

# MINUTES OF MEETING



**Nottinghamshire  
County Council**

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**School:** Gamston CofE (Aided) Primary  
**Meeting title:** Summer term meeting of the Governing Body  
**Date and time:** Tuesday, 14 July 2020 at 4.00 pm  
**Location:** Virtually via Teams

**Membership**  
'A' denotes absence

	Mrs Julia Bowness
	Mrs Kelly Evans
	Mrs Lesley Footitt
	Ms Mary Howard
A	Mrs Sarah James
	Mrs Helen Thomas (Headteacher)
	Mrs Jane Turner
	Mrs Lucy Vernon (Chair)
	Miss Hollie Weselby
	Mr Sam Weston
	Rev'd Cora Yarrien

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

**GB/18/20**      **Welcome and Opening Prayer**      **Action**

Mrs Vernon welcomed everyone and Rev's Yarrien opened the meeting with a prayer.

**GB/19/20**      **Apologies for absence**

Apologies for absence were received from Mrs James who may be late (family reasons).

It was

**Resolved**

To accept the apology as given

**GB/20/20**      **Declaration of interest**

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

**GB/21/20**      **Review of membership**

The Clerk highlighted the following vacancies on the Governing Body:

There are currently three vacancies (one Co-Opted Governor and two Foundation Governors). However, with the resignation of Rev Yarrien together with Mrs Footitt's indication that she will be stepping down there will be two Foundation Governor vacancies and one Parent Governor vacancy.

Governors agreed to carry the vacancies to the autumn term.

Mrs Vernon thanked both Rev Yarrien and Mrs Footitt for their commitment to the school and Rev Yarrien and Mrs Footitt wished the school well.

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

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

## **GB/22/20 Approval of minutes of spring term meeting**

The minutes of the spring term meeting held on 28<sup>th</sup> April 2020 having been previously circulated were confirmed and will be signed by the Chair.

### *Review of actions*

**GB/03/20** The Clerk checked with Governor services and the constitution they have, comes from the Diocese.

**GB/04/20** GB/58/19 – Governors have let Mrs Vernon know if they have completed and virtual training.

**GB/05/20** Mrs Vernon sent Mrs Evans the details of the contact at the PFA. The Executive Headteacher has spoken to the MAT and the LA about her contract and this is still being actioned. Mrs Vernon has explored separating the focus of the accountability panels and this will be picked up in the autumn term. The SEND Policy, Accessibility Policy and Plan were discussed and approved at the LGB Meeting on the 12<sup>th</sup> May.

**GB/06/20** The Executive Headteacher will monitor attendance once school returns fully and confirmed that attendance can be included in mid-term and end of year reports. Mrs Turner is still to audit the school fund. The Executive Headteacher thanked staff at both schools for their collaboration and hard work.

**GB/08/20** The Parent Survey responses were reviewed on the 12<sup>th</sup> May.

**GB/09/20** The Budget was reviewed on the 12<sup>th</sup> May and is on tonight's agenda.

**GB/11/20** The Executive Headteacher spoke to the MAT regarding an RSE Policy and this is still ongoing. The Policy is written the Executive Headteacher is still waiting to include the overview of the Curriculum. A Governor suggested closer working with St Swithun's where possible.

**GB/13/20** Governors are still to update their Prevent Training and the new Governors have completed their induction training and forwarded the certificates to Mrs Vernon.

**GB/14/20** The Executive Headteacher has considered who could be DPO and Mrs Preece from St Swithun's has agreed to take on the role.

**GB/15/20** **The Executive Headteacher, Mrs Vernon and Mrs Turner are still to meet to discuss a schedule of monitoring visits although some link visits are taking place. Mrs Evans offered to cover Maths and Mr Weston offered to link to Science**

**EHT/LV/  
JT**

**KE/SW**

## **GB/23/20 Receipt of minutes and approval of policies from committees and working parties**

### AP1 – 12<sup>th</sup> May

#### *Review of actions*

- The inclusion lead, Karen Slater, attended the meeting to give an overview of SEND and safeguarding, with a particular focus on activities whilst the school is only open to key worker and vulnerable children, and the impact of the St Swithun's children and staff being based at Gamston.
- Governors agreed the following policies:
  - SEND Policy
  - Accessibility Policy/Plan
  - Anti-Bullying Policy
- Governors also agreed to go out to consultation for changes to the admission arrangements for 2022-23.
- Governors discussed initial plans for wider opening.

- Governors agreed the school budget with a follow up action to look into the school's spending on heating, Governors also agreed the Services for Schools buy back with the removal of the Modern Governor learning package.

#### Special Governing Body Meeting - 26<sup>th</sup> May

- Special meeting to review the robustness of the risk assessment in advance of wider opening.

#### AP2 – 18<sup>th</sup> June

##### *Review of actions*

- Governors reviewed the wider opening and discussed the risk assessment in light of the recent closure of school for one day. They discussed the positive feedback received from parents about the opening arrangements and the positive response from children. Governors also discussed the school's approach to remote learning with staff now being back in school with the priority year groups, and communication about this with parents. Governors discussed arrangements for the key worker bubbles as numbers were increasing, and the transition of children into reception. Governors thanked Cllr Ogle for funding the walkie talkies and Mrs Evans for sourcing it.
- Governors discussed the next steps for the Admissions Policy consultation for 2022/23, with a meeting with the LA and Diocese to get their consent to the changes planned for 16<sup>th</sup> July.
- Governors discussed the Governor role in the RSWE policy and suggested a working party to do this with St Swithun's Governing Body.
- Governors agreed to re-adopt the Staff and Governor Codes of Conduct without amendment.
- Governors received an update on SEND funding and its implications for staffing.
- Governors reviewed the Governors' Year End Financial Statement and agreed that a Committed Balances return to the LA was not required as the B02 balance is not positive (although Governors noted that the deficit is reducing year on year due to careful oversight of spending against the budget and to increasing numbers on roll).

#### **GB/24/20 Financial reporting**

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

The budget was reviewed and scrutinised on the 12<sup>th</sup> May and commended it to the Full Governing Body Meeting.

It was

##### **Resolved**

To approve the 2020-21 Budget.

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

There is no surplus

##### *Approval of services for schools/review of contracts.*

These were discussed at the meeting on the 12<sup>th</sup> May and commended to the Full Governing Body.

It was

##### **Resolved**

To approve the Services for Schools, Buy-back.

#### *The Year End Re-forecast*

This was also scrutinised on the 12<sup>th</sup> May and commended to the Full Governing Body for approval.

It was

#### **Resolved**

To approve the Year-End Reforecast

#### **GB/25/20 Headteacher's Report (including Covid-19 Update)**

The Headteacher has received a new Risk Assessment from the Trust and will complete it this weekend. Mrs Vernon suggested that a working party be formed to review and scrutinise the Risk Assessment.

It was

#### **Resolved**

To delegate the scrutiny of the revised Risk Assessment to a working party who will meet on Monday 20<sup>th</sup> July at 1pm.

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

#### Staffing Structure

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

#### Class sizes

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

#### SEND

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

#### Performance Management

Q) *A Governor asked whether staff were happy with the Performance Management Process.*

A) The Executive Headteacher said she wanted everyone to review their roles and has undertaken a Performance Management meeting with all staff (including Admin staff who have never had one before). It has been very positive and has identified a lot of potential.

#### Subject Leadership

Q) *A Governors said that, with regards to management time for subject leader roles – the report says it is complete, but conversation with a member of staff says that it has not started yet and asked what the current situation is.*

A) The Executive Headteacher said that the timetables have been put together and shared with staff. She suggested that either a working party or Mrs Vernon review this. She would like the curriculum links to meet with Governors and then report back to Governors.

The Executive Headteacher said that the Trust have said that the role of the Wellbeing Governors is important. Mrs Vernon asked whether there were any

volunteers. Mrs Turner volunteered for and Mrs Vernon suggested she liaise with the Chair of St Swithun's.

#### Attainment Data

Governors noted that Mr Furnival has worked incredibly hard with the Year 6s and unfortunately, he will not get the results he deserved.

Governors would like to acknowledge his work and convey their thanks.

The Executive Headteacher said he put himself forward for a trust initiative and has put a video together delivering a sequence of lessons for children to access over the summer.

Q) *A Governor checked that a reference in the report referred to learning platforms.*

A) The Executive Headteacher said it was.

Q) *A Governor said there has been positive feedback on the curriculum meetings which have taken place on Teams?*

A) The Executive Headteacher said that documents have been shared on Teams so that all staff can participate...it is all new, but the curriculum is starting to take shape.

Q) *A Governor asked what do Inset Twilights mean?*

A) The Executive Headteacher said it means that Inset Days are disaggregated into twilight sessions.

Q) *A Governor asked how the 15 Chromebooks are being used.*

A) The Executive Headteacher said they are all ordered and will be ready for September.

The Executive Headteacher said that the Bassetlaw School Games has been secured for another year.

Computing teaching back in for a year which helps with PPA.

The Executive Headteacher is trying to forge links between subject leads and their secondary link.

#### Supervision Policy

The Executive Headteacher said that the school should have supervision in place for all early year's practitioners as part of the Statutory Early Years Framework. The Early Years Leader at St Swithun's is developing a policy. It can be delivered internally. The Policy is developed by St Swithun's and will be rolled out at Gamston.

**GB/26/20**

#### **Collaboration with St Swithun's**

Mrs Vernon advised Governors that she has received a call from Mrs Poole, Chair at St Swithun's, to explore whether the Governing Bodies could work more closely, either formally or informally.

The Executive Headteacher said she has spoken to the staff at both schools and Mr Moodie.

Governors discussed the merits of a meeting between Governors at both schools to share best practice and resources. Governors agreed to meet in the autumn term.

**Mrs Vernon will feed this back to Mrs Poole**

**LV**

**GB/27/20**

#### **Update on appraisal process for Headteacher and staff**

Mrs Vernon and Mr Poole met with Claire Considine to agree the Executive Headteacher's objectives and appraisal.

This was discussed above in the Headteacher's Report.

**GB/28/20 Information from the Corporate Director for consideration and action**

**a) Improving Educational Opportunities for All**

**Governors have noted the Director's Report and would like to include the following questions in a link visit: LV/EHT**

Questions governors will want to ask:

- i. Which groups of pupils are currently most at risk of under-achievement in this school?
- ii. What are the barriers to learning for our most disadvantaged and vulnerable pupils?
- iii. What additional provision / opportunities are we providing so that they can succeed and what is the evidence base for these chosen approaches?
- iv. How are staff engaging with parents to improve outcomes?
- v. How can I fulfil an "advocacy" role on behalf of the vulnerable pupils in order to further raise aspirations, ensure good access and improve achievement and progress?

**b) Nottinghamshire's Special Educational Needs and Disabilities Policy (2020-2023)**

**Governors have noted the Director's Report and would like to include the following questions in a link visit: LV/EHT**

- i. Is your school's approach to supporting children and young people with SEND consistent with the values and principles of the Nottinghamshire SEND Policy?
- ii. Does your school's own SEND Policy require updating considering the new Nottinghamshire County Council's SEND Policy?
- iii. How inclusive is your school? What could be done to improve inclusive practice across the school?
- iv. How does your school implement the graduated response (for further information please follow this link and click on SEN Support) for children and young people with SEND?
- v. Are the reviews\* undertaken in your school person centred and actively involve parents / carers and children and young people wherever possible? (\* Please see further information in the report about person centred reviews.)

**GB/29/20 General Data Protection Regulations – report from the DPO/Information Governance Link Governor – deferred**

**GB/30/20 Receive report from the Designated LAC teacher (presented at least once per year)**

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

**GB/31/20 Communication**

*From Chair*

There is one communication about an admissions variation because the school is a faith school. Mrs Vernon and the Executive Headteacher are to attend a meeting tomorrow with Alison Jacobson.

There is one Admission Appeal outstanding.

*From Headteacher*

There is no communication from the Headteacher.

*From Clerk - Governor Newsletter*

Governors have reviewed the newsletters at the LGB meetings

**GB/32/20 Approval of in-service training days**

The Executive Headteacher proposed the following dates:

Tuesday 1<sup>st</sup> September 2020 (Admin Day)

Wednesday 2<sup>nd</sup> September 2020

Friday 25<sup>th</sup> September 2020

Monday 4<sup>th</sup> January 2021

Wednesday 28<sup>th</sup> July 2020

It was

**Resolved**

To approve the abovementioned days

**GB/33/20 Review of delegation and organisation of committees - deferred**

**GB/34/20 Report from training co-ordinator including review of governor training requirements (including safeguarding) for 2020/21 - deferred**

**GB/35/20 Governor monitoring visits**

Mr Weston has completed his visit and will share the report with the appropriate staff before sharing with the rest of the Governing Body.

Mrs Vernon has met with Miss Weselby and uploaded her report to GovernorHub.

**The Executive Headteacher suggested that a Link Governor Policy be prepared, and Mrs Vernon offered to do this. LV**

**Mrs Bowness offered to look at submitting a bid to the Foyle Foundation for reading material for pupils. JB**

Governors asked for a schedule of monitoring visits – this was discussed under matters arising.

**GB/36/20 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account**

- Governors have scrutinised and approved the Budget.
- Governors met to review the risk assessments for re-opening.
- Governors challenged on the staffing structure.
- Governors challenge is evidenced by the minutes of LGBs.
- Governors discussed closer collaboration with St Swithun's.
- Governors discussed standardising Link Visits.

**GB/37/20 Confirmation of dates for 2020 – 2021**

The Governing Body

**agreed**

Autumn 2020 – Tuesday 8<sup>th</sup> December 2020 @ 5pm FGB

AP 1 = Tuesday 29<sup>th</sup> September 2020 @ 5pm

AP 2 = Tuesday 10<sup>th</sup> November 2020 @ 5pm

Spring 2021 – Tuesday 23<sup>rd</sup> March 2021 @ 5pm  
Summer 2021 – Tuesday 13<sup>th</sup> July 2021 @ 5pm

**GB/38/20 Determination of confidentiality of business**

It was

**resolved**

that the Governing Body Membership List; confidential sections of the Headteacher's Report and minutes numbered **GB/30/20** remain confidential, but that all other papers and reports be made available as required.

Mrs Vernon thanked Governors for their attendance and commitment to the school and said she would be writing a letter to parents to update them.

**The meeting closed at 7.05pm.**