

MINUTES OF MEETING



**Nottinghamshire
County Council**

School: Gamston CofE (Aided) Primary School
Meeting title: Autumn term meeting of the Governing Body
Date and time: Tuesday 8 December 2020 at 5.30pm
Location: Virtual via Teams

Membership
'A' denotes absence

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|---|--|
| L | Mrs Alison Davies |
| | Mrs Kelly Evans |
| | Ms Mary Howard |
| | Mrs Sarah James |
| | Mrs Helen Thomas (Executive Headteacher) |
| | Mrs Jane Turner |
| | Mrs Lucy Vernon (Chair) |
| A | Miss Hollie Weselby |
| | Mr Sam Weston |

In attendance
Mrs Karen Slater
Ms Sara Booth (Clerk to the Governors)

GB/39/20 Welcome and Opening Prayer **Action**

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

GB/40/20 Apologies for absence

Apologies for absence were received from Miss Weselby (work commitments).

It was

resolved

that the Governing Body consent to this absence.

GB/41/20 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 Clerk reminded Governors that they can set up a simple electronic declaration on GovernorHub (governing board/about tabs) and the Executive Headteacher can then run off a report to show who has signed what and when. **Governors can Gobs electronically sign on their profile page/declarations tab.**

Review and sign Governor Code of Conduct

The Clerk reminded Governors that they can also confirm that they will abide by the Governing Body Code of Conduct on the Declarations section of Gobs GovernorHub.

GB/42/20 Review of membership

The Clerk highlighted the following vacancies on the Governing Body:

There are five vacancies on the Governing Body; one Co-Opted Governor; two Foundation Governors; one Local Authority Governor and one Parent Governor.

Mrs Vernon has put an advert in Idle Terms for Governors; she has notified the LA; The Executive Headteacher will ask for expressions of interest for a Parent Governor in January and Mrs Vernon is approaching the Diocese regarding the Ex-Officio role and also the vacancy for a Co-opted Governor.

Governors discussed the appointment of Mrs Slater as an Associate Governor.

Mrs Slater withdrew at 6.04pm

The Clerk checked whether there were any objections to the appointment of Mrs Slater as an Associate Governor, none were forthcoming, and Mrs Slater was unanimously elected and re-joined the meeting at 6.04pm.

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

Mrs James' term of office as a Parent Governor expires in February so a Parent Governor election will need to be held. Governors strongly encouraged Mrs James to participate in the election process.

GB/43/20 Determination of term of office for Chair and Vice-Chair

The Governors agreed to continue with a one-year term of office for both Chair and Vice Chair.

GB/44/20 Election of Chair

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

Resolved

that Mrs Vernon be appointed as Chair of the Governing Body.

Mrs Vernon re-joined the meeting.

GB/45/20 Election of Vice Chair

Mrs Turner was proposed and seconded for the position of Vice-Chair. There were no other nominations. Mrs Turner left the room whilst Governors considered the nomination. Following a vote, it was

Resolved

that Mrs Turner be appointed as Vice-Chair of the Governing Body.

Mr Weston kindly agreed to shadow the role for the year.

Mrs Turner re-joined the meeting.

GB/46/20 Approval of minutes of summer term meeting and any additional special Governing Body meetings

The minutes of the summer term meeting held on 14 July 2020 having been previously circulated were confirmed and the electronic signature of the Chair will be added.

Review of actions

- GB/23/20** GB/15/20 The Executive Headteacher, Mrs Vernon and Mrs Turner met to discuss a schedule of monitoring visits.
- GB/26/20** Mrs Vernon fed back on the closer collaboration between the two schools to the Chair of St Swithun's, Mrs Poole and both Governing Bodies are still to meet once the current situation has improved.
- GB/28/20** The Governors' Questions from the Director's Report "Improving Educational Opportunities for all" and "Nottinghamshire's Special Educational Needs and Disability Policy 2020-23" will be included in the Link Visits
- GB/35/20** Mrs Vernon has drafted a Link Governor Policy.
Mrs Vernon will look at submitting a bid to the Foyle Foundation for reading material for pupils.

GB/47/20 Receipt of minutes and approval of policies from committees and working parties

All Governors sit on the LGB Committee and the Finance Committee Consists of:

- Mrs Thomas
- Mrs Turner
- Mrs Vernon
- Mr Weston
- Mrs James
- Mrs Howard

Mrs Vernon summarised the meetings as follows, and the minutes are available on GovernorHub:

LGB1: 29th September

- Mrs Julia Bowness resigned as LA governor
- Governors discussed:
 - Admissions consultation which would run from 1 October to 26 November
 - School reopening
 - Staff wellbeing
 - Plans for remote learning
- Governors agreed whole school improvement plans
- Governors agreed to re-establish Finance Committee
- Governors agreed the following policies:
 - Safeguarding & Child Protection
 - Administration of medicine
 - Complaints
 - Governor visits policy and protocols
 - Governor Code of Conduct
- Governors agreed a plan for Governor monitoring visits

Finance committee: 9th November

- Governors agreed role and remit of committee
- Governors reviewed and agreed budget re-forecast
- Governors agreed to submit a bid for School Condition Allocation funding for an additional door for safeguarding reasons and to facilitate hall lettings
- Governors agreed to look at ways of reducing the cost of heating
- Governors agreed the Pay Policy
- Governors approved the Headteacher's appraisal and pay recommendations.

LGB2: 10th November

- Governors welcomed Alison Davies to the GB as DBE appointed Foundation Governor
- Governors discussed:
 - How school is remaining open and safe for pupils

- How catch up funding is being/planned to be spent
- Staffing and appraisals
- Admissions consultation and admissions for Sept 2021
- Link Governor monitoring plans and reports
- Governors ratified the budget reforecast, Pay Policy and appraisal/pay recommendations put forward by the Finance Committee
- Governors agreed the following policies:
 - Staff Code of Conduct
 - Confidential Reporting and Whistleblowing
 - E-safety
 - Adverse Weather
 - Governor Induction

It was

Resolved

To ratify the abovementioned policies and decisions.

GB/48/20 Additional Policies for Approval

1) RSE Policy

The Executive Headteacher asked Governors if they have any questions on the previously circulated policy.

Q) *A Governor asked whether the teaching of the contents of the RSE Policy started in September?*

A) The Executive Headteacher responded that RSE has been delivered in school as part of the PSHE curriculum. The RSE part of this tends to be delivered in the summer term. The Parents' Consultation will take place in February with teaching due to start at Easter.

Q) *A Governor asked whether any students have been withdrawn?*

A) The Executive Headteacher said not to her knowledge.

Q) *A Governor asked whether the school obtains permission for photos and videos under the assessment section?*

A) The Executive Headteacher said yes, parental permission is obtained as part of the data collection at the start of the year.

Q) *A Governor asked what the provision is in school for students who are struggling?*

A) The Executive Headteacher said there is now have recently qualified Emotional Literacy Support Assistant (ELSA) TA working with the children, she is full time.

Q) *A Governor said that the section on "Answering difficult questions" states that it may be advisable for another Teacher/TA to be present and asked whether this is not good practice anyway?*

A) The Executive Headteacher said it is good practice, but depends on the cohort, teacher, availability and context.

It was

Resolved

To approve the RSE Policy

Mrs Vernon asked the Executive Headteacher to link this to the science policy

EHT

2) Peer-on-Peer Abuse Policy

The Executive Headteacher asked whether Governors have any questions of the previously circulated policy.

Q) *A Governor asked whether all staff have been trained to manage a report of peer-on-peer abuse?*

A) The Executive Headteacher said that this is part of the Safeguarding Training which took place in December 2019 and September 2020. There have been no reports of peer-on-peer abuse in school and all staff will be completing the Hayes online Safeguarding Training which will be completed in January.

It was

Resolved

To approve the Peer-on-Peer Abuse Policy

Mrs Evans joined the meeting at 6.16pm

3) Physical Intervention Policy

The Executive Headteacher asked whether Governors have any questions on the previously circulated policy. Mrs Slater added that four staff have completed their training.

Q) *A Governor asked whether other staff know who to contact and not to intervene?*

A) The Executive Headteacher said yes, but any member of staff is allowed to intervene to protect the child, but it is good practice that it is someone who has already done the training so if possible, they are called – ideally two people should intervene, but in the heat of the moment one can intervene.

It was agreed to add the Safeguarding Governor to the policy.

It was

Resolved

to approve the Physical Intervention Policy

4) Policy for Subject Leadership

The Executive Headteacher asked whether Governors have any questions on the previously circulated policy, adding that this policy is for information rather than approval.

Q) *A Governor asked whether the termly subject evaluations have been submitted yet?*

A) The Executive Headteacher responded not yet. Although she would have liked this to be completed during this term, she is very conscious of Subject Leader workloads and these will be done by the end of the spring term.

Governors have noted the policy.

GB/49/20 Collaboration with St Swithun's

Mrs Vernon advised Governors that the Governing Bodies have not been able to meet, the main areas of collaboration at the moment are subject leadership and cross monitoring of subjects. Some of the curriculum and areas of work cross over both schools.

Governors feel this will be easier to facilitate when schools are allowed to have visitors again.

GB/50/20 Financial Reporting

Budget Update

The Executive Headteacher said that the 2020-21 budget has been agreed and there is a historic deficit which has been masked by the PE grant. However, the costs of Covid and supply staff have had a negative impact. The DfE have re-opened the claim for costs incurred during the summer term so the Executive Headteacher will see what can be claimed for.

GB/51/20 Executive Headteacher's Report

The Executive Headteacher asked Governors if they have any questions on her previously circulated report and drew their specific attention to the following:

Governors thanked the Executive Headteacher for her comprehensive report.

Attendance

This currently stands at 97%.

Q) *A Governor asked why are there 9 Persistent Absentees and what is being offered/done to address this?*

A) The Executive Headteacher said that three are Foundation Stage and not all pupils are on roll full-time. A Year 1 child has medical issue which s/he is being supported with; two are Year 2s, one is part Elective Home Education and part-time and one is health related. The other two are for medical reasons and one for self-isolating. The Executive Headteacher said the school is offering support to all of those families and assured Governors that the school has done everything it possibly can to get these children back into school.

SEND

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

Safeguarding

Online refresher training for all staff will be completed by January 2021 although all staff had training on new KCSIE in September.

Personnel and Staffing

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

PM

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

Quality of Education

Subject Leaders are taking a very pro-active role in the leadership of their subject. Priority subjects are being led. PE and Maths are linking with St Swithun's. Implementation of subject leaders release time on a Monday has been invaluable.

Staff feel supported by their Link Governors and have fed this back to the Executive Headteacher.

The Executive Headteacher said the changes to the leadership and staffing structure have had a very positive impact on the staff.

Data

Q) *A Governor asked who is doing the training in phonics and reading?*

A) The Executive Headteacher said that this was introduced straight after Ofsted, through a visit to another school and the visit of an SLE in phonics. The Executive Headteacher said that it had helped to make a smooth

transition between systems. The impact on the Year 2 phonics screening test is positive. It has allowed teachers to identify the gaps and put interventions in place.

- Q) *A Governor asked who is monitoring the progress and how?*
A) The Executive Headteacher said it is currently Mrs Slater and the Executive Headteacher. **The Executive Headteacher will ask the Academy Improvement Leader to carry out a deep dive**

EHT

- Q) *A Governor asked whether there is any additional training?*
A) The Executive Headteacher said that there are five modules on webinars which all TAs will access. Parents have had sessions on phonics.

- Q) *A Governor asked how are the parents responding to the training?*
A) The Executive Headteacher said it was hard during lockdown, phonics is one of the big blocks, but parents have found the support helpful. Miss Weselby has been running sessions on Class Dojo and these are also on the website for parents to dip into.

Assessment

All the data is being collated but the Executive Headteacher and staff will shortly be having training on O-Track, which is a tracking tool used by SNMAT. The Executive Headteacher said that it is imperative that the data being inputted is correct so that the analysis is accurate.

Governors said that benchmarking information is essential for Governors, so that they can monitor progress and whether interventions are working.

Pupil Premium

Mrs Slater has worked on the PP strategy and this is now on the website and being implemented. Mrs Slater has also completed the Catch-up Premium Strategy, and this is also on the website.

- Q) *A Governor asked whether the amount on the plan is what is received?*
A) Mrs Slater said PP is based on the previous year's census. It is used for strategies on the current pupils. The Executive Headteacher said the school is also making provision for children for which it has not yet received any funding.

Premises and H&S

- Q) *A Governor asked what is happening with the overhanging trees?*
A) The Executive Headteacher said that these have been removed and a large willow tree has been taken out of the play area.

There have also been some repairs of the roof and paving slabs.

Grants

Mrs Vernon has applied for School Condition Allocation funding via the Diocese to install a separating door between the disabled toilet and hall and this means that the hall could be more easily used by the community. The Diocese asked for the bid to be increased to include a bid for a kitchen in the hall.

- Q) *A Governor asked what the rationale is behind having a kitchen in the hall, questioning whether this will take space away from the hall?*
A) The Executive Headteacher said it is only a refreshment serving area, not a full kitchen and would also be of benefit to the breakfast and after-school club.

Mr Weston said it is partly to ensure that the hall can also be used by the community as was its original purpose and should also improve its attractiveness to potential letters.

- Q) *A Governor asked that as the school has to make a contribution and whether it will actually be worth the investment?*
- A) The Executive Headteacher said that the land was given by the village for it to be a community space, but the community has not been able to use the hall.

Governors were surprised to note that as key workers, the school staff were not higher up the priorities for their Covid immunisation.

GB/52/20 Update on appraisal process for Headteacher and staff

- a) Confirm external appraisal adviser for the Headteacher
Claire Considine is the External Adviser.
- b) Confirm/appoint appraisal governor
The Appraisal Governors are Mrs Vernon and Mrs Poole from St Swithun's. Mrs Turner also has the training so is available to step in.
- c) Confirm Quality Assurance arrangements
Mrs Vernon asked for a Governor to check that the Executive Headteacher's targets match the SIP Priorities. Mrs Evans offered to do this. KE

GB/53/20 Receive Headteacher's annual report on whole school appraisal process and consider/ratify Headteacher pay recommendations for all staff

This was discussed and ratified above.

GB/54/20 Review of delegation and organisation of committees (deferred from Summer Term)

- a) *Agree committee structure and membership of committees*
Two Accountability Panels, a Finance Committee and an Admissions Committee.
- b) *Approval of scheme of delegation/decision planner 2020/21*
Mrs Vernon and Mrs Turner will meet to review this and bring it back to the next meeting LV/JT
- c) *Note annual planner 2020/21 to support agenda setting*
Governors have noted the annual planner
- d) *Policy checklist 2020/21 – statutory policies for schools*
The Executive Headteacher, Mrs Vernon and Mrs Turner are working through this.
- e) *Appointment/re-appointment of link Governors*
Safeguarding = Mrs Vernon and Mrs Davies
SEND and LAC = Mrs James
H&S = Mrs James
Premises and Facilities = Mr Weston
Christian Distinctiveness = Mrs Vernon
GDPR = Mr Weston
PP = Mrs Vernon

GB/55/20 Information from the Corporate Director for consideration and action

These have been reviewed at the LGBs.

GB/56/20 Safeguarding information for consideration and action:

- a) Assurance of statutory safeguarding arrangements in Nottinghamshire Schools, colleges and independent providers

Governors have noted the letter from Cheryl Stollery.

b) Safeguarding Children in Education: Annual self-audit tool 2020-21 plus supporting guidance.

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.

The Headteacher and Mrs Vernon have completed the checklist and uploaded it to GovernorHub for Governor approval.

Governors are happy for Mrs Vernon to sign the Safeguarding Checklist and send it to the LA.

GB/57/20 Receive report from Data Protection Officer and Information Governance Governor

There is currently no DPO, this is part of the ongoing collaboration with St Swithun's.

There have been no Subject Access Requests, no Freedom of Information Requests, no breaches or potential breaches.

GB/58/20 Communication

From Chair

Mrs Vernon said that there have been a couple of responses to the admissions consultation which will be deferred to the January LGB Meeting. EHT/LV

From Headteacher

There is no communication from the Headteacher.

From Clerk - Governor Newsletter first autumn term edition

Governors have reviewed the newsletters at the LGB Meetings.

GB/59/20 Report from training co-ordinator including review of governor training requirements (including safeguarding) for 2020/21

Training in Autumn term

| Name | Training | Type | Provider | Date |
|---------------|--|---------|-----------------------|------------|
| Alison Davies | Governor Induction | Virtual | NCC | 23/11/2020 |
| Lucy Vernon | Helping to bridge the Covid 19 curriculum gap | Virtual | NCC | 14/11/2020 |
| Lucy Vernon | Governance & Accountability in a virtual world | Virtual | NCC | 16/10/2020 |
| Lucy Vernon | Safer Recruitment | Online | NSPCC | 16/09/2020 |
| Sam Weston | Finance | Online | Governors for Schools | 03/11/2020 |
| Sam Weston | Driving school improvement | Online | Governors for Schools | 03/11/2020 |

Mrs Vernon said that the school buys back the training package from the LA and encouraged governors to access as much as possible.

GB/60/20 Governor monitoring visits

Mrs James has completed her SEND visit and uploaded her report to GovernorHub.

Mrs James said that Mrs Slater has had a significant impact. Not only has the provision improved, but the environment is very calm and serene.

The Executive Headteacher added that the staggered start and finish times are also having a positive impact as well.

Governors thanked Mrs Slater for all her work.

Mr Weston has met with Mr Furnival to review History and Mrs Evans has met with Mr Woodsford to review maths.

GB/61/20 Evidence of Governing Body impact on school improvement and review of how the Governing Body has held the school's leaders to account

- Governors are involved in reviewing policies
- Governors undertake link visits with subject leaders
- Governors have challenged the Headteacher's report
- Challenges around safeguarding and peer on peer abuse
- Challenges on how consult on SRE
- Challenges on impact of phonics training
- Challenges around appraisal
- Challenges around attendance
- Challenges on CRB

GB/62/20 Confirmation of dates for 2021

The Governing Body

agreed

Spring term - Tuesday, 23 March 2021 at 5.30pm

Summer term – Tuesday, 13 July 2021 at 5.30pm

GB/63/20 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 8.30pm.