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| **MINUTES OF MEETING** | | NCC-l-head-black |
| **School:** | **GOTHAM PRIMARY SCHOOL** | |
| **Meeting title:** | **Spring term meeting of the governing body** | |
| **Date and time:** | **27 FEBRUARY 2019 at 6.30 pm** | |
| **Location:** | **At the school** | |

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| Membership |  | Mrs. G. Aldridge |
| ‘A’ denotes absence |  | Miss J. Allen |
|  |  | Mrs. L. Butler |
|  |  | Mrs. L. Dale |
|  |  | Mr. A. Higgins |
|  |  | Mr. A. Howard |
|  |  | Dr. C. Kaylor |
|  |  | Mrs. H. Lomas |
|  |  | Ms. S. Lymn-Brewin |
|  |  | Mrs. S. Riley |
|  |  | Mrs. H. Trobridge |
|  | A | Ms. J. Walker |

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| **In attendance** |  | Mrs. D. Gabbitas (clerk to the governors) |

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| GB/58/19 | **Apologies for absence** | | **Action** |
|  | Apologies for absence were received from Mrs. Walker. | |  |
|  | It was | |  |
|  | **resolved** | |  |
|  | that the governing body consent to this absence. | |  |
| **GB/59/19** | **Declaration of interest** | |  |
|  | There were no declarations of interest, either direct or indirect, for items of business on the agenda. | |  |
| **GB/60/19** | **Review of membership** | |  |
|  | The clerk highlighted the following vacancies on the governing body: | |  |
|  | **Staff Governor** **Vacancy** – the school is still not yet able to fill this vacancy. However the Head Teacher is speaking to staff to discuss further. | |  |
|  | The clerk brought to the attention of governors the following end of term of office: | |  |
|  | * Ms. G. Aldridge, Co-opted Governor – July 2019 * Miss J. Allen, Co-opted Governor – July 2019 * Mrs. L. Dale, Co-opted Governor – July 2019 * Mrs. H. Lomas, Co-opted Governor – July 2019 * Mrs. H. Trobridge, Co-opted Governor – July 2019   Mrs. Dale indicated that she would like to continue in this role after July 2019. However, Mrs. Trobridge is undecided. The Governors listed are asked to consider their position and discuss with the Chair, if necessary, whether or not it is their intention to continue to serve as a Co-opted Governor after July 2019. This will be an agenda item at the Summer Term Meeting.  However, Governors discussed at length the constitution of this Governing Body, the balance of different individuals (e.g. number of parents serving on the Governing Body) and succession planning. Governors agreed to also look at the constitution and take a decision as to whether the number of Governors could be reduced.  The chair expressed a hope that the governing body will remain relatively stable during the next academic year while the head teacher is settling in. | | **All Govs**  **Clerk - Agenda** |
| **GB/61/19** | **Approval of minutes of autumn term meeting** |  | |
|  | The minutes of the autumn term meeting held on 8 November 2018, having been previously circulated, were confirmed and signed by the chair. |  | |
|  | ***Approval of NCC Pay Policy*** *–* This document has been uploaded onto GovernorHub for review. It has been referred to the next Finance Meeting scheduled for 26 March 2019. | **Finance Com’te** | |
|  | ***Review of actions***  **GB/39/18** Mr. Howard – needs to sign Register of Business Interest.  **GB/44/18** Governors questioned Committee Membership. Mr. Higgins to be added to the Finance Committee.  **GB/46/18** Reciprocal reading staff meeting – not yet taken place. Will take place during the Summer Term.  **GB/45/18** Fire Drill has now taken place.  **GB/49/19** Supporting Successful Transitions for Children with SEND Transition. Action not yet completed – Mrs. Riley, Mrs. Dale and Mrs. Butler to report back.  **GB/50/18** Safeguarding - Form 1 is now complete.  **GB/50/18** Safeguarding Training – this has now been reviewed.  **GB/52/18** Communication (from the Chair). Governors to look into the National College training for Chairs of Governors.  **GB/53/18** Training – “Impact a Governing Body Makes” training course has been investigated by Ms. Aldridge who reported back to Governors that Margaret-Anne Dickie was willing to do this. Ms. Aldridge will circulate two or three dates for Governors to consider. | **AHo/SL-B**  **SR/LD/LB**  **Govs**  **GA**  **All Govs** | |
| **GB/62/19** | **Receipt of minutes and from Special Meetings held (Head Teacher Recruitment)** |  | |
|  | * 17 October 2018 & Selection Panel Meeting * 12 December 2018 * 16 January 2019   Minutes were reviewed and confirmed as an accurate record of the meetings. These minutes are deemed confidential as they concern the recent Head Teacher recruitment (which was successful). Congratulations are extended to Miss Janette Allen who will take up the position as Head Teacher with effect from September 2019. |  | |
| **GB/63/19** | **Receipt of Minutes and approval of policies from Committees and Working Parties :** |  | |
|  | ***Strategic Committee*** – Minutes had been previously circulated for the meetings held on14 November 2018 and 29 January 2019. The Chair reported on the meeting which primarily discussed the issues highlighted by the recent OFSTED Inspection. Next meeting will be on 23 April 2019, where Agenda items will include the School Improvement Plan and SENCO.  ***Strategic Development and Pupils Committee*** – Minutes had been previously circulated for the meetings held on 15 November 2018 and 12 February 2019. The Chair reported on the meeting, highlighting :   * Concise analysis of the school data which is improving. * Data Staff meeting will be exploring looking at data in a different way. * Pupil attendance. There is a new policy in place. Head Teacher reported that 58 letters have been sent out to parents/carers around attendance. There have been some challenges from parents about the attendance of their child, but these have been addressed directly with the Head Teacher. * Punctuality has also been addressed with a new strategy after half term (using two bells) at the start of the school day. At the time of this meeting, this Head Teacher was not able to report on any significant improvement as the system had only been used for two days. This new system has been communicated to parents and children have been involved through the Pupil School Council. New clocks have been purchased to ensure the consistency of the time around school. Both gates are now locked by 9.05 a.m. All latecomers have to report to the school office. * GDPR – No updates to report * Post OFSTED work – shared learning with Jesse Grey School. * Next meeting will be on 16 July 2019.   ***Health & Safety Committee*** – No meeting has taken place this term. |  | |
| **GB/64/19** | **Head Teacher’s report** |  | |
|  | The Head Teacher presented her report which had previously been circulated and uploaded to GovernorHub. Ms. Lymn-Brewin highlighted the following :   * The report is evolving in its presentation * Attendance is reported in a different way * Pupil Premium is listed * After some high profile children had now left the school, there is a calmer atmosphere. * Gotham Primary School is still partnering with Rushcliffe Learning Alliance, with a focus on Maths and associated training being provided for teachers. * Catchment – currently only 51% of children are in the school’s catchment area with regular mobility in and out. Numbers on roll – 192. Reasons for children leaving have been a drift to Normanton and house moves. OFSTED has not been cited by parents. * Visit from Jesse Grey’s Head Teacher shared some smarter elements of work with nothing obvious highlighted for improvement – only slight tweaking. * Environment of Foundation Stage Classroom is “tired” with new equipment now being addressed. The FS teacher has visited other settings to get ideas on better working environments.   Governors **questioned** about two high profile behaviour children who have previously been excluded and did affect school data. The Head Teacher updated Governors that these children have now left the school.  Governors **questioned** the impact OFSTED may have on the next academic year’s Reception applications. Head Teacher replied that there have been a few more children attending the Nursery and there are 38 currently on the list for September (subject to offers being made by the Local Authority).  Governors unanimously agreed that the changes to the Head Teacher’s report were excellent and acknowledged the work being done around improving attendance (letters etc.). |  | |
| **GB/65/19** | **Update on appraisal process for Head Teacher and staff** |  | |
|  | Due to the Head Teacher being absent due to sickness, the Head Teacher Appraisal meeting with Phil Unsworth took place in January 2019 with some targets being set. |  | |
| **GB/66/19** | **Information from the Corporate Director for consideration and action** |  | |
|  | **Nottinghamshire Safeguarding Partnership – Spring Term 2019**   * New duty placed on LA, policy & clinical commissioning groups – together referred to as Safeguarding Partners * Safeguarding partners – required to specify which organisations and agencies should be classed as “relevant agencies” - those agencies must then act in accordance with the arrangements. All schools are a “relevant agency”. * New safeguarding arrangements will be referred to as the Nottinghamshire Safeguarding Children partnership implemented over a three month period starting 1 January 2019. * New arrangements will replace the Local Safeguarding Children Boards which will cease to exist once the new arrangements are in place.     ***Actions for Governors:***   * School Leadership Teams and Designated Safeguarding Leads are aware of the introduction of the new safeguarding arrangements and how schools will engage with them * School’s Designated Safeguarding Lead is connected into the Focus Group *(Representatives from school that attend the DSL Focus Group will be invited to attend the partnership meetings which will provide the opportunity to keep informed about current safeguarding issues affecting children in Nottinghamshire, strengthen working relationships and contribute towards improving safeguarding work). DSL encouraged to attend Focus Groups.* * Consider how connectivity between schools and the new safeguarding arrangements under the Nottinghamshire Safeguarding Children Partnership can be further developed. * Updated information available through the schools portal link   ***Further advice & training:***   * Training available through the Nottinghamshire Safeguarding Children Partnership <https://www.nottinghamshire.gov.uk/nscp> . * Contact Name – Steve Baumber, Service Manager Partnerships & Planning * GovernorHub – Safeguarding Newsletter |  | |
| **GB/67/19** | **Communication** |  | |
|  | *From chair* |  | |
|  | Safeguarding training – Chair and Mrs. Aldridge (Training Governor) to look into what is available for Governors.  Governors asked which training is mandatory for Governors? Clerk agreed to look into this matter and report back.  GovernorHub – Some Governors are still experiencing problems with downloading documents. Reminder that Governors need to read the KCSIE document and sign their declaration. (Found on GovernorHub, Governing Board and clicking on Governor Profile then one of tabs – Declaration or Training - to be updated when training undertaken).  School Website has been reviewed by Mr. Howard and Mr. Higgins and there is some information missing. Governors discussed the current website and it was agreed to contact the current provider to see how it can be improved. Mr. Howard and Mr. Higgins to also have a look at other school websites. Date agreed for improvements is before the Summer Term 2019. Mrs. Lomas would also like to be involved in this project as she has extensive experience of using school websites.  Governor Conference – Chair is booked on for 11 March. There is one spare place. Mrs. Dale expressed an interest in also attending. Chair will book her a place.  OFSTED Framework Consultation – Chair asked if Governors could feedback. Consultation open until 5 April 2019.  Chair received letter on the outcome of the OFSTED Inspection and has fed back to the LA on its content, which was very unclear and aggressive.  Link Governors – Template to be made available for Governors to feedback to Full Governing Body. However, feedback may also be verbal. It was agreed by all Governors that the Governing Body needs to link and report back more. This will be minuted on Full Governing Body minutes. | **CK/GA**  **Clerk**  **All Govs**  **AHo/Ahi/**  **HL**  **CK**  **All Govs**  **CK/SLB** | |
|  | *From headteacher* |  | |
|  | No updates. |  | |
|  | *From clerk – Governor Newsletter* |  | |
|  | **Governors’ Newsletter – January 2019 & February 2019**   * Governor Conferences 2019 – 4 March, 6 March & 11 March – Same three workshops running on each date – *it is noted that Chair and Vice Chair will be attending.* * Latest DfE guidance and advice on Mental Health & Behaviour in Schools * Is the school’s governance information up to date on the DfE website (Get information about schools section)? * Governing Bodies – Members, Parents & Ex-Parents – Need for impartiality * Arrangements for when a Governor leaves the Governing Body (DfE information) * GovernorHub – new and existing Governors (also Governors who may serve on more than one Governing Body) * Quality Assurance for Head Teacher Appraisals * Understanding Key Stage Data Dashboards * Safeguarding – Is the Safeguarding Governor’s training up to date? * Safeguarding – School Sale Alert Protocol (wef 25 February 2019) * Report on Youth Violence & Criminal Exploitation Affecting Children * OFSTED – Consultation on proposals to changes to the Education framework for September 2019 – have your say until 5 April 2019 * FREE course on Understanding & Making the most of the PE & Sport Premium Funding (first come, first served) * Launch of Health for Kids websites – aimed at 5-11 year olds for Nottinghamshire [www.healthforkids.co.uk](http://www.healthforkids.co.uk) * Penalty Notices for Pupil Absences – questions for Governors * School Uniform Policy – questions for Governors, including consideration about gender neutral policy for school uniform. * SEND – Website Compliance – DfE guidance (25 October 2018) – school only now needs to publish information on specific areas. * Assessment of Pupils with English as an additional language – guidance and advice available from the Achievement & Equality Team, NCC * Determination of Admission Arrangements for 2020/21 * Governor Recruitment * News from the NGA * Heads’ & Chairs’ Briefings – Spring & Summer Term 2019 dates * Governor Training & Recruitment – further information on the Nottinghamshire County Council website |  | |
| **GB/68/19** | **Report from training co-ordinator including review of governor training requirements for 2019** |  | |
|  | Mrs. Aldridge reported on the recent Governors’ Skills audit. This information is now collated but there are no glaring gaps that can be identified. Thank you to everyone who completed the audit.  Governors have already discussed upcoming training with Margaret-Anne Dickie on the Impact of the Governing Body. Dates to be circulated. | **GA** | |
| **GB/69/19** | **Governor monitoring visits** |  | |
|  | These are to be organised. Chair to liaise with Head Teacher.  Reporting back to Full Governing Body - previously discussed. | **CK/SL-B** | |
| **GB/70/19** | **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 Improvement :**   * Staff Meeting – Reciprocal Reading and different approaches * Mrs. Riley to look at transition of SEND children * Governing Body discussion on succession planning and the need to be prepared. Mr. Howard looking at courses in leadership in Governors * Governing Body training on Safeguarding * New Attendance Policy in place – Two Bell system * Joint work with Jesse Grey School continues * Head Teacher Report – some changes. Comparisons with data given, so it makes more sense (attendance) * Foundation Stage – recommendations for improvement underway * Deputy Head Teacher recruitment * School website – mandatory requirements. Looking at improvements * “Keeping Children Safe in Education” – all governors to read and acknowledge they have done so far, via GovernorHub. * Improvements to reporting back to Full Governing Body on Governors’ link visits. * DfE Website – “Get Information About Schools” to be checked to see if we are up to date. * Governors to update their training on GovernorHub.   **Leaders to Account :**   * Is data being examined half termly? No, termly as data collection overload. Data to be looked at in the Summer Term SDP/Strategy Meetings. * Are the two high profile SEN children still at Gotham? No, have now moved to different settings. This has seen an improvement to our attendance data. * OFSTED has not meant an exodus of pupils but will it affect the next Foundation cohort? * Questions and suggestions for staff recruitment (confidential item) * What is the three year Safeguarding Training? Is it for Governors? Yes, it is. Rushcliffe Schools Alliance offer a package for all staff, but ten schools need to be on board (£400). * What is mandatory training for Governors? No minimum standards (this will be clarified) * Governors to update training records on GovernorHub |  | |
| **GB/71/19** | **Confirmation of date for 2019** |  | |
|  | The governing body |  | |
|  | **agreed** |  | |
|  | Summer term – Tues 11 June, 2019 at 6.15pm (please note change of date) |  | |
| **GB/72/19** | **Determination of confidentiality of business** |  | |
|  | It was |  | |
|  | **Resolved** |  | |
|  | that all papers and reports be made available as necessary, with the exception of discussion around confidential staffing matters. |  | |
|  | **The meeting closed at 8.05pm.** |  | |

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

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| **MINUTES OF MEETING** | | NCC-l-head-black |
| **School:** | **GOTHAM PRIMARY SCHOOL** | |
| **Meeting title:** | **Spring term meeting of the governing body** | |
| **Date and time:** | **27 FEBRUARY 2019 at 6.30 pm** | |
| **Location:** | **At the school** | |

**Confidential item(s)**

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|  |  | **Action** |
| **GB/72/19** | **Staffing Updates :** |  |
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|  | The Head Teacher updated Governors on the recent advertisement for a Deputy Head Teacher. To date, there have been six candidates who have booked in for a school visit. Closing date – 1 March 2019.  Governors discussed the interview process. This will include observing the shortlisted candidates teaching in their **own** school setting.  Current advert also running for a part-time, two day a week, Teaching Assistant. This vacancy has arisen from a current Teaching Assistant putting in a request to reduce from five day working week to three days.  However, the Head Teacher reported that those who have already come to visit are not strong candidates and would be unlikely to be shortlisted. If there are no shortlisted candidates, Head Teacher will be seeking advice from Human Resources as to whether or not the request to reduce working days can be considered and granted. This Teaching Assistant is a highly experienced member of staff and would not want to be lost by school.  Governors discussed the current staffing structure and looked at different ways the structure could work, including the reduced working hours requested. From September 2019 it is likely there will be SEN funding bids for additional temporary hours to support specific children and the school could advertise in a different way.  Governors also discussed the Administration staff, and their roles within the staffing structure. The school is very keen to keep the current Office Manager and feel there is an opportunity to look at re-evaluating the job again with a view to appointing as a School Business Manager in the future, as there are additional responsibilities being undertaken. |  |
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Signed .............................................................. (chair) Date ........................................