

MINUTES OF MEETING



**Nottinghamshire
County Council**

School: Gamston CofE (Aided) Primary School
Meeting title: Summer term meeting of the Governing Body
Date and time: Tuesday 13 July 2021 at 5:30 pm
Location: Virtual via Teams

Membership
'A' denotes absence

Mrs Alison Davies
Mrs Kelly Evans
Ms Mary Howard
Mrs Sarah James
Mrs Carol Singh
Mrs Karen Slater
Mrs Helen Thomas
Mrs Jane Turner
Mrs Lucy Vernon (Chair)
Miss Hollie Weselby
Mr Sam Weston

In attendance Ms Sara Booth (Clerk to the Governors)

GB/19/21 Welcome and Opening Prayer **Action**

Mrs Vernon welcomed everyone to the meeting and the Executive Headteacher opened the meeting with a prayer.

GB/20/21 Apologies for absence

There are no apologies for absence although some Governors may be a little late. Mrs Slater is stuck in traffic. Mrs Evans and Miss Weselby are still at work.

It was

resolved

that the Governing Body consent to these absences.

GB/21/21 Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

GB/22/21 Review of membership

The Clerk highlighted the following vacancies on the Governing Body:

Mrs Turner has tendered her resignation, Mrs Vernon would like to record appreciation for Mrs Turner's commitment to the school and contribution to the Governing Body.

Mrs Vernon added that this now creates a vacancy for Vice Chair. Mr Weston self-nominated and withdrew at 5.36pm. The Clerk checked whether there were any objections to his appointment, and none were forthcoming. Mr Weston was unanimously elected and re-joined the meeting at 5.36pm.

Miss Weselby's term of office expires at the end of this term and a Staff Governor election will therefore need to be held. Mrs Vernon again would like to record Governors' gratitude for the commitment of Miss Weselby.

There are five vacancies, one Co-Opted Governor, three Foundation Governors and one LA Governor.

Mrs Vernon asked if Governors know of anyone who may be interested then please let her know.

The Clerk brought to the attention of Governors the following end of term of office:

There are no terms of office due to expire in 2021 or 2022.

GB/23/21 Wellbeing Survey: themes and next steps

Mrs Davies has uploaded the results of the wellbeing survey on GovernorHub and asked Governors if they have any questions.

She added that she is meeting with staff on the 19th July to discuss the survey. The penultimate paragraph refers to SLT wellbeing, and there is a tendency for this to be ignored, and the assumption made "that they are all right".

Mrs Vernon reminded Governors that the Governing Body's duty of care is towards the Executive Headteacher who in turn is responsible for the wellbeing of staff.

Mrs Vernon thanked Mrs Davies for her work on this.

Mrs Evans joined the meeting at 5.45pm. Mrs Vernon asked whether Mrs Evans had any questions and Mrs Evans said that she needs the documents at least a week before the meeting. Mr Weston concurred. However, the Executive Headteacher apologised but said that the current staffing situation at both schools is leaving her with very little time and the Headteacher's Report was completed over the weekend.

Mrs Vernon asked for this to be discussed at the Governor Day on the 19th July. Mrs Evans asked for communication to also be discussed. Mr Weston invited all Governors to let him know if there is anything else they would like to discuss.

Govs/EHT

Mrs Davies gave her apologies for another appointment and withdrew at 5.50pm

GB/24/21 Approval of minutes of spring term meeting and any additional Special Governing Body meetings

The minutes of the spring term meeting held on the 23rd March 2021 having been previously circulated were confirmed and will be signed by the Chair.

Review of actions

GB/05/21 GB/51/20 The Executive Headteacher has shared to Deep Dive questions and a Governors Day has been arranged to discuss link visits.

GB/52/20 Mrs Evans has quality assured the Executive Headteacher's targets against the SIP priorities.

GB/07/21 The Site Manager removed the overhanging branches of a tree on the car park.

GB/11/21 The Children Missing Education Strategy was reviewed in conjunction with the Attendance Policy at the LGB meeting following the last FGB Meeting.

GB/13/21 Governors have continued to complete training and forward their certificates to the office, copying in the Training Co-ordinator.

GB/25/21 Receipt of minutes and approval of policies from committees and working parties

LGB meeting: 11th May

Items discussed:

- Spring safeguarding audit of child protection/confidential files.
- Governor monitoring of the curriculum and progress against school improvement objectives through a Governor Day.
- Preparation for the next Ofsted inspection through a collaborative working party with St Swithun's.

The following policies were reviewed:

- Educational Visits
- Equality

Finance Committee meeting: 20th May

Items discussed:

- Monitoring of expenditure against budget.
- Audit of School Fund.
- Schools Financial Value Standard.

LGB meeting: 8th June

Items discussed:

- The outcomes of the whole school safeguarding audit conducted by the Diocese and next steps.
- Staffing for EYFS.
- The outcomes of the finance committee meeting in particular the Schools Financial Value Standard.
- The EYFS Governor monitoring visit report.
- Staff Wellbeing.

The following policies were reviewed:

- Confidential Reporting/Whistleblowing
- School Annual Leave and Leave of Absence
- School Attendance and Punctuality

Management Committee meeting: 17th June

Items discussed:

- Improvements to the hall.
- Income from lettings and thoughts on increasing this.
- Current charges for use of facilities.
- Marketing of the facilities.

The following policies were reviewed:

- Lettings policy

Finance Committee meeting: 24th June

Items discussed:

- Governors consistent financial reporting outturn statement.
- Intended use of balances, both committed and uncommitted.

The Policies were commended to the Full Governing Body

It was

Resolved

to approve the aforementioned policies

a) Admissions Arrangements 2021-22

Mrs Vernon received an email from the LA about a new Admissions Code which is to be formally adopted by the 31st August.

The admission rankings have been changed to include international LAC and former LAC children.

It was

Resolved

To approve the amendments to the policy.

Governors agreed to be its own In-Year Admissions Authority, pending further information from the LA.

Mrs Slater joined the meeting at 6pm

b) SEND Policy

Mrs Slater has reviewed this policy – it is only minor amendments to remove reference to the minibus and include ELSA. Mrs Slater has also updated staff training.

It was

Resolved

To approve the SEND Policy

GB/26/21

Collaboration with St Swithun's

This part of the discussion was deemed confidential and recorded separately in the minutes.

GB/27/21

Financial reporting

a) Schools Financial Value Standard (SFVS) 2020-2021

This was scrutinised at the Finance Committee and the LGB and commended to the Full Governing Body Meeting.

It was

Resolved

To approve the SFVS

b) Approval of school budget (if not already agreed in actions from committees)

This was approved at the spring term meeting.

c) Governors consistent financial reporting out-turn statement including the intended use of balances (BO2) return

This was scrutinised at the Finance Committee and commended to the Full Governing Body Meeting.

It was

Resolved

To approve the *Governors consistent financial reporting out-turn statement including the intended use of balances (BO2) return.*

d) Approval of services for schools/review of contracts.

This was approved at the spring term meeting.

GB/28/21

Staffing Update

The Clerk checked whether there was any staffing interest in this item? The Executive Headteacher said not.

The Executive Headteacher advised Governors that she has successfully recruited a TA and also a Class Teacher following Miss Weselby's resignation.

Mrs Vernon joined for the interviews, there were four candidates shortlisted and two were taken through. The panel were unanimous in agreement that the school should recruit one.

Mrs Vernon said it was a robust recruitment process with multiple tasks for the candidates.

The Executive Headteacher said that the successful candidate is coming in to meet the children before the end of the year. She added that the children were consulted and part of the process and were very perceptive.

Q) *A Governor asked whether the decision will be communicated to parents?*

A) The Executive Headteacher said yes, parents will be advised on Friday, she is waiting to be able to confirm when the new teacher will be in school. The new TA has asked if she can come in for the week for the last week of term. The Executive Headteacher said that classrooms are also being switched around in response to staff feedback and the new layout is more logical.

GB/29/21

Headteacher's Report

Mrs Vernon asked Governors if they have any questions on the previously circulated report and the Executive Headteacher apologised for its tardiness.

Governors asked the Executive Headteacher to draw their particular attention to any pertinent points.

Q) *A Governor asked whether there are any vacancies in Year 4?*

A) The Executive Headteacher said the school is full in Years 1, 3 and 4.

Q) *A Governor said there is a significant amount of work gone into school, in terms of training and investment, but the SEF is still indicated as RI, how close is the school to "Good"?*

A) The Executive Headteacher said those rag rated red are the gap between RI and Good, the staffing situation does provide some vulnerability. The Executive Headteacher said that by spring 2022 she is optimistic that the SEF will be good, because an impact of the steps taken should be starting to be seen.

A Governor noted that she is pleased to see that Persistent Absenteeism has been reduced. The Executive Headteacher said that where PA is an issue the school has worked with the parents.

The Executive Headteacher said that she is very proud that the children are ready for the next stage of their education, despite everything they have been through over the last 18 months. The children completed 2019 SATs under SATs conditions.

Quality of Education

Q) *A Governor challenged whether Link Governors have made an impact on certain subjects?*

- A) The Executive Headteacher said that the Subject Leader went away from the link visit with a renewed sense of purpose.

Bullying Incidents

Q) *A Governor said that although there have been no formal allegations of bullying, parents are coming into school with niggles and asked whether this is as a result of lack of parental contact in the form of Parents' Evenings? Are there plans to reintroduce Parents' Evenings from September?*

- A) The Executive Headteacher said yes, there are a number of information evenings planned for next year, including meet the teacher, phonics etc. She is planning to have "Meet the Teacher" evenings for each class.

A Governor said that he attended a Parents' Evening for new parents coming in last night and it made him realise how important it is for parents to be welcomed into the school. The event was excellent.

GDPR

The Headteacher said that she is planning training for all staff and Governors in the autumn term. The Office Manager at St Swithun's is keen to take on the role of DPO from the autumn term.

Languages

Q) *A Governor asked how the French Club is progressing?*

- A) The Executive Headteacher said that the French Club is still ongoing. She has no formal parental feedback on clubs, but local intelligence is that they are popular.

Children's Earth Kids Group

Q *A Governor said he would like a meeting to discuss how to progress this.*

- A) **The Executive Headteacher said she would contact him.**

EHT

GB/31/21 Update on appraisal process for Headteacher and staff

The Executive Headteacher said that an update on Staff Appraisal is included in her report.

The Executive Headteacher's appraisal is conducted by the chairs of St Swithun's and Gamston and an external appraiser, Claire Considine.

The Executive Headteacher said that she is undertaking the performance management of all Teachers across both schools and Mrs Slater is completing the support teachers and support staff.

The Executive Headteacher said it are a lot of people to review so they are exploring an external advisor to assist.

Q) *A Governor asked how an external appraiser would undertake this?*

- A) The Executive Headteacher said that there is a leadership structure at St Swithun's, but not at Gamston, which would facilitate this.

GB/32/21 Information from the Corporate Director for consideration and action

Governors have noted the Director's Report

Mrs James will review this as part of her SEND Link Governor Visit.

GB/33/21 General Data Protection Regulations – report from the DPO/Information Governance Link Governor

There have been no SARs, no FOIs, no breaches and no potential breaches.

GB/34/21 Receive report from the Designated LAC teacher (presented at least once per year)

Mrs Slater has previously circulated her report and asked Governors if they have any questions.

Q) A Governor asked what LAC means?

A) The Executive Headteacher said "Looked After Children"

Mrs Slater's LAC training is due for renewal, and she will book on training in the autumn term.

GB/35/21 Communication

From Chair

There is no communication from the Chair.

From Headteacher

There is no communication from the Headteacher

From Clerk - Governor Newsletter

Governors have covered the first edition at an LGB so the Clerk drew Governors attention to the following articles in the second edition of the newsletter:

- National updates and support to drive up school standards
- Message from Jane Mansell (Chair of NAGS)
- Guidance on the role and importance of Careers Governor
- An update from the Children's Centre Service
- Expressions of Interest for the Education Trust Board vacancy
- Safeguarding Update from Cheryl Stollery
- Update on Pupil Premium
- Update on Assessment and Reporting for 2021
- Update on FSM during the holidays
- Dates for Careers Related Learning Webinars for Primary Schools
- HR Updates
- Key dates from the School Finance Team
- Useful links to support Governor Recruitment
- Dates for the Heads and Chairs Briefings and also details on Governor Training events.

GB/36/21 Approval of In-service training days (5)

The Headteacher has tried to align the Inset Days to Tuxford so that parents with children in both schools are not inconvenienced.

Day 1 - Tuesday 31st August 2021

Day 2 - Wednesday 1st Sept 2021

Day 3 - Monday 21st Feb 2022

Day 4 - Monday 6th June 2022

Day 5 - Wednesday 27th July or Thursday 28th July 2022 depending on the decision of the LA regarding the additional Bank Holiday for the Jubilee

It was

Resolved

To approve the Inset Days

GB/37/21 Review of delegation and organisation of committees:

a) Agree committee structure and membership of committees

The current committees are: Finance & Pay and Admissions

Governors agreed to review this on the Governor Day on the 19th July and bring it back to the autumn term meeting

**EHT/LV/
Clerk**

b) Approval of scheme of delegation/decision planner 2021/22

The advice from Governor Services is that, as this document has only recently been completed and agreed by the majority of Governing Bodies, it should be re-dated and adopted for another year.

It was

Resolved

To approve the 2021-22 Scheme of Delegation

c) Note annual planner 2021/22 to support agenda setting

Governors have noted the annual planner to support agenda setting

d) Policy checklist 2021/22 – statutory policies for schools

Mrs Vernon and Mr Weston will meet to review the Policy Checklist to ensure the timely and regular review of policies.

LV/SW

e) Appointment/re-appointment of link governors

Governors agreed to review this on the Governor Day on the 19th July and bring it back to the autumn term meeting

**Govs/
Clerk**

GB/38/21 Report from training co-ordinator including review of governor training requirements (including safeguarding) for 2021/22

Mrs Vernon has circulated a list of Governor Training from GovernorHub.

Mrs Vernon reiterated that there is an expectation that Governors will undertake at least one training module per term.

Mrs Vernon has passed her Church School Governance Training Programme through Liverpool Hope University.

GB/39/21 Governor monitoring visits

Governors have arranged a Governor Day on the 19th July. Mrs Vernon asked Governors to complete the monitoring report following their visits.

Govs

GB/40/21 Evidence of governing body impact on school improvement and review of how the Governing Body has held the school's leaders to account

- Challenge on timely production of documents
- Checked on Executive Headteacher's wellbeing
- Reviewed the Wellbeing Survey
- Challenged on how close to "Good" the school is given the measures which have been implemented
- Challenged the impact on Gamston of the collaboration with St Swithun's
- Challenged on staffing

- Challenges on the Executive Headteacher's Report

GB/41/21 Confirmation of dates for 2021/22 – to be agreed at the meeting in conjunction with the Clerk

The Governing Body

agreed

Autumn 2021 – Tuesday 7th December 2021 @ 5.30pm

Spring 2022 – Tuesday 22nd March 2022 @ 5.30pm

Summer 2022 – Tuesday 12th July 2022 @ 5.30pm

GB/42/21 Determination of confidentiality of business

It was

Resolved

that the Governing Body Membership List; confidential sections of the Headteacher's Report, Minute numbered **GB/26/21** and the documents pertaining to minute numbered **GB/34/21** remain confidential, but that all other papers and reports be made available as required.

The Executive Headteacher would like to thank Mr Weston for his promotion of the school at the Parents' Evening last night.

Mrs Vernon thanked Miss Weselby and wished her well.

The meeting closed at 7.20pm.