and said she would bring the power point slides to the meeting. Ms Aldridge said the course could be tailored to suit the school. | **SR** | |
|  |  |  | |
| **GB/54/18** | **Governor monitoring visits** |  | |
|  | No visits have been carried out so far this term. Visits will be on the agenda of the Strategic Development and Pupils Committee meeting next week. | **SDPC** | |
|  |  |  | |
| **GB/55/18** | **Evidence of governing body impact on school improvement and review of how the governing body has held the school’s leaders to account** |  | |
|  | *School Improvement*   * Plans for governors of schools to get together to share ideas as part of the Rushcliffe Schools Alliance * Health and Safety check – problems with flooring in boys’ toilet. This needs to be followed up. * Plans are underway to recruit a new headteacher * Attendance data to be reorganised- for the whole school with previous data and comparing interventions * Post Ofsted meeting on 14 November 2018 to include a section on Pupil Premium including the possibility of an outside audit by the LA on the use of Pupil Premium * New attendance policy adopted * A new ‘Strategy’ committee set up and SDP is called ‘Pupils, Standards and Outcomes’. * Governor committees and link governor appointments made * Audit of the school web-site needed – more discussion on 14 November * Transition of SEND children to be looked at by 3 governors with a view to answering the action points on the Directors report (GB/49/18) * Safeguarding audit to be completed by 17 December |  | |
|  |  |  | |
|  | *Holding school leaders to account*   * Has the school gate been closed to deter late arrivers * Check the Attendance Policy Page 3 data as it doesn’t tally with data used by City schools * Why doesn’t the website automatically date entries or amendments? Is it time to update the web-site? * Should governors have link responsibilities for RE, PE and Music? * Grade descriptors from Ofsted explained * Why was Jesse Gray chosen to help develop challenge in the school. Will this have a cost? |  | |
|  |  |  | |
| **GB/56/18** | **Confirmation of dates for 2019** |  | |
|  | The governing body |  | |
|  | **agreed** |  | |
|  | Spring term – Wednesday 27 February, 2019 at 6.15pm  Summer term – Wednesday 12 June, 2019 at 6.15pm |  | |
|  |  |  | |
| **GB/57/18** | **Determination of confidentiality of business** |  | |
|  | It was |  | |
|  | **resolved** |  | |
|  | that the governing body membership list, confidential sections of the headteacher’s report and confidential sections of minutes be deemed confidential but all other papers and reports be made available as necessary. |  | |
|  | **The meeting closed at 8.45pm.** |  | |

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