

# MINUTES OF MEETING

**School:** Gamston CofE (Aided) Primary School  
**Meeting title:** Spring term meeting of the Governing Body  
**Date and time:** Tuesday 28<sup>th</sup> April 2020 at 5pm  
**Location:** Virtual Meeting via Zoom

## Membership

'A' denotes absence

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

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

## **GB/01/20 Apologies for absence Action**

Apologies for absence were received from Mrs Footitt (work) and Mrs Bowness (personal commitment).

It was

**resolved**

that the Governing Body consent to these absences.

## **GB/02/20 Declaration of interest**

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

Mr Weston and Mrs Evans have completed their Declaration of Eligibility and Register of Business Interests.

## **GB/03/20 Review of membership**

Mrs Evans and Mr Weston were welcomed as PCC Appointed Foundation Governors.

The Clerk highlighted the following vacancies on the Governing Body:

There is one Co-Opted Governor vacancy and three Foundation Governor vacancies.

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.

It was noted that the Diocesan Constitution and the Local Authority constitution do not match – **Mrs Vernon will check with the Diocese and the Clerk will check with the Local Authority.**

LV/Clerk

In view of the pending conversion Governors agreed to carry forward any vacancies for the time being.

#### **GB/04/20 Approval of minutes of autumn term meeting**

The minutes of the autumn term meeting held on 10<sup>th</sup> December 2019 having been previously circulated were confirmed and signed by the Chair.

##### *Review of actions*

**GB/26/19** The Sports Funding report from Mr Woodsford was superseded and the Executive Headteacher has included this in her report. A Governor Monitoring visit is still to take place due to the current situation with Covid-19

**GB/51/19** Mrs Vernon drafted and sent thank you letters to both Magnus Academy and The Priory for their kind donations.

**GB/52/19** Mrs Vernon checked with the Executive Headteacher and Mrs Consodine and both were happy to continue with the arrangements for the Executive Headteacher's Appraisal. This was arranged for the 31<sup>st</sup> March and is currently being re-arranged.

**GB/58/20** Mrs Vernon circulated the training schedule and Governors have let Mrs Vernon know of any training requirements – **Mrs Vernon asked Governors to let her know if they complete any virtual training.**

Govs

#### **GB/05/20 Receipt of minutes and approval of policies from committees and working parties**

LGB 4<sup>th</sup> February 2020:

Governors discussed data, best practice around volunteer readers, a communication plan for the Ofsted report, midday supervisor training, restructure of the school day and mid-morning snacks, admission arrangements for 2020, residential trips. The actions from this meeting were reviewed at the meeting on 3<sup>rd</sup> March.

LGB 3<sup>rd</sup> March 2020:

Governors welcomed Sam Weston and Kelly Evans to that meeting and discussed data, the post-Ofsted action plan and a monitoring timetable, the Teachers' Pay Award and the status of the conversion.

Actions from that meeting included:

- Development of a volunteer policy which stated that working with a class containing your child was not permitted.
- A requirement for CPOMS training for staff: The Executive Headteacher said that no formal training can take place as a result of school closure, but there are protocols in place as normal.
- That the PFA could apply for Notts Community Foundation Sports equipment: **Mrs Vernon said she would send Mrs Evans the details for the person to contact at PFA.** The Executive Headteacher said school was applying for the School Games Award. This will however now be deferred until next year, so the school will roll some of the Sports Funding over to next year.
- A 50% contract for the Executive Headteacher with the LA: Mrs Vernon has contacted the LA and the Executive Headteacher has spoken to the MAT – **The Executive Headteacher will follow this up.**

LV

EHT

- Letter to all interested parties to try to progress the conversion: Mrs Vernon and Mrs Turner are drafting the letters but again this has been put on hold during the Covid-19 virus.
- Period poverty resources; Mrs Turner reported that there is an account set up with PHS and have been given a login to acquire products for pupils.

The following policies were reviewed to be put forward to this meeting for ratification:

- NCC Visitor Policy - discussed at March meeting – no questions were forthcoming
- NCC Pay Policy – discussed at March meeting – no questions were forthcoming
- NCC Virtual Governance – this was circulated to Governors via email on 17<sup>th</sup> March and no objections were received
- Child Protection and Safeguarding Addendum – Covid-19 addendum to current Child Protection and Safeguarding Policy – no questions were forthcoming
- NCC Finance Policy – Governors discussed whether to replace the two LGB meetings with more focused meetings.

It was

### Resolved

To approve the above-mentioned policies

- Q) *One of the new Governors asked what current arrangement for Governor Meetings is.*
- A) Mrs Vernon replied that everything is reviewed as a Full Governing Body who all sit on the Local Governing Body. Governors felt the finance was covered in more detail when there was a separate committee dealing purely with finance. Governors considered reverting to two committees – one focusing on Finance and one focusing on Curriculum and Standards.

**Governors agreed the Mrs Vernon pursue this.**

LV

**Mrs Footitt joined the meeting at 5.41pm**

**The SEND Policy, the Accessibility Policy and the Accessibility Plan were deferred to the LGB on the 12<sup>th</sup> May 2020.**

LV/EHT

**GB/06/20**

### **Executive Headteacher's Report**

Mrs Vernon asked Governors whether they had any questions on her previously circulated report and drew their particular attention to the following:

#### Attendance and Punctuality

- The numbers on roll are good.
- A number of offers have gone out for September – the school is oversubscribed and consequently there are admission appeals.
- Attendance could improve but PA has gone up again to 11.4% (8.4% is the National Average for primary schools) it is a few families but this is a significant increase on last year – **once the school re-opens the Executive Headteacher will monitor this.**
- There are also some punctuality concerns around a few families.

EHT

- Q) *Governors asked whether there is any correlation between lates and persistent absenteeism.*

- A) The Executive Headteacher said they are separate entities.
- Q) Governors asked whether *attendance could be added to the end of term reports sent to parents.*
- A) **The Executive Headteacher said she will look into this and incorporate it on mid-term progress check and the end of year report.** EHT
- Q) *Governors have previously discussed implementing fines for Persistent Absenteeism and asked whether the Executive Headteacher escalates this to the LA*
- A) The Executive Headteacher said she can authorise requests for LOA during term time in exceptional circumstances. Absences are not authorised if child is taken on holiday without a request. However, parents opt to take the fine because of the savings on the cost of holidays.
- Q) *The Website says that the Pupil Premium Grant would be used to fund the after-school and coding club, in view of the current situation with Covid-19, could some of this money be redirected?*
- A) The Executive Headteacher said that the money is in fact mostly being allocated to this in that Richard Harris is putting links on DOJO for coding club, which is aimed at PP and other vulnerable children. The vulnerable children are also being given additional support and nurturing during the closure. The Executive Headteacher said the tracking for these children indicates they are making good progress.

#### **Mrs Turner offered to audit the school fund**

JT

Governors thanked the Executive Headteacher for putting her report together.

The Headteacher asked if there were any further questions.

- Q) *Governors asked for an explanation of the pie-chart*
- A) The Executive Headteacher said this was for CPOMS and hopes that with more training for staff, the pie-chart will become less complex.
- Q) *Governors said that with regards to Cause for Concern section, it doesn't appear to transfer across to the Safeguarding section.*
- A) The Executive Headteacher said there is often an overlap, so again this will be resolved by training.

#### **With regards to staffing. Governors would like to thank all the staff on the rota at both Gamston and St Swithun's for their hard work to look after the children of key workers and vulnerable children.**

EHT

The Executive Headteacher said that she would also like to add her thanks to Governors because the staff have really worked together and collaborated for the benefit of both schools.

- Q) *One of the new Governors asked for an explanation of attainment and outcomes.*
- A) The Executive Headteacher said the national data is calculated at the end of the year and the mid-year data is where the children currently stand...it is summative data and the school predictions are where the children are against their targets. There has been a focus on reading since the Ofsted visit and it has had a positive impact. The Executive Headteacher said that the school holds pupil progress meetings every term, to review the progress of all children, including the vulnerable groups.

The Executive Headteacher said that the results at both schools were looking to be the best for a number of years.

Governors said there ought to be some recognition for all this work and a celebration of their achievements ought to be arranged.

The Executive Headteacher said the school is still working on the curriculum and she is also updating the website to reflect this. Following Ofsted, the curriculum is becoming progressive rather than repetitive.

Q) *Governors asked whether the current situation impact on formal assessment.*

A) The Executive Headteacher said that all national tests are cancelled, although she feels some form of testing will take place in September to form a baseline.

Miss Weselby added that the nursery children are making excellent progress with an increased number leaving nursery having exceeded their targets.

**GB/07/20 Gamston and St Swithun's Collaboration**

This was discussed above. The SNMAT email addresses has facilitated collaboration through Teams. Gamston is oversubscribed but St Swithun's is undersubscribed. The Executive Headteacher is feeling very positive about both schools.

**GB/08/20 Review Parents' Survey Responses – deferred to the 12<sup>th</sup> May**

**EHT**

**GB/09/20 Approval of (if applicable)**

**The Executive Headteacher informed Governors that the budget was not yet available, and it was therefore agreed to delegate the approval of the budget to the next LGB Meeting on the 12<sup>th</sup> May for ratification at the summer term Full Governing Body Meeting on the 14<sup>th</sup> July**

**EHT**

- *School budget*
- *Schools Financial Value Standard (SFVS) for 2019-2020*
- *Year-end re-forecast*
- *Services for schools*

It was

**Resolved**

To delegate approval of the above items to the 12<sup>th</sup> May LGB Meeting.

**GB/10/20 Update on appraisal process for Executive Headteacher and staff**

Discussed under matters arising.

**GB/11/20 Information from the Corporate Director for consideration and action**

a) Auditing of Confidential Files

This has been deferred as a result of the virus although there are very few files at Gamston.

b) Relationships, Sex and Health Education (RSHE): Preparing for September 2020

Governors have noted the Report and Mrs Vernon and Mrs Turner will access the Diocesan virtual training and then update Governors.

**Mrs Vernon asked the Executive Headteacher to speak to the SNMAT to see if they have a policy.** EHT

**GB/11/20 Communication**

*From Chair*

There is no communication from the Chair other than Covid-19 updates. There are two admissions appeals pending.

*From Executive Headteacher*

There is no communication from the Executive Headteacher other than she would like to extend her thanks to Governors for all their support.

*From Clerk – Governor Newsletter*

Governors have reviewed the newsletters at LGB Level

**GB/13/20 Report from training co-ordinator including review of governor training requirements for 2020**

Mrs Vernon has reviewed the training undertaken by Governors. There is a significant amount of virtual training available free and invited Governors to undertake any modules that interested them. **Mrs Vernon asked Governors to update their Prevent Training and forward their certificates to her.** Govs

**Mrs Vernon asked the new Governors to complete their Induction Training as soon as practicably possible.** SW/KE

**GB/14/20 General Data Protection Regulations**

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

- Mrs Thomas is the SIRO
- Mrs Turner is the IGG and DPO
- **The Executive Headteacher will give some consideration as to who could pick up the DPO role.** EHT

*Report from the DPO and Information Governance Governor*

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

**GB/15/20 Governor monitoring visits**

Mrs Vernon is in regular contact with the Executive Headteacher and then shares this with the Governing Body. The Executive Headteacher suggested that Link Governors have a virtual meeting with their curriculum leads. **A schedule will be developed, and meetings set up.** EHT/LV/JT

**Mrs Vernon to circulate links which were agreed at the previous meeting:**

- Reading, English and Phonics = Mrs Vernon and Mrs Howard
- RE & Worship, Maths and Science = Rev'd Yarrien and Mrs Footitt
- History and Geography – Mr Weston
- PE = Mrs Evans

- Safeguarding = Mrs Vernon and Mrs Bowness
- Anti-bullying = Mrs Vernon
- H&S = Mrs James
- SEND & LAC = Mrs James
- GDPR-and SRE = Mrs Turner

**GB/15/20 Evidence of governing body impact on school improvement and review of how the Governing Body has held the school’s leaders to account**

- Challenged on absence data
- Challenged about assessment and outcomes
- Challenged on Executive Headteacher’s Report
- Discussed School Collaboration
- Asked how PP was being spent
- Discussed Sports Funding
- Asked what provision is in place during current situation
- Governors have been involved in setting up platforms – eg Class DOJO
- Responded to parental feedback that communication could improve
- Adapting monitoring to the current situation

**GB/16/20 Confirmation of dates for 2020 - 2021**

The Governing Body

**agreed**

Summer term – Tuesday 14<sup>th</sup> July 2020 at 5pm

**GB/17/20 Determination of confidentiality of business**

It was

**resolved**

that the Governing Body Membership List; confidential sections of the Executive Headteacher’s Report remain confidential, but that all other papers and reports be made available as required.

**The meeting closed at 7.10pm with a prayer from Mrs Vernon.**

Governors asked for the Clerk to record their thanks and appreciation to Mrs Vernon her commitment and work on behalf of the school.

Signed ..... (Chair) Date .....