

# MINUTES OF MEETING

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**School:** Gamston CofE Primary School  
**Meeting title:** Autumn term meeting of the governing body  
**Date and time:** Tuesday, 10 December 2019 @ 6pm  
**Location:** At the school

**Membership**  
'A' denotes absence

Mr Philip Abbott (Executive Headteacher)  
Mr Adrian Argent-Cook  
Mrs Julia Bowness  
Ms Jo Brunyee  
Mrs Lesley Footitt  
Ms Mary Howard  
Mrs Sarah James  
Mrs Jane Turner (Chair)  
Mrs Lucy Vernon  
A Miss Hollie Weselby  
Rev'd Cora Yarrien

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

**GB/43/19 Apologies for absence Action**

Apologies for absence were received from Miss Weselby (prior appointment).

It was

**resolved**

that the Governing Body consent to this absence on this occasion due to the changing time of the meeting.

**GB/44/19 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*

Governors confirmed that they have reviewed and signed the Register of Business Interests/Declaration of Eligibility at the September LGB on the 24<sup>th</sup> September and returned it to the Executive Headteacher.

*Review and sign Governor Code of Conduct*

Governors confirmed that they have reviewed the Governing Body Code of Conduct and signed a copy to be retained by the school at the LGB on the 24<sup>th</sup> September.

**GB/45/19 Review of membership**

The Chair highlighted the following vacancies on the Governing Body:

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

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

Mr Argent-Cook's and her own terms of office expire on the 16<sup>th</sup> January so if they are happy to re-stand they can be re-elected tonight, pending confirmation by the Diocese.

Mr Argent- Cook indicated he will not stand for re-election but Mrs Turner is happy to re-stand and withdrew at 6.12pm.

The Clerk asked whether anyone had any objections to the re-election of Mrs Turner and none were forthcoming and she was unanimously re-elected pending approval of the Diocese. Mrs Turner re-joined the meeting at 6.12pm.

The Clerk reminded the school to ensure that they undertake enhanced DBS and Section 128 checks for all Governors and also asked Governors to check that they have completed their personal information on GovernorHub.

**GB/46/19 Determination of term of office for Chair**

It was agreed that the term of office be for one year.

**GB/47/19 Election of Chair**

Mrs Turner said she did not want to re-stand and felt that the new Executive Headteacher would welcome a new Chair of Governors. She accordingly proposed that Mrs Vernon take on the role of Chair, Mrs Vernon confirmed she was happy to stand and withdrew at 6.15pm.

The Clerk asked whether there were any other expressions of interest or objections to the appointment of Mrs Vernon. None were forthcoming and Mrs Vernon was unanimously elected and re-joined the meeting at 6.17pm.

It was agreed that Mrs Turner continued to act as Chair for the remainder of the meeting.

**GB/48/19 Election of Vice-Chair**

Mrs Turner said she was happy to continue as Vice Chair until a new incumbent can be found.

Mrs Foottit and Revd Yarrien were happy to consider joint Vice Chairs moving forward.

**GB/49/19 Approval of minutes of summer term meeting**

The minutes of the summer term meeting held on the 16<sup>th</sup> July, 2019 having been previously circulated were confirmed and signed by the Chair.

*Review of actions*

**GB/26/19 Mr Woodsford still has to provide a detailed report on the Sports Funding, the impact of last year and the planned spend for the current year. The Executive Headteacher has added the number of pupils who can swim 25m to the website. DW**

**GB/36/19 Mrs Bowness shared the Policy Checklist with Governors and Governor Link Roles were confirmed at the September LGB Meeting.**

**GB/39/19 The Executive Headteacher has reviewed the DBS checks for Governors.**

**GB/50/19 Receipt of minutes and approval of policies from committees and working parties**

### *Review of actions*

These were reviewed and agreed at the November LGB Meeting

### LGB 2 26<sup>th</sup> November 2019

### *Review of actions*

The following policies were reviewed and commended to the Full Governing Body meeting for ratification.

- a) Complaints Policy
- b) Charging and Remissions Policy
- c) Collective Worship Policy
- d) Behaviour Policy
- e) Anti-Bullying Policy
- f) E Safety Policy
- g) Prevent Duty

### **It was**

### **Resolved**

To ratify the abovementioned policies

- Q) *Governors asked whether there has been any response to the after-school price increase.*
- A) The Parent Governors responded that it was only a small increase and the Executive Headteacher confirmed that there had been no response.
  
- Q) *Governors asked for the number of respondents to the Vision Survey.*
- A) There were 19 responses.

### **GB/51/19 Executive Headteacher's Report**

Mrs Turner asked Governors whether they have any questions on the Executive Headteacher's previously circulated report

- Q) *Governors asked what had had impacted on the Year 1 and 2 attendance – it amount to about 50 days.*
- A) The Executive Headteacher said that there was an illness early in the term.
  
- Q) *Governors challenged that ten per cent of pupils appear to have an unauthorised absence and asked whether there is a reason for this.*
- A) The Executive Headteacher said this is mainly due to holidays, but because of the small numbers, one child can affect the figures.
  
- Q) *Governors asked the Executive Headteacher whether he referred unauthorised absences to the LA.*
- A) The Executive Headteacher responded that he did if they meet the criteria.
  
- Q) *Governors asked whether the IT funding was still secure.*
- A) Yes. The Executive Headteacher said the school has received a number of donations – particularly the computers from Magnus and a computer trolley from The Priory

### **Governors asked Mrs Vernon to draft letters of thanks on their behalf**

Governors were pleased to note the increase in educational visits.

- Q) *Governors asked whether staff are gaining confidence in Evolve.*

- A) Yes, the paperwork for trips is now being completed in a more timely manner, although not perfect yet.
- Q) *Is there a long-term view on PPA cover, Miss Beighton will be available for the next term.*
- A) The Executive Headteacher said he will leave this for the new Executive Headteacher.
- Q) *Governors asked how the handover to the new Executive Headteacher is progressing.*
- A) The Executive Headteacher has handed over all the documents from this term and all the historic documents, the current Executive Headteacher has spent four days with her, there is some transitioning still to be done over Christmas, eg CPOMS.
- Q) *Governors asked how the current Executive Headteacher see his role moving forward.*
- A) The current Executive Headteacher replied that he is happy to provide guidance where needed, there are cost savings by continuing to work together.
- Q) *Governors asked whether the school would still have access to Karen Slater, she has been most helpful, and Governors would like to continue to access her services.*
- A) That will be up to the new Executive Headteacher, but she is happy to continue if required.

Governors are delighted to see the improvements in the SEF. The Executive Headteacher is happy that he could argue that the school is Good.

#### **GB/52/19 Update on appraisal process for Executive Headteacher and staff**

*Confirm external appraiser*

Governors will ask Claire Considine if she would like to continue and the new Executive Headteacher if she is happy with this arrangement. **Mrs Vernon said that she will ask the SIP and the new Executive Headteacher before confirming arrangements.** LV

*Confirm/appoint Appraisal Governor*

Mrs Vernon from Gamston and Mrs Poole from St Swithun's,

Rev Yarrien is happy to undertake the training and shadow the process.

#### **GB/53/19 Receive Executive Headteacher's annual report on whole school appraisal process and consider/ratify Executive Headteacher pay recommendations for all staff**

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

*Review Appraisal policy in line with recommended changes from HR Provider*

It was

**Resolved**

To approve the Appraisal Policy

*Ensure effective appraisal arrangements for all staff are in place*

The Executive Headteacher confirmed that these are in place.

*Ensure timetable in place for termly review*

The Executive Headteacher confirmed that there is now a robust Appraisal Process in place with termly reviews.

**GB/54/19 Information from the Corporate Director for consideration and action**

**a) Ofsted Inspection Framework**

The Executive Headteacher has provided comprehensive training.

**b) Reduced timetable**

There are no children on a reduced timetable but Governors have noted the report.

**c) Off-rolling in schools and academies**

Governors have noted this report.

**d) Contextual Safeguarding**

The school adopted the LA's policy with no amendments.

**e) School Appraisal Policy, School Pay Policy, Teachers Pay Award and other HR updates - September 2019.**

Governors have noted the report.

**GB/55/19 Safeguarding information for consideration and action**

*Assurance of statutory safeguarding arrangements in Nottinghamshire Schools, colleges and independent providers – letter from Cheryl Stollery dated June 2019*

*Safeguarding Children in Education: self-audit tool 2019-20 plus supporting guidance*

The Chair and Vice Chair are booked on the Managing Allegations Training on the 12<sup>th</sup> March

The Clerk reminded the school that the Self-Audit tool needs to be completed and returned to Cheryl Stollery by 20<sup>th</sup> December, 2019 ([cheryl.stollery@nottscc.gov.uk](mailto:cheryl.stollery@nottscc.gov.uk)). (There is no longer a "Form 1")

The Safeguarding Audit will be used in evidence as part of the Headteacher appraisal process.

Mr Arget-Cook has attended with Mrs Bowness to complete the form and the completed form is available for GovernorHub.

Everyone has done FGM training, but the DSL still need to do face to face training. Mrs Slater still has to complete the radicalisation training face to face.

The Executive Headteacher said there has been a significant amount of Safeguarding Training which has taken place over recent weeks.

Mrs Vernon will take on the Safeguarding and LAC Governor role once Mr Argent-Cook has left, Mrs Vernon and Mrs Bowness will share the role.

It was

**Resolved**

To authorise the Chair to sign the completed form on behalf of the Governing Body

**GB/56/19 Receive report from Data Protection Officer and Information Governance Governor**

There have been no Subject Access Requests  
There have been no Freedom of Information Requests  
There have been no breaches and no potential data breaches

Although there is still no DPO, all staff have received training.

**GB/57/19 Tuxford Family Collaboration**

There are no updates.

**GB/58/19 Report from training co-ordinator including review of governor training requirements for 2019/20**

Mrs Turner asked all Governors to book as much training as possible whilst the buy-back is still in place to ensure value for money.

The following Training has taken place:

<b>Name</b>	<b>Training</b>	<b>Type</b>	<b>Date</b>
Adrian Argent-Cook	Prevent	Online	10/02/2019
Jane Turner	How to Support and Challenge	Classroom	06/11/2018
Jane Turner	Prevent	Online	09/02/2019
Jane Turner	Nottinghamshire Governors Conference	Classroom	06/03/2019
Jane Turner	Ofsted Framework Training for Governors	Classroom	07/11/2019
Julia Bowness	Prevent	Online	28/02/2019
Julia Bowness	Pupil Premium & Sports Funding	Classroom	15/10/2019
Lesley Footitt	Prevent	Online	10/02/2019
Lesley Footitt	Ofsted Framework Training for Governors	Classroom	09/11/2019
Lucy Vernon	Measuring the Impact a Governing Body makes	Classroom	11/10/2018
Lucy Vernon	How to Support and Challenge	Classroom	06/11/2018
Lucy Vernon	Prevent	Online	01/03/2019
Lucy Vernon	Improving Governor Knowledge & Skills	Classroom	04/03/2019
Lucy Vernon	Safer Recruitment	Online	16/09/2019
Lucy Vernon	Pupil Premium & Sports Funding	Classroom	16/10/2019
Lucy Vernon	Ofsted Framework Training for Governors	Classroom	06/11/2019
Lucy Vernon	Church School Leaders Conference	Classroom	20/11/2019
Mary Howard	Church School Leaders Conference	Classroom	14/11/2018
Mary Howard	Nottinghamshire Governors Conference	Classroom	06/03/2019
Mary Howard	Pupil Premium & Sports Funding	Classroom	17/10/2019
Sarah James	Prevent	Online	10/12/2018
Sarah James	Ofsted Framework Training for Governors	Classroom	08/11/2019

**Mrs Vernon asked Governors to let her know if they see any training they would like to access and as soon as it is available, she will circulate the LA's training Schedule.**

**Govs/LV**

Thursday 6<sup>th</sup> Feb 2020 – Rev Yarren is booked on the Induction Training and Mrs Vernon and Mrs Turner are booked on the Managing Allegations training.

## **GB/59/19 Governor monitoring visits**

Mrs Vernon and Mrs Turner have been in to review the curriculum, Sports and Pupil Premium.

Q) *Governors asked whether all staff are now engaging with the read-all's*

A) The Executive Headteacher confirmed that they are.

Mrs Footitt undertook a maths visit.

Mrs Turner said Governors will assess what the new Executive Headteacher would like them to look at.

Mrs Vernon undertook a visit recently and was pleased to note the provision and enthusiasm which is being directed at the disadvantaged pupils. Mrs Turner said that the Curriculum visit was very informative, the children were very engaged and articulate.

## **GB/60/19 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account**

- Governor visits to assess impact and implementation
- Governors have agreed to undertake more training
- Governors have discussed the transition between Executive Headteachers
- Governors have scrutinised the Performance Management Process
- Governors have challenged on the concerns over the Data Protection Officer.
- Governors have discussed succession planning and continuity of the Governing Body.

## **GB/61/19 Confirmation of dates for 2020**

The Governing Body

**agreed**

Spring term – Tuesday, 24 March 2020 at 4pm

Summer term – Tuesday, 14 July 2020 at 4pm

## **GB/62/19 Determination of confidentiality of business**

It was

**resolved**

that the Governing Body Membership List; confidential sections of the Executive Headteacher's Report and minutes numbered **GB/52/19** remain confidential, but that all other papers and reports be made available as required.

Governors asked for the Clerk to record their appreciation for all Mr Abbott's hard work, which he has undertaken, on behalf of the school over the last year and wished him well for the future.

**The meeting closed with a prayer at 7.41pm.**