

MINUTES OF MEETING



School: Gotham Primary School
Meeting title: Autumn term meeting of the governing body
Date and time: Tuesday 12 October 2021 at 6:15 pm
Location: At the school

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)
Mr A Kerr (co-opted)
Dr A McCartney (co-opted)
Mr A Howard (local authority)
Mrs E Ault (parent)
A Mrs L Mills (parent)
Mrs C Payne (parent)
Mrs S Riley (parent)
Mrs J Walker (parent) (chair)
Miss J Allen (Headteacher)

In attendance

Mr D Hutchinson (clerk to governors)

GB/38/21

Apologies for absence

Action

Apology for absence was received from Mrs Dale.

It was

resolved

that the governing body consent to this absence.

Apology for absence was received from Mrs Mills

It was

resolved

that the governing body consent to this absence.

GB/39/21

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 chair asked all governors to complete and sign the Register of Business Interests which was issued at the meeting. Governors not present at the meeting should make arrangements with the headteacher to complete their declarations.

All

Review and sign Governor Code of Conduct

The chair asked all governors to sign the new Code of Conduct which was issued at the meeting. The headteacher confirmed that the school had personalised the NCC model Code of Conduct which had been revised for Autumn 2021. Governors not present at the meeting should make arrangements with the headteacher to sign the document.

All

KCSiE September 2021

The headteacher also reminded governors that Keeping Children Safe in Education - September 2021, Part 1, should be read and signed by all governors.

All

The clerk advised that it was possible to utilise GovernorHub declarations for governors to confirm that they have read the document. He also advised that the chair and the governor with safeguarding responsibility may wish to read the whole document.

GB/40/21

Review of membership

- *Co-opted governor*

Dr McCartney left the meeting in order for the governors to vote and it was

resolved

on a show of hands that Dr McCartney be appointed as a co-opted governor.

Dr McCartney returned to the meeting and was informed of the governors' decision.

The clerk confirmed that he would make the necessary arrangements for GovernorHub access.

Clerk

- *LA governor*

The chair informed the governing body of the application from Mr Howard to be a LA governor. Mr Howard left the meeting in order for the governors to vote and it was

resolved

on a show of hands that Mr Howard be appointed as LA governor, **subject to nomination by the Service Director.**

Mr Howard returned to the meeting and was informed of the governors' decision.

Action

The clerk confirmed that, subject to nomination by the Service Director, that he would make the necessary changes on GovernorHub for Mr Howard, who had previously been a parent governor.

Clerk

- *Parent governor elections*

The chair informed the governing body of the results of the parent governor elections.

The governing body **noted and accepted** the results of the election process which were as follows:

- Mrs L Mills (new)
- Mrs J Walker (re-elected)

The clerk confirmed that he would make the necessary arrangements for GovernorHub access.

Clerk

GB/41/21 Determination of term of office for chair and vice-chair

It was

resolved

that the term of office for both chair and vice-chair should be for 1 year, i.e. until the 2022 autumn term FGB meeting.

GB/42/21 Election of chair

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 re-appointed as chair of the governing body.

Clerk

Mrs Walker returned to the meeting and was informed of the governors' decision.

GB/43/21 Election of vice-chair

Mrs Dale was proposed and seconded for the position of vice-chair. There were no other nominations. Mrs Dale was absent from the meeting but had given previous notification that she would be happy to be re-appointed if there were no other nominations.

Following a vote, it was

resolved

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

Clerk

Governors **discussed** chair and vice chair succession planning and the chair asked all governors to consider this for the next FGB meeting.

GB/44/21 Approval of minutes of summer term meeting and any special governing body meetings

The minutes of the summer term meeting held on 15 June 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 chair.

Review of actions

GB/21/21

The chair informed that induction training would need to be completed by all new governors. The training co-ordinator advised that booking of on-line training is accessible on the NCC website and via GovernorHub.

CP / EA /
AM / LM

GB/25/21

The chair asked all governors to plan further monitoring visits between now and Christmas.

All

GB/33/21

The chair confirmed that the approved scheme of delegation/decision planner 2021/2022 had been completed and shared with governors on GovernorHub.

GB/45/21 Receipt of minutes and approval of policies from committees and working parties

The minutes of the **Finance and General Purposes Committee** meeting held on 7 October 2021 were shared by the headteacher.

Review of actions

The headteacher gave an update on:

- Staffing
- Budget
- GDPR policies and data breach
- Skills Matrix – Mrs Dale to complete

LD

Governors **discussed** the number of children wanting a place at the school, the number of children in the local housing area, the potential for pupil numbers to increase and the classroom and staffing capacity.

The minutes of the **Strategy Committee** meeting held on 22 September 2021 were shared by the headteacher.

Review of actions

The headteacher gave an update on the SIP and on aligning governor monitoring visits and deep dives to the SIP priorities. Governors **agreed** to profile their monitoring visits between now and Christmas accordingly.

All

GB/46/21 Financial reporting*Schools Financial Value Standard (SFVS) 2021-2022*

The clerk advised that this should be formally ratified by governors and submitted to the NCC schools finance team by 31 March 2022.

Year-end re-forecast

The clerk advised that this should be submitted to NCC finance by 30 November 2021. Having been previously shared with governors, the headteacher's confirmation that this had been completed was **noted**.

Governors' Year End Financial Statement for 2020/2021 (including the Committed Balances Return 2020/2021) for information

Governors **noted** that this had been completed at the previous FGB meeting.

**Agenda
FGB
Spring
2022**

GB/47/21 Summary of Headteacher's report and governors' questions and challenge

The headteacher referred to the autumn 2021 report which she had prepared and circulated to governors and the Education Improvement Service reports which were previously circulated via GovernorHub.

Staff attendance

Please refer to the confidential minutes.

*Pupil attendance***A governor questioned the action taken to reduce persistent pupil absences**

The headteacher confirmed that persistent absence is something that concerns her and that she has sent letters, issued penalty notices, invited parents/guardians in for meetings and encouraged not taking holidays in the school term.

A governor mentioned that some pupils who had come from other schools had come with attendance issues

The headteacher confirmed that she would speak to the Early Help Unit for further advice.

HT

A governor asked if the school could specifically write to parents/guardians about not taking holidays in school term

The headteacher confirmed that she would ask those who have done so to come into school to discuss the issue.

HT

A governor questioned the relative attendance data for FSM pupils

The headteacher confirmed that overall pupil attendance is above 95%, apart from FSM pupils, and that the persistent absentees are mainly from this cohort. She confirmed that the number within the school eligible for FSM has increased to 26 and the number of PP pupils had increased by 1.

Education Improvement Advisor

Governors noted that the visits had been positive and that ensuring consistent teaching in reading and phonics was underway. The headteacher confirmed that the advisor had agreed with her self-assessment of the school and had given validity to the SIP.

*Breakfast club***A governor questioned whether the school would look at running a breakfast club**

The headteacher informed that this had not worked in the past and that it would be difficult for the school to run a breakfast club.

GB/48/21 Governor monitoring visits*Chair - Headteacher*

The chair informed that they meet on most Fridays to discuss whether there are any immediate concerns within the school, to discuss staff and wellbeing, and capacity challenges.

She re-confirmed the requirement for all governors to plan further monitoring visits between now and Christmas aligned to the SIP and to post reports on GovernorHub.

Governor Focus Areas 2021-2022

Governors gave a summary of their most recent monitoring visits.

GB/49/21 Update on appraisal process for headteacher and staff*Confirm external advisor*

The headteacher informed that Mr Phil Unsworth is the current external advisor.

The clerk advised that the Education Improvement Service has revised its offer regarding accessing an LA external advisor for appraisal support and referred governors to the newsletter item on GovernorHub. It is recommended that a change of adviser is made every 3 years.

It was

resolved

that the external advisor remains as Mr P Unsworth for this academic year.

Confirm/appoint appraisal governors

It was

resolved

that the appraisal governors would be Mrs Riley and Mr Kerr.

Confirmation of the Quality Assurance arrangements

It was

resolved

that the QA governor remains as Mrs Walker.

It was **noted** that the headteacher's appraisal had been arranged for Wednesday 13 October 2021.

GB/50/21 Receive headteacher's annual report on whole school appraisal process and consider/ratify headteacher pay recommendations for all staff

The headteacher informed that most teacher appraisal reviews for 2020-2021 had taken place in the summer term, as teachers were leaving for the summer break.

Any teacher appraisals which were not carried out in the summer and new teaching staff appraisals will all be completed before half term.

The next review is planned for the week commencing 13 December 2021.

TA appraisals have not yet taken place, and these will be organised for next half term.

The headteacher informed that currently, appraisals do not take place for any other members of staff and this is an area which could be developed.

The headteacher's pay recommendations would be considered at the next pay committee meeting.

Pay Cmte

GB/51/21 Report from designated teacher for LAC

The headteacher confirmed that she is the designated teacher for 'Looked after Children' and that she updated her training on 5 October 2021.

The headteacher informed that there are no LAC in school but that we do have 1 post looked after or adopted from care (AFC) who also has SEN.

Refer to the confidential minutes.

GB/52/21 Information from the Corporate Director for consideration and action

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

Spotlight on disadvantage

The clerk informed that from autumn term 2021, there will be an expansion of the tutoring options available to schools. The DfE are introducing school led tutoring where teaching assistants or existing teaching staff can provide the tuition, rather than utilising external tutors.

The Nuffield Early Language Intervention is being offered again in 2021-2022 to those schools who did not take part last year. The headteacher confirmed that she is taking up this intervention.

HT

The clerk also informed that there have been 2 changes to the Pupil Premium conditions of grant for 2021-2022:

- Maintained schools must publish an updated Pupil Premium strategy annually, and all schools must use the template available on the DfE website by the end of December 2021 (previously schools could use any format).
- Schools must demonstrate how their spending decisions are informed by research evidence, referring to a range of sources.

Action for governors are noted as ensuring:

- they are aware how disadvantaged pupils in the school were affected by the pandemic and partial school closures
- they are aware how the school's approach to catch-up from September 2020 has impacted on the attainment of disadvantaged pupils
- they are aware of whether leaders have taken up the offer of subsidised tuition or the free language programme for reception aged pupils and if so, what the impact has been
- they are aware of what additional provision / opportunities the school is providing using the Pupil Premium, what the evidence base is for these chosen approaches and what is the impact
- they are aware how staff are engaging with parents to improve outcomes
- they can fulfil an "advocacy" role on behalf of the disadvantaged pupils to further raise aspirations, ensure good access and improve achievement and progress

Personal & Intimate Care and the Administration of Medicines Policies

The clerk informed that policy templates have been developed for both policy areas for schools to use and adopt. In addition, risk assessments have been developed to support the implementation of both policies, ensuring processes are robust and staff are fully supported.

Action for governors are noted as ensuring:

- that the new policies are in place, which meet the revised guidance for these areas.
- that existing policies are reviewed (and approved) using this guidance and a programme of future reviews established
- that staff feel well supported in implementing the policies and receive the appropriate training to undertake their duties. The risk assessments are there to help support this and governors should seek confirmation that they are being used within the school.

HR updates for September 2021

The clerk informed governors about:

- the teachers' pay award
- the support staff pay award
- the school pay policy, toolkit and guidance. It was noted that decisions on performance related pay increases for teachers resulting from the 2020/21 appraisal cycle should be made in accordance with the 2020 school pay policy and that governors are not required to adopt the new 2021 policy before making decisions on appraisal outcomes and incremental progression for 1 September.
- updates to the recruitment and safer working documents 2021 to take account of KCSiE part 3 which has the recommendation for shortlisted candidates to complete a self-declaration of their criminal record or any other information that would make them unsuitable to work with children.
- job evaluation for support staff posts to prevent any equal pay claims
- update to the school disciplinary procedure – part 2 – relating to the management of 'low level' concerns.

Further actions for governors are noted as:

- to make arrangements for the appropriate committee of the governing body to meet to approve all new policies, guidance documents and toolkits as they are published making them school specific
- to ensure that all staff and governors have read at least Part One of Keeping Children Safe in Education, 2021 and/or Annex A as required so the context of any changes from 1 September 2021 is understood
- to ensure that the school policies and systems for undertaking the required safer recruitment checks for staff, governors, volunteers and contractors are robust
- to ensure that a Section 128 check has been carried out for all governors

GB/53/21 Safeguarding information for consideration and action

Assurance of statutory safeguarding arrangements

Governors **noted** their responsibility to safeguard and promote the welfare of children in accordance with KCSiE September 2021 and the Child Protection Policy.

The headteacher confirmed that on 21 September 2021, that she, as the Senior DSL, together with the Deputy DSL Mrs Kenny, reviewed the safeguarding concerns folder. Mrs Dale, the link safeguarding governor came and observed.

The headteacher confirmed that the filing system has been updated and improved and that Mrs Dale is going to come back and see the updated system in the next half term.

She also confirmed that all social care cases were closed in the summer term and that there is one referral that is ongoing from the autumn term.

Safeguarding Children in Education: Self-audit tool 2021-2022 plus supporting guidance

The clerk advised that the self-audit tool needs to be completed and returned to Cheryl Stollery by 20 December 2021.

The headteacher confirmed that the safeguarding audit will be completed in the next half term.

LD / HT

GB/54/21 Receive report from the Data Protection Officer and Information Governance Link Governor

Miss Danylevych (DPO) and Mr Howard (IGLG) confirmed that there had been no Freedom of Information Requests or Subject Access Requests.

They informed of 1 minor data breach which had involved a pupil's record being sent to another school in another pupil's file. The incorrect file was returned confidentially. Systems are in place to help prevent this occurring again.

Mr Howard also informed that 7 staff inductions had taken place which included safeguarding, first aid, mental health, as well as GDPR and that 7 new staff accounts had therefore been opened.

Governors **noted and thanked** both for their report.

GB/55/21 Communication

From chair

The chair said that 6 families had attended each of the 2 open evenings, so a total of 12 families had visited, which had been lovely and positive for the school.

She confirmed it was now important for governors to focus on the general health and wellbeing of staff which is a priority of the SIP, to settling in the new staff and for the children and parents to get used to being back on the site.

The headteacher confirmed that the transition from the pre-September Covid rules, moving to new ways of interaction, had been difficult at first as people were not sure what to do, but things are now settling down.

The chair said that governors should be mindful of the amount of open evenings and other events that require staff to stay later into the evening.

A governor questioned whether open days could be carried out during the school daytime.

The headteacher informed that when this had been done before, it had been more stressful for her personally as the responsibilities couldn't be shared with other staff as much during the school day. She confirmed that she would slot in more open evenings in the future.

HT

A governor questioned what feedback the school had received from the open days.

The chair confirmed that families had found it useful and appreciated being allowed in to actually see the school. For some it had cemented their thoughts about wanting to come to Gotham Primary and for others it had been useful to check out the school as a second option.

A governor questioned whether governors should have more contact with 'Friends of Gotham School' (FOGS).

The chair confirmed that she would make contact with them. FOGS has helped raise funds for the school with various events and governors **agreed** that it would be positive for all to further the relationship.

Chair

From headteacher

There was no communication from the headteacher.

From Clerk

The clerk drew attention to the content of the governor's newsletter – September 2021, highlighting the following items:

- Message from Sarah Sayer, Governor Services
- Governor Services Updates
 - ECTs
 - Updated Model Governor Code of Conduct Policy - September 2021
 - Updating Model Complaints Policy - September 2021
- Message from the Chair of NAGS
 - Chairs and 'new to governance' networking sessions
- Safeguarding in Education news
- Sharewear Schools Partnership Programme
- Property update with spotlight on legionella prevention and statutory equipment inspections
- HR updates with spotlight on Right to Work checks following Brexit
- EMESS new package of resources and support for headteacher appraisal
- New School Admissions Code – September 2021
- Consultation on a revised Fair Access Protocol

GB/56/21 Report from training co-ordinator including review of governor training requirements for 2021/22

Mrs Aldridge gave further information about the online NCC governor training and development opportunities. She informed of new training opportunities for governors including finance.

Governors **discussed** the requirement for safer recruitment refresher training and prevent duty refresher training. The headteacher confirmed that safeguarding training can be accessed by governors through the school's EduCare package and that she would send out the link.

HT / All

The headteacher also confirmed that she keeps a log on a spreadsheet of all governor training.

The clerk advised that GovernorHub could be utilised to record all personal training. Mrs Aldridge confirmed that all training, including relevant training from other organisations could be put on GovernorHub.

GB/57/21 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
- The actions taken to ensure that the continued staffing arrangements in school are robust
- The actions taken to ensure that the continued governance arrangements are robust
- The actions taken to ensure the wellbeing of staff and students during and post-covid restrictions.
- Quality Assurance of teaching and leadership, including arrangements for the appraisal of the headteacher and consideration of staff appraisal recommendations
- Financial management and budget setting governance arrangements
- Attendance and support at open evenings
- The governor monitoring visits which had taken place
- The support given to senior leaders in producing and implementing the SIP

GB/58/21 Confirmation of dates for 2022

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

Spring term 2022 – Tuesday 8 February 2022 at 6.15pm
 Summer term 2022 – Tuesday 14 June 2022 at 6.15pm

To be agreed at the next FGB meeting

Autumn term 2022

GB/59/21 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 8.05pm.



Signed (acting chair) Date8 February 2022.....

School Display