

MINUTES OF MEETING



School: Gotham Primary School
Meeting title: Autumn term meeting of the governing body
Date and time: Thursday 8th October 2020 at 6.30pm
Location: Virtual meeting via Microsoft Teams

Membership
'A' denotes absence

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

In attendance

Mrs S Beasley (clerk to the governors)
Ms M Kenny

GB/36/20 Apologies for absence Action

There were no apologies for absence.

GB/37/20 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

The headteacher confirmed that she would distribute declaration of interest forms. **HT**

The clerk informed governors that declaration of pecuniary interests could be declared on GovernorHub in the 'about me' section. She advised that the RP1 and RP2 forms should be signed when possible and filed in school for audit purposes.

Review and sign Governor Code of Conduct

It was noted that a confirmation of understanding of the governors' code of conduct had been set up on GovernorHub.

Governors agreed to register their abidance.

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GB/38/20 Review of membership

The clerk highlighted the following vacancies on the governing body:

2x co-opted vacancy

Governors discussed the recruitment of new governors, the clerk advised that governors should be recruited to fill any skills gaps in the existing governing body. **Governors confirmed** they would need to be clear of the skills required on the governing body and then begin to recruit.

The headteacher advised governors that Mr Higgins had resigned at the end of the Summer term. This left a LA governor vacancy. The clerk gave advice on the recruitment process for LA governors.

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

Mrs Riley's term of office was due to end on 9th October 2020. The headteacher had run a parent election process, the voting had been completed and counted and Mrs Riley had been re-elected as a parent governor.

Governors welcomed Mrs Riley back to the governing body.

GB/39/20 Determination of term of office for chair and vice-chair

The governing body agreed the term of office for chair and vice chair would be 1 year.

GB/40/20 Election of chair

The clerk asked members of the governing body for nominations for chair of governors.

Mrs Walker was proposed and seconded for the position of chair. There were no other nominations. Mrs Walker left the room whilst governors considered the nomination. Following a vote, it was

resolved

that Mrs Walker be appointed as chair of the governing body.

GB/41/20 Election of vice chair

Mrs Dale was proposed and seconded for the position of vice chair. There were no other nominations. Mrs Dale left the room whilst governors considered the nomination. Following a vote, it was

resolved

that Mrs Dale be appointed as vice chair of the governing body.

GB/42/20 Approval of minutes of summer term meeting and any additional special governing body meetings

The minutes of the summer term meeting held on 21st May 2020 having been previously circulated were confirmed, to be signed by the chair.

Review of actions

P.1 The clerk had informed governor services of the resignation of Mrs Lomas

P.2 The finance committee had taken advice and would resolve the contract change requested via email communication

The headteacher had not yet formulated a formal expectation of staff responding to work related emails and relayed to staff. She confirmed she would issue a statement on Parentmail.

HT

Mrs Dale and Mr Howard had visited school to view the concern forms folder and complete the audit for child protection and confidential files.

The re-working of the Pupil Premium spending documentation to clearly show the work done and its impact was still in progress. Mrs Dale was currently reviewing the documentation.

Mrs Ault and Mrs Payne had not yet completed their governor induction training but were exploring virtual options.

LA&CP

P.5 The appraisal governors had completed a summer term review with the headteacher.

The chair had sent a message of support to staff

Governors supplied questioning at the pupil premium meeting around Improving equal opportunities to all and culture capital.

GB/43/20 Receipt of minutes and approval of policies from committees and working parties

Finance and General Purposes and Personnel committee

The minutes of the FGP summer term meeting held on 19th May, 2020 having been previously circulated were confirmed, to be signed by the chair

Strategic and Development/ Pupils and Strategy committee

The minutes of the SDP and Strategy summer term meeting held on 21st July, 2020 having been previously circulated were confirmed, to be signed by the chair

All actions were either completed or to be completed by the next SDP meeting.

GB/44/20 Financial reporting

Schools Financial Value Standard (SFVS) for 2020-21

Governors must complete SFVS, get it signed off by the Chair of Governors and submitted to the NCC schools finance team by 31 March 2021.

Colleagues in Finance have advised that it should now be school staff downloading the form, completing the dashboard and then presenting this to governors. The self-assessment section should be completed after reviewing the dashboard.

Governors confirmed this had been delegated to the finance committee.

Year-end re-forecast

Autumn term is when schools are required to prepare and submit their half-year reforecast. This should be submitted to NCC finance by 30 November 2020. It doesn't require governor approval before being submitted but should be presented to Governors', so they are aware of the schools' financial position.

Governors confirmed this had been delegated to the finance committee.

Finance

Governors' Year End Financial Statement for 2019/2020 (including the Committed Balances Return 2019/2020) for information.

Governors confirmed this action had been completed and minuted in the Summer term FGB minutes.

GB/45/20

Headteacher's report

The headteacher had circulated the headteacher's report to governors before the meeting.

Governors discussed the content of the report.

The headteacher asked governors if they had any questions.

Pupil numbers

Governors noted that more children were now claiming Free School Meals.

Staffing

Governors asked if the post of the member of staff leaving at half term had been advertised. The headteacher informed governors that vacancies created after half term would be filled by current staff. This would help the school to offset the deficit in the mid-term financial forecast.

Governors asked if the new teacher was settling well. The headteacher confirmed that they were. She stated that children had been assessed and were a way behind, but the staff and children were working extremely hard and were very positive.

Mr Howard added that he had conducted a classroom visit and the feedback he had received from the children had been very good, they found the teacher funny and bubbly, they said that she made stories come alive when she was reading with them.

Governors queried how the staffing structure would change when the Year 1 teacher returned from maternity leave. The headteacher explained that she would teach in class Monday to Wednesday, Thursday AM would be covered by a highly experienced TA, while the teacher had management responsibilities to cover and a teacher would cover that class on Fridays to enable the teacher's PPA time.

Governors questioned if the teacher taking their PPA time at home would have implications for other staff members. The headteacher stated that all staff took their PPA time away from school, so it would not be a problem.

Attendance

Governors noted that the staffing absence was higher than this time last year. The headteacher said that this was understandable and had tried to report the figures to show how the figures related to Covid.

Governors noted the pupil attendance had increased week on week during the Summer term.

Governors praised the planning and communication of the school and noted that the figures reflected the increasing confidence amongst parents.

Governors asked if the persistent absence since the return to school was a result of Covid. The headteacher informed governors that the numbers were attributed to a small number of children. These were being monitored and improvements were being made. There had been some initial anxieties that had now been resolved, there had also been some instance of other illnesses compounded by self-isolation direction.

Learning provision

The headteacher had circulated information on Pupil Premium and culture capital enrichment.

Mrs Dale suggested that Ms Kenny deliver information to governors on how Pupil Premium funding was spent within school.

Governors asked if in the event of any further lockdown extra materials or resources could be shared with Pupil Premium funded children. The headteacher explained that packs were already available for all pupils having short term absences and there were resources in school that could be added to those packs. The headteacher shared that the attendance and engagement of the pupil premium children in school was positive in comparison to the national average. She added that all children were given all opportunities and those who have not been able to participate have been given extra resources to work on.

Governors queried how the school proposed to broaden the capital culture of the pupils now that school visits were not happening. The headteacher informed governors that virtual visits were available and were in planning. She added that the pupils had been into the community for local topic visits.

Governors questioned if the careers presentations to pupils could take place virtually. The headteacher confirmed that they could.

Governors asked why the allotment had been grassed over. The headteacher said she was planning to put planters on the grass in the future but for the time being the grass would hold off the weeds.

Data

The headteacher shared data from the year 6 group who had left in the Summer. She felt this data was the most accurate as they had been practicing SAT papers and the data had been derived from those tests.

Governors noted the positive data.

Teaching and Learning

Governors asked if there was any mitigation in place to support the FS2 class.it was noted that the class was 2/3 boys and did not carry the strongest data. The headteacher stated that they were considering various forms of support for this class.

Governors queried if they were confident of their strategies. The headteacher had set up weekly meetings with the staff and was aiming to teach in the class

herself to give the class teacher the opportunity to observe. They had highlighted the use of sensory resources and further phonics training.

Governors discussed the housing development between Gotham and Clifton. The development would contain a new school. Governors were concerned that this would affect the numbers of children enrolling at school.

A governor had spoken with the contractors and was informed that they were in communication with the LA.

Governors wanted reassurance that Gotham Primary and other schools in the area would not be damaged. The headteacher informed governors that she had the contact details of a LA member who may have some further information. The headteacher and chair would contact this person and report back to governors.

Governors considered contacting the family of schools to gauge concern and formulate a collected response.

HT&Chair

GB/46/20 Update on appraisal process for headteacher and staff

The headteacher appraisal review took place in the Summer term. Mrs Riley gave a brief summary of the review. The appraisal governors and the external advisor were due to meet with the headteacher this term.

The appraisal governors were confirmed as Mrs Dale and Mrs Riley.

The external advisor was confirmed as Phil Unsworth.

Confirm Quality Assurance arrangements

Mrs Walker was confirmed as the Quality Assurance governor

GB/47/20 Receive headteacher's annual report on whole school appraisal process and consider/ratify headteacher pay recommendations for all staff

The headteacher confirmed that the appraisal policy had been reviewed in line with any recommended changes from NCC HR.

Governors approved the Appraisal Policy.

The headteacher confirmed that all staff had had their 2019/20 appraisal objectives reviewed and new objectives set. The headteacher had made pay recommendations which would be considered at the pay committee meeting on 12th October. Termly review dates were set for 30th November 2020, 1st March and 5th July 2021.

Ms Kenny and members of the SLT are due to appraise the TA's during the Autumn term. They will consult to organise a consistent and moderated approach to the setting of objectives.

GB/48/20 Review of delegation and organisation of committees (deferred from Summer Term)

Agree committee structure and membership of committees

Pay committee

Governors discussed the membership of the Pay committee. The clerk advised that there should be little overlap between the performance management membership and the pay committee membership. It was agreed that Mr Kerr, Mr Howard and Ms Aldridge would sit on the pay committee.

Finance and general purposes and personnel

Strategic development and Pupils

Strategy

Governors discussed the membership of the committees listed above. **Governors noted** that all governors were members on all committees. The clerk advised that governors should be mindful of the potential need for governors for appeal panels. **Governors decided** that the organisation of the committees would be delegated to the SDP committee. Governors were asked to consider their skills and decide which committee they would like to sit on.

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SDP**

Approval of scheme of delegation/decision planner 2020/21

The headteacher had shared the NCC model decision planner adapted for the school.

Governors approved the decision planner.

Note annual planner 2020/21 to support agenda setting

The headteacher had shared the annual planner with governors before the meeting

Governors noted the annual planner.

Policy checklist 2020/21 – statutory policies for schools

The headteacher had shared the policy checklist with governors before the meeting.

Governors noted the policy checklist.

Appointment/re-appointment of link governors

Governors agreed to defer the appointment of link governors the SDP committee. **SDP**

GB/49/20 Governor monitoring visits

Mr Howard reported his classroom visit to governors. He commented that whilst governors were not able to come into school to encourage reading, he would like to find a way to encourage remotely. The headteacher suggested they could offer a book recommendation.

Governors agreed this was a good idea.

Mrs Riley had conducted a SEND review. She reported that the SEND provision during lockdown had been excellent. Each child had intervention and support tailored to their needs. The SENDCo had explained that the bidding process had been difficult to do remotely. Mrs Riley commended the SENDCo and SLT on the transition process to secondary school for the year 6 pupils.

Mr Kerr had completed a health and safety review. He had met with the caretaker and his manager from the LA. He reported that there had been an improvement in

cleaning but advised that it would be beneficial to review the paid service from the LA when the contract ended in Mar 2021. The business manager had produced costings for governors to review.

Governors noted that managing the cleaning service had not been the best use of the headteachers time.

Mrs Ault was looking forward to a visit arranged for next week.

Mrs Dale and Mrs Walker had reviewed pupil premium spending. Mrs Dale commented that visits were difficult as staff members were in bubbles but asked if governors did visit their classes that they spent some time focusing on the pupil premium children in that class.

Governors requested more information regarding pupil premium and the impact of spending.

GB/50/20 Information from the Corporate Director for consideration and action

School Appraisal Policy, School Pay Policy, Teachers Pay Award and other HR updates September 2020

Governors noted the HR updates.

The headteacher had updated governors in an earlier item on appraisal cycles and the pay committee were due to meet on 12th October to consider the pay recommendations.

Governors noted the updates to the KCSIÉ document.

This would be discussed in a later item.

Considering Everyone's Wellbeing in Schools - Diane Ward

The Education Improvement Service (EIS) have commissioned the wellbeing coach, Sally Rundell, to adapt and adjust the wellbeing resources that she had produced with a pilot group of Nottinghamshire schools. These practical materials are supported by a series of pre-recorded webinars that help leaders to run staff meetings focussed on everyone's wellbeing. These materials are freely available to Nottinghamshire maintained schools and can also support structured conversations between governors and school leaders to ensure that governors have the tools to support headteachers as they lead their schools. The resources are accessible through the resources area of www.em-edsupport.org.uk. Access to this area of the site is available via the headteacher or school office.

Governors noted the directors report. Governors had made sure that wellbeing was discussed frequently, and it had been included in the appraisal process.

School Travel Toolkit – Pete Mathieson

Nottinghamshire County Council has developed a 'School Travel Toolkit'. The online resource provides both primary and secondary schools and their local community with information and advice to help address parking issues around their school. Whilst the trials began, they were interrupted due to the COVID-19 outbreak. To help school communities as they return following the summer school holidays and respond to the challenges posed by COVID-19, it is now proposed that the toolkit will be made available online to all schools during September 2020. Governors will be provided with a link to access the School Travel Toolkit.

Action for governors

Governors are, at this time, asked to note the development and availability of the school travel toolkit. If there are persistent or dangerous parking problems outside

your school, you are able to request enforcement of the 'School Keep Clear' road markings using the online request forms.

Governors noted the directors report.

Governors discussed the traffic situation at school during drop off and pick up times.

GB/51/20 Safeguarding information for consideration and action:

All school staff and governors must read and understand part 1, part 5 and annex A of the 2020 Keeping Children safe in Education.

See letter from Cheryl Stollery dated June 2020. The Safeguarding in Education (SiE) Self-Audit tool kit is in 3 parts, a letter of introduction, guidance and the SiE annual Self Audit toolkit which needs to be completed and returned to Cheryl Stollery by 20th December 2020 (cheryl.stollery@nottsc.gov.uk). This tool is designed to breakdown the requirements in KCSiE 2020 and help schools with their assurance of statutory safeguarding arrangements. The Safeguarding Audit will be used in evidence as part of the Headteacher appraisal process.

Governors noted the information from Cheryl Stollery. Mrs Dale and Mr Howard confirmed they would visit school to complete the Safeguarding audit.

Governors confirmed they would read Part 1, Part 5 and Annex A of the updated KCSiE document and confirm they had read it on GovernorHub.

The headteacher advised that governors could access training through Educare and would provide log in details to everyone. She requested that governors complete the Child Protection Refresher 2020 level 2 training.

Governors confirmed they would do this.

The ht had shared the Child Protection policy with governors before the meeting.

Governors noted the updated Child protection Policy.

Governors approved the Child Protection Policy.

LD&AH

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GB/52/20 Receive report from Data Protection Officer and Information Governance governor

Mr Howard was confirmed as the Information governance governor.

Mr Howard had completed the GDPR audit and reported 2 minor data breaches which were not reportable. There had been no subject access requests or freedom of information requests to report this period.

The SIRO was confirmed as Miss Allen.

The DPO was confirmed as Miss N Danylevych.

Mr Howard advised governors he would look at the NCC GDPR timeline framework to assist with timetabling GDPR responsibilities on the agenda,

GB/53/20 Communication

From chair

The chair reported that the Open Day on the 16th October had 10-11 families booked in. She added that if restrictions changed due to the rising cases of Covid in Nottingham, school would have to review the guidance and make any necessary decisions.

From headteacher

There was no communication from the chair.

From clerk - Governor Newsletter first autumn term edition

The clerk highlighted the following items in the governor Newsletter;

- Recommendation for exit interviews for resigning governors.
- Cancellation of the Governor Conference and webinars available to join.
- Catch up funding information.
- Changes to Nottinghamshire County Council Early Help offer.
- Support for families of children up to 5 from the Children's Centre Service.

GB/54/20 Report from training co-ordinator including review of governor training requirements (including safeguarding) for 2020/21

Mrs Aldridge highlighted the 'Governance and accountability in a virtual world' virtual training module to governors.

Governors confirmed they would complete the safeguarding training. Mrs Payne and Mrs Ault would source remote induction training. Mrs Walker reported that she had completed the leadership Development Programme for governors through the NGA.

GB/55/20 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

The governors had challenged and supported the school and evidence of this is

- In the committee and full governing body meetings organised and attended.
- In the training organised and completed.
- In the questioning of the school's leaders. Discussion around wellbeing.
- In the monitoring visits and reports completed.
- In the questioning of financial decisions including reviewing contracts and staffing structures.
- In noting attendance figures and challenging persistent absence procedure.
- In questioning the provision of remote learning plans and ensuring support will be provided for all that need it.
- In agreeing to review the committee structure and link governor roles to possibly include a wellbeing governor.

GB56/20 Confirmation of dates for 2021

The governing body

agreed

Spring term 2021 – Tuesday 9th March 2021 at 6.15pm
Summer term 2021 – Tuesday 15th June 2021 at 6.15pm

GB/57/20 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 8.10pm.



Signed

(chair) Date 10th March 2021