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**School:** Gamston C of E Primary School  
**Meeting title:** Spring term meeting of the Governing Body  
**Date and time:** Tuesday 23<sup>rd</sup> March 2021 at 5.30pm  
**Location:** Virtual

**Membership**  
'A' denotes absence

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

**In attendance** Ms Sara Booth (Clerk to the Governors)

**GB/01/21 Welcome and Opening Prayer Action**

Mrs Vernon welcomed everyone to the meeting and the Executive Headteacher opened the meeting with a prayer and Mrs Vernon led Governors in the Diocese Prayer for the national day of reflection.

**GB/02/21 Apologies for absence**

There were no apologies for absence although Mrs Turner and Miss Weselby will be a little late due to work commitments.

**GB/03/21 Declaration of interest**

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

**GB/04/21 Review of membership**

The Clerk highlighted the following vacancies on the Governing Body:

One Co-Opted Governor vacancy, two Foundation Governor vacancies, one Local Authority Governor and two Parent Governor vacancies.

Parent Governor Elections have been held and Mrs Sarah James has been re-nominated and also Mrs Carol Singh, there were two uncontested nominations who were duly welcomed to the Governing Body.

Mrs Singh gave a brief resume.

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

There are no terms of office due to expire this year.

**GB/05/21 Approval of minutes of autumn term meeting and any additional special governing body meetings**

The minutes of the autumn term meeting held on 8<sup>th</sup> December 2020 having been previously circulated were confirmed and signed by the Chair.

*Review of actions*

**GB/41/20** Governors have electronically signed their Declarations of Interest and Code of Conduct on GovernorHub.

**GB/48/20** The Executive Headteacher is linking the key learning in Science to the RSHE Curriculum.

**GB/51/20** The Executive Headteacher asked the Academy Improvement Leader to carry out Deep Dives and they are taking place in all subjects through the LA. All Class teachers, who are Subject Leads, have carried out a deep dive with their partner at St Swithun's. The Executive Headteacher has also asked the Diocese to review safeguarding and the Academy Improvement Director from the Trust has reviewed and supported the Ofsted action to improve the EYFS Curriculum.

Q) *A Governor asked whether it is possible for Governors to see the reports on the Deep Dives?*

A) **The Executive Headteacher said she will share the Deep Dive Questions. She and Mrs Vernon will arrange link visits with Governors' Subjects Leads for the summer term.**

EHT/LV

The Executive Headteacher and Mrs Vernon followed up on the school improvement support offered by the LA and this was discussed above. The school is accessing three Consultants from the LA on three of the actions picked up by Ofsted and the fourth area identified by Ofsted is being supported by the Trust.

**GB/52/20 Mrs Evans is still to Quality Assure the Headteacher's targets against the SIP Priorities. Mrs Vernon apologised for not sending them to Mrs Evans earlier.**

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**GB/54/20** Mrs Vernon and Mrs Turner have met to complete the Scheme of Delegation and it is on the agenda.

**GB/58/20** The responses to the admissions consultations were discussed at the January LGB Meeting.

**GB/06/21 Receipt of minutes and approval of policies from committees and working parties**

a) LGB 1 – 26<sup>th</sup> January 2021

*Review of actions*

- Discussed school opening for Vulnerable Children and Critical Worker Children and the updated risk assessment.
- Discussed remote learning provision – questioned the evaluation of remote education undertaken by SLT, attendance and engagement from home learners, impact on staff.
- Discussed membership and the planned Parent Governor elections.
- Commissioned wellbeing surveys for staff, parents and pupils.
- Reviewed the responses to the admissions consultation and determined the admission arrangements for 2022/23.
- Discussed the skills audit and the use of this to identify training needs and for targeted recruitment.
- Discussed arrangements for Governor monitoring visits.
- Noted the NCC January Governor Newsletter.
- Ratified the following policy: Health & Safety.

- b) Admissions committee meeting: 4 March 2021
- Reviewed the list of 54 applications that were ranked against the oversubscription criteria.
  - Agreed that applications ranked 1-15 would be accepted in line with the admissions policy (PAN now being 15).
- c) LGB 2 – 9<sup>th</sup> March 2021  
*Review of actions*
- Discussed the wider opening of school in relation to safety, pupil assessment, recovery and catch-up.
  - Discussed outcomes of wellbeing surveys and commissioned another survey for the summer term to explore staff wellbeing in more detail.
  - Discussed the School Condition Allocation bid.
  - Discussed arrangements for Governor monitoring visits.
  - Noted the NCC February Governor newsletter.
  - Discussed importance of confidentiality as outlined in the Governor Code of Conduct.
  - Ratified the following policies: Child protection and Safeguarding (slightly updated version from the one adopted in the Autumn term), Intimate Care (subject to minor amendment).
- d) Finance Committee meeting: 18 March 2021
- Monitored the budget by discussing expenditure against the original budget set.
  - Discussed the forecast level of surplus balances at the end of this financial year and plans for use. As the majority of the carry forward surplus is ring-fenced for children with SEND or for sports and Covid catch-up, and is also allocated to maintenance items, agreed that spending will still need to be tightly controlled in the next financial year.
  - Reviewed our school's income and expenditure against other schools using the DfE financial benchmarking website. Agreed to look into our spending on electricity.
  - Approved the School Budget and Services for Schools.
  - Started to review the School Financial Value Standard for completion after Easter.

It was

**Resolved**

To approve the Finance Policy

**Miss Weselby joined at 6pm**

**GB/07/21 Headteacher's Report**

Mrs Vernon asked Governors if they have any questions on the Executive Headteacher's Report which has been previously circulated on GovernorHub.

The Executive Headteacher drew Governors' attention to the following:

Pupil Numbers:

There are five children starting nursery after the Easter holiday – the ratio is 1:13 so the school can have 26 in a classroom at any one time, including classroom and outdoor space.

Q) A Governor asked what the current capacity is?

- A) The Executive Headteacher said there are 14 pupils in FS2 who will move up to Yr 1, and there are 11 first choices
- Q) *A Governor asked whether that means that there is still space?*
- A) The Headteacher responded that there is.

Attendance:

- Q) *A Governor said that there are six unauthorised absences and asked whether the Executive Headteacher knows the reasons for these?*
- A) The Headteacher responded that she does, attendance for the year is 97%. Since everyone returned on the 8<sup>th</sup> March, there have been a number of 100% days. Looking at Persistent Absence, although it is still above National Average if the children under five years of age are included. However, if the under 5s are not included, then this takes PA down to c3.3%. The under 5s do not have to be included in the figures because they are not of compulsory school age.

Health and Safety:

- Q) A Governor noted that there is an overhanging tree in the car park which needs cutting back and asked when this will be done?
- A) The Executive Headteacher said that it is not essential until the double decker bus comes back into school, when swimming lessons recommence. The tree is rotten and needs to come down – the site manager is on with this over the Easter holidays. The Grounds and Maintenance Team they said couldn't do it until autumn. **A Governor offered to help and The Executive Headteacher said she would ask the office to contact him to arrange.** EHT
- Q) *A Governor noted that the Play Safe equipment check has been completed and asked whether there were any recommendations?*
- A) The Executive Headteacher said that the monkey bar ropes need attention and therefore this piece of equipment is out of use. The school is seeking a quote from Play Safe for the repair.
- Q) *A Governor noted that the drain in the middle of the playground floods and asked whether this is because the soak away system is not effective?*
- A) The Executive Headteacher has spoken to CP Associates who have made a note of it.
- Q) *A Governor noted that with regards to the manhole covers, they require the surrounding turf to be built up and asked when this will happen?*
- A) The Executive Headteacher said that the Site Manager intends to complete this at Easter.
- Q) *A Governor said that there is a requirement for the electricity box on the EYFS playground to be safety sealed and asked a) whether there is any danger and b) when this will be done?*
- A) The Executive Headteacher said this is another Easter holiday job for the Site Manager and she will speak to him to make sure that it is safe in the meantime.
- Q) *A Governor said that the wooden reels also require removing and a general tidy up recommended.*
- A) The Executive Headteacher said this will be done at Easter...there is some catchup work to be done following site manager absence.
- Q) *A Governor asked whether Gamston is going to be used as a polling station?*
- A) The Headteacher said no, an alternative venue has been found.

Emotional Wellbeing:

The Executive Headteacher said there is a fully trained designated ELSA member of staff to oversee children's wellbeing. A school worry box has been introduced and is being used.

Parent Governors both said that their children are sharing and discussing the worry-Wendy.

EHE and Out of Year Admissions

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

School Improvement Plan:

The Executive Headteacher has rag-rated the School Improvement Priorities. However, the implementation of O-track has not yet begun because the Executive Headteacher said that she feels O-track (a package purchased by the Trust) is time intensive for staff and the way the school is tracking all data for progress and attainment is currently being reviewed.

The Executive Headteacher said that there is no official data this year, all assessment is teacher assessment, based on assessments from last March and at the end of the summer term.

**Mrs Turner joined the meeting at 6.34pm**

The Executive Headteacher said that 12/13 pupils made ARE on phonics.

- Q) *A Governor asked whether Ofsted would again be able to challenge that the children are 'taught to the test' as they had on their previous inspection?*
- A) The Executive Headteacher said that there is now a consistent scheme of work and reading comprehension. Children are now reading books appropriate to their phonics phase. Ofsted could make the same challenge, but the school has evidence to counteract this.

Books

- Q) *A Governor asked how the school's current book stock situation is?*
- A) The Executive Headteacher said she is currently looking at ways to increase stock.

Pupil Premium

- Q) *A Governor asked what is a Trauma Informed Behaviour Policy?*
- A) The Executive Headteacher said that the Behaviour Policy is being reviewed and the school is seeking to link it to the Relationships Policy. Staff are currently receiving training by the author of "Know me to Teach me" which has been bought in by the Bassetlaw Behaviour Team. It links with the worked done by the ELSA; how behaviour is understood, how to work with children with behaviour issues as a result of traumatic incidents.

Mrs Turner said that she and Mrs Howard attended training on ACE (Adverse Childhood Experiences) a couple of years ago and found it very informative.

Vision

The Executive Headteacher said this is currently being worked on and will be shared with Governors at their link visits. The vision for Early Years is in place and being shared.

a) School Budget

This was scrutinised at the Finance meeting on the 18<sup>th</sup> March and commended to the Full Governing Body Meeting for ratification.

It was

**Resolved**

To approve the 2021-22 School Budget

b) Scheme of Delegation for 2020/2021

This has been populated by the Executive Headteacher and Mrs Vernon and uploaded to GovernorHub. Mrs Vernon asked whether Governors have any questions or amendments. None were forthcoming and therefore,

It was

**Resolved**

To approve the Scheme of Delegation

c) Year-end re-forecast

This was scrutinised at the Finance meeting on the 18<sup>th</sup> March and commended to the Full Governing Body Meeting for ratification.

It was

**Resolved**

To approve the Year-End Reforecast

d) Services for Schools

This was scrutinised at the Finance meeting on the 18<sup>th</sup> March and commended to the Full Governing Body Meeting for ratification.

It was

**Resolved**

To approve the Services for Schools

**GB/09/21 Update on appraisal process for Headteacher and staff**

The Executive headteacher said that the Mid-Year Reviews for staff have been deferred to next term due to staff workload. The Executive Headteacher's Mid-Year Review is scheduled for 22<sup>nd</sup> April with Clare Considine, Diana Poole (Chair of St Swithun's) and either the Chair or Vice Chair.

**GB/10/21 Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems**

Mrs Davies and Mrs Vernon are meeting on Thursday to complete the Child Protection and Safeguarding audit.

Q) *A Governor asked whether confidential files have a C on them?*

A) Mrs Vernon said this is what the audit will reveal – The Executive Headteacher added that the school is moving towards a complete electronic system, CPOMS.

- Q) A Governor asked whether everything which is stored electronically will be backed up?
- A) The Executive Headteacher responded that it will be, the school is moving towards a cloud-based system.

**GB/11/21 Information from the Corporate Director for consideration and action**

- a) Blended Learning  
This was reviewed at the LGB.
- b) Considering Everyone's Wellbeing in Schools: An Update  
This was reviewed at the LGB.
- c) Children Missing Education Strategy  
**This will go to the next LGB to be reviewed in conjunction with the Attendance Policy.** EHT/LV

**GB/12/21 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 reviewed the Newsletters at LGB meetings.

**GB/13/21 Report from training co-ordinator including review of governor training requirements for 2021**

Four governors have attended six different training courses so far this term:

- NCC Safeguarding Children: Mrs Vernon and Mrs Davies
- NCC Ofsted for Governors: Mrs Vernon, Mrs Davies and Mrs Evans
- NCC Making an Impact through Effective Governance: Mrs Vernon, Mrs Evans and Mrs James
- NCC How to Support and Challenge: Mrs James
- Heads & Chairs working together (Diocese): Mrs Vernon
- Hays online Safeguarding for Governors: Mrs Davies

**Governors were asked to continue to sign up for training, particularly focussing on any gaps identified in the recent skills audit, and to record any training in GovernorHub. They were also reminded to undertake the mandatory Hays online safeguarding for Governors training by the end of the Easter holidays, and to email the certificate to the school office, copying the Training Co-ordinator.**

Govs

Mrs Davies added that the Hays Safeguarding Training was excellent although does take some time.

**GB/14/21 General Data Protection Regulations**

*Review and confirm the appointment of the Data Protection Officer (DPO) and Senior Information and Risk Owner (SIRO)*

The Executive Headteacher is the SIRO. There have been no SARs or FOIs, however, there was a potential data breach which the Executive Headteacher has reported to Governors.

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

*Report from the DPO and Information Governance Governor*

Mr Weston is the IGG and has been kept updated.

**GB/15/21 Governor monitoring visits**

Mrs Vernon asked Governors to upload their reports to GovernorHub. Visits will take place next term.

**GB/16/21 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account**

- Scrutinised Budget at the Finance Committee.
- Challenged on the Headteacher's Report.
- Challenged on pupil number and PA.
- Challenged on EHE and out of year requests.
- Challenged on storage and transfer of CP files.

**GB/17/21 Confirmation of dates for 2021**

The Governing Body

**agreed**

Summer term 2021 – Tuesday 13 July 2021 at 5.30 pm

LGB 1 – 11<sup>th</sup> May 2021 @ 5.30pm

LGB 2 – 8<sup>th</sup> June 2021 @ 5.30pm

**GB/18/21 Determination of confidentiality of business**

It was

**resolved**

that the Governing Body Membership List; confidential sections of the Headteacher's Report (including the documents referred to therein) remain confidential, but that all other papers and reports be made available as required.

**The meeting closed at 7.30pm.**