

MINUTES OF MEETING

School: Pierrepont Gamston Primary School
Meeting title: Spring term meeting of the governing body
Date and time: Wednesday, 24th March 2021 at 6.00 pm
Location: Virtual via Zoom

Membership
'A' denotes absence

A Mr C. Blainey
Mr K. Buckle
Rev. M. Fraser
Mr M. Gray
Mrs L. Horne
Mr P Kithoray
Mr J. Mellor
Mr A. Sharp (Headteacher)
Mrs S. Sherriff (Chair)
Mrs S. Street
Mr G. Ward-Tipping

In attendance Mrs E. Sharpe - Clerk to the governors
Mrs S. Ackroyd
Mrs E. Winfield

GB/01/21 Opening Prayer

The meeting was opened with a prayer from Mr Mellor.

GB/02/21 Apologies for absence

Reverend Fraser was absent from the meeting.

GB/03/21 Declaration of interest

There were no declarations of interest, business or otherwise, for items on this agenda.

GB/04/21 Review of membership

The clerk advised the following vacancies on the governing body:

1 x Foundation governor – in Reverend Fraser's absence, Mr Blainey said that he was not aware of any progress with regard to the applicant for this vacancy. The headteacher confirmed that he had requested an update from Mark Fraser.

The clerk advised the following ends-of-term of office:

Mr G. Ward-Tipping – Foundation – 09.04.2021

Mr Ward-Tipping advised that he was happy to continue as a governor. The Chair said that she would ask St Luke's to advise the diocese accordingly.

Chair

Mr J. Mellor – Foundation – 31.08.2021

Mr Mellor informed the governing body that he would be prepared to remain as a governor for a further year, but was also happy for a replacement to be found. He

will speak again with his minister, who will update the school and governor services in due course.

Mrs S. Sherriff – Foundation – 31.08.2021

Chair

The Chair confirmed that she would be pleased to stay on as a governor and would be speaking to her minister to arrange this.

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 Wednesday, 26th November 2020, having been previously circulated, and with the exception of the correction mentioned below, were **approved** as a true and accurate record of the meeting and were confirmed and signed by the Chair.

The date of the meeting should read as Wednesday 25th November, not Wednesday 26th.

Review of actions

It was confirmed that, unless mentioned elsewhere within these minutes, all actions had been dealt with appropriately.

GB/15/20 - The headteacher will send out reminders to those governors who had not as yet returned their Declaration of Eligibility/Register of Business Interests. **H/T**

GB/23/20 - Mrs Street had suggested a letter of thanks to parents which would also encourage them to follow the school's Covid-19 policies and procedures. The headteacher had sent out a letter just before the Christmas break, along with the local authority, and it was decided that if parents continued to not follow procedures, then another letter would go in the New Year, but then the school closed after one day so a further letter became surplus to requirements.

GB/06/21 Receipt of minutes and approval of policies from Strategic Development and Pupils committee

Mr Ward-Tipping summarised the SD&P meeting held on 25th February. This meeting had very much followed the usual pattern with a review of the SDP and SEF. Pupil data was limited due to the Covid-19 situation, so the committee spent some time discussing pupils' engagement with work whilst away from school and looking at the remote learning plan. The committee had also looked at catch-up funding and the National Tutoring programme, and agreed that the school's policy of using the funding to be able to release existing teaching staff to deliver any required support to students, as they were the people who knew the students best, rather than bringing in a new tutor, was the best way forwards.

Medical policy – reviewed and recommended by SD&P – **approved** by the full governing body.

GB/07/21 Headteacher's report

The headteacher summarised his report, highlighting any relevant areas, and invited questions and comments from governors.

Staffing/Pupil Numbers – Lucy Jackson's change of role to Deputy Head, with three days out of the classroom and two days in was **approved** by the full governing body. Other small staffing changes were within the existing staffing structure. The

resultant vacancy in KS1 in September due to Mrs Jackson's change of role, meant that the school would, subject to pupil admissions for 2021 being satisfactory, be able to retain both Miss Turner and Mrs Carey.

**** Confidential Item **** - Pupil numbers

The headteacher said that there was not much to report on data but the school was now doing assessments to form a new baseline in Maths and Reading. He said that, in general, data was looking better than expected. In summary, the gap between those who would be doing well in school anyway and those who would not, had increased.

All staff were receiving their appraisals remotely, with slightly more flexibility as it was not possible to hold to some data targets. There were no concerns with any staff at the current time.

With regard to the headteacher appraisal, again there was no data so the appraisal could be done based on other performance only, and for this reason it had been suggested that this was done by governors internally, rather than paying for an external appraiser on this occasion. The appraisal governors confirmed that they would discuss and then speak to the headteacher.

Chair/JM

On a budgetary note, the headteacher advised that the school had received income of just under £50k for UFSM this financial year, but the cost to the school had only been £39k. Earlier today, the local authority had written to the school stating that they would like to recover 25% of the figures for September and October, which equated to around £2.5k, as they still needed to pay some of their suppliers. The LA said that the payment of the £2.5k was optional, and the school did not have to contribute, but if the LA did not hear anything by next Monday, they would assume the school was happy to return the money. A governor **asked** if all schools were being contacted regarding this? The headteacher confirmed that yes, all schools were being asked to refund a proportional amount. A governor **asked** whether the additional money that the school had received for UFSM had to be used for something specific or could the school choose what to do with it? The headteacher replied that the money was added to the school budget. He added that the reserves for the end of this year were expected to be approximately £100k to take forward to next year. A governor **asked** whether the £2.5k would be subtracted from the current financial year, and the headteacher replied that this was his understanding. A governor commented that the school had been severely financially impacted by the low Kids' Club numbers this year. A governor **asked** why it was necessary for the suppliers to be paid by the LA if the LA had not been receiving the services? The headteacher said that he presumed that some of the suppliers had to be supported so that they could continue. Governors **approved** that the £2.5k be returned to the LA by majority vote.

A governor **asked** whether the council had, as yet, planned where the catchment area for the proposed new schools in the Lady Bay area could be, as this could affect pupil intake at PGPS? The headteacher replied that the situation currently was so fluid in the local area, taking into consideration the large new developments being built at Cotgrave and Tollerton, that this was a very uncertain time for place planning. A reduction in availability of places had already been forecast for Rushcliffe in the next few years, but this did not take into account the new housing developments.

A governor advised that she had been informed that church schools were now not coming up as a result in the LA's facility for local searches for catchment primary schools. Governors agreed that this was a major issue that could be severely

H/T

impacting new pupil applications to PGPS, and the headteacher said that he would speak to the local authority regarding this on Thursday 25th March.

With regard to the PGL residential trip for the summer term 2021, the LA had now said that they would be happy to sign off the risk assessment for this subject to the government's roadmap continuing on course. Governors **approved** the go-ahead for the PGL residential.

Inset days for 21/22 – these were **approved** by the full governing body:

- Tuesday 31st August (Admin Day)
- Friday 11th February (work on SDP priorities)
- Friday 27th May (Teachers' report writing day / Year 6 residential starts)
- Wednesday 27th and Thursday 28th July (disaggregated which will result in the fewest number of lost days of learning during the key part of the school year – this will be vital in helping children to catch up).

GB/08/21 Receipt of minutes and approval of policies from Finance and Personnel committee

Mr Blainey summarised the F&P committee, confirming that minutes had been distributed. He commented that the financial situation had changed more than ever before from one term to the next, with a deficit predicted in the autumn term but the school now looking at a surplus, despite the Kids Club having reduced numbers.

Kids' Club was expected to have a £25k deficit, nevertheless the committee was strong in its support of retaining the club and staff so that it could bounce back next year.

In summary the overall position for the end of 2020/21 forecast a surplus of £23k, so a large favourable swing as a result of naturally occurring savings during the school closures. There would be a carry forward in excess of £100k at the end of this financial year.

With regard to the 2021/22 financial year Mr Blainey said that last year at this stage the governing body had approved a provisional budget, but due to current uncertainties it had been decided not to at this stage. Overall, the prospects for the year 2021/22 were looking quite good, but the budget would not be finalised until next term.

Benchmarking had been completed and the school was doing very well on lower funding, so this was reassuring.

Approval of:

Schools Financial Value Standard - **approved**

Year-end Reforecast - **approved**

Services for Schools - **approved**

Health and Safety policy – **approved**

Staff Code of Conduct – **approved**

Disciplinary policy Part 2 – **approved**

GB/09/21 Update on appraisal process for headteacher and staff

Dealt with in GB/07/21.

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

The Chair came into school to undertake an interim review and confirmed that all processes were in place and satisfactory.

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

The clerk informed governors of the three director's reports from the Corporate Director of Nottinghamshire County Council, summarising the contents and actions for governors contained within those reports as follows:

Blended Learning

Blended learning combines classroom learning with remote learning (which is any learning which takes place off the school site).

The DfE requires that from September 2020, all schools will have drawn up and be working to an agreed contingency plan which secures remote learning for children when needed. The DfE have also set out requirements for remote learning when planning your remote learning curriculum and teaching remotely

A Blended Learning Hub of resources, training videos, planning and case studies is available through the East Midlands Education Support website: www.em-edsupport.org.uk/blendedlearning.

There are two main strands to blended learning.

- **Continuous learning**, which draws on a range of technologies and platforms to provide the children with online resources and supports feedback and communication between adults and children;
- **The establishment of a virtual classroom** bringing all resources and communication together through one platform – (usually google classroom or Microsoft 365). There is funding and support for digital platforms from the Department for Education

Action for governors

Governors play a key role in supporting the implementation of a blended learning strategy in school. To do this they should ensure that:

- The school has a plan in place for the continuity of learning of pupils who are not able to attend school due to restrictions of Covid-19.
- Blended learning is a key priority on the school improvement plan with actions being taken to meet the DfE expectations and legal requirements.
- Policies linked to remote learning and the use of technology are reviewed and approved.

The headteacher confirmed that the school had a strategy and this was on the school's website.

Considering Everyone's Wellbeing in Schools: An Update

The Wellbeing for Education Return (W4ER) project is a grant funded joint initiative by the Department for Education and the Department of Health & Social Care. There are different elements to the project.

- a training package delivered to the Mental Health Leads in all state-funded schools through two webinars
- the development of a *Wellbeing Local Offer* website
- the establishment and further development of networks of support for the Mental Health Leads in schools

Two webinars and many useful resources that can be found on NCC's Wellbeing for Education Return Project website.

A key message which has emerged from the W4ER project is that whilst everyone's wellbeing matters, the unique role of the headteacher is such that their wellbeing is particularly vulnerable given the responsibilities they carry.

The Educational Psychology Service has been running daily Headteacher wellbeing peer support sessions hosted by an educational psychologist, has a maximum number of four headteachers in each session, and is confidential. Each session is free to book [on Eventbrite](#) for Headteachers in the Local Authority's maintained schools,

There is also range of help from the HR team available in the *Employee wellbeing support* page of the Schools' Portal.

Two webinars have taken place and been recorded for governors to access via the NCC YouTube channel the first run on 6th October 2020 a wellbeing webinar was presented by Sally Rundell and the second on the 11th December 2020, on how to support headteacher wellbeing and the wellbeing of their staff by Dr Orlaith Green

Action for governors

- Familiarise themselves with the content of the 11th December 2020 webinar,
- Visit the NCC's Wellbeing for Education Return Project website.
- Consider with school leaders how these and other useful resources can be used to ensure that everyone's emotional health and wellbeing (including that of governors) are given a high profile and included in the school's recovery plan at this time.

Children Missing Education Strategy

Children and young people not accessing their full educational entitlement could be as a result of:

- failing to secure a school place,
- facing permanent exclusion from school,
- refusing or being prevented from attending their school place,
- on a school roll but accessing less than their full educational entitlement,
- those unable to access full time education due to their mental or physical health needs, those who are in unsuitable elective home education,
- as well as any child or young person known to other Local Authority services without a school place or refusing to attend school.

A relatively small number of parents choosing to electively home educate (EHE) their children.

Nottinghamshire County Council has processes in place to identify and address cases where children and young people may be described as:

- children and young people known to be missing from education (CME)

- children and young people who are on roll but are believed to be inappropriately prevented from accessing their full entitlement to education, identified by Ofsted (November 2013) as 'pupils missing from education' (PME).

Schools are responsible for keeping children and young people safe during the school day and have the knowledge, expertise and resources to ensure that children and young people access their educational entitlement to fulfil their potential within the aspirational contexts of school. Governors should be aware of the need to ensure that children do not become children missing from education and ensure that appropriate action is taken to safeguard against this.

NCC's Children Missing Education (CME) Strategy and Elective Home Education (EHE) Policy have been revised to reflect national updates and were agreed in February 2020 (links are provided in the Relevant Documents section below).

Action for governors

Questions Governors will want to ask:

- Are robust systems and support mechanisms in place to promote good attendance and to reduce absence, including persistent absence? Schools should follow the NCC attendance flowchart and attendance concerns should be referred to Nottinghamshire County Council's Family Service in a timely manner.
- In cases where academies choose to manage their own admission process, is the Local Authority notified promptly of all applications received and the subsequent outcome of those applications? This is to ensure that no child or young person is left in Nottinghamshire without a school place and unknown to the Local Authority.
- Do all pupils have access to full time education unless they are unable to access full time learning as a consequence of their own physical or mental health needs? Where pupils are accessing part-time and alternative education provision timetables it must be evidenced that this is appropriate, that pupils are attending and making progress, that pupils are safeguarded and that pupils are returned to full time provision as soon as they are able. Schools and academies should promptly and accurately complete the data collection to the Local Authority about pupils on part time timetables and those accessing learning from alternative education providers.
- Are clear processes in place so that in cases where children could be identified as CME or PME they are referred to Nottinghamshire County Council's Fair Access Team?
- Where parents/carers notify their school or academy of their intention to Electively Home Educate (EHE) their child, is correct information offered in relation to their rights and obligations in making this decision and correct and timely reporting processes followed to notify the Local Authority EHE team?
- Is there liaison with and referral to Nottinghamshire County Council's Health Related Education Team in cases where children are absent from their school or academy for a period of time, or likely to be absent for a period of time, due to an evidenced medical condition that prevents their attendance at school?
- Is their school or academy liaising with the Local Authority CME Officer in cases where they are considering removing a child from the school roll to ensure that children's whereabouts are known and recorded in order to prevent children becoming CME?
- Additionally, Governors are recommended to monitor carefully the use of fixed term exclusions to try to reduce days lost to learning and ensure that pupils are not placed in vulnerable situations.

GB/12/21 Communication

From Chair – in committee have had very positive comments about remote learning and wanted the headteacher to thank the teachers for all of the hard work they have done during this lockdown.

From clerk - Governor Newsletter

The clerk presented the January and February editions of the Governor Newsletter, which she explained were both available on GovernorHub, and highlighted some articles of relevance to the governors and school.

She mentioned the article regarding an Ofsted inspection as of particular value to governors in understanding what may be expected of them during an inspection.

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

Mr Buckle advised that the Chair and Mrs Street had completed the “Ofsted for Governors” online training.

The skills matrix will be revisited when new governors started.

Mr Blainey had completed the “Making an impact” online training earlier this month.

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)

DPO – Manjit Heer

SIRO – headteacher.

Report from the DPO and Information Governance Governor

Mrs Ackroyd and the headteacher had met with the DPO recently. There were no concerns or breaches.

GB/15/21 Governor monitoring visits

All statutory visits were up-to-date for autumn 2020 and spring 2021.

Governors were asked to consider how they could adapt their monitoring visits for the summer term to maintain contact with their link areas.

**All
governors**

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

Impact:

- Continued commitment to maintaining a full membership of the school's governing body and consideration of succession planning
- Review and approval of school policies
- ****Confidential item**** Approval KS2 class size increase to ensure longer-term financial security of the school
- Appraisal of the headteacher

- Action to rectify school not being included in the LA’s catchment search for local primary schools
- Audit of safeguarding files
- Governor monitoring visits

Holding the school to account

- Question and challenge of the headteacher in both this meeting and in committee meetings

GB/17/21 Confirmation of dates for 2021-2022

The governing body

agreed

Summer term 2021 – Wednesday 23rd June 2021 at 6.00 pm
 Autumn term 2021 – Wednesday 24th November 2021 at 6.00 pm
 Spring term 2022 – Wednesday 23rd March 2022 at 6.00 pm
 Summer term 2022 – Wednesday 22nd June 2022 at 6.00 pm

GB/18/21 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary with the exception of discussions relating to pupil numbers.

The meeting closed at 7.35 pm.



Signed (chair) Date 23.06.21

MINUTES OF MEETING



**Nottinghamshire
County Council**

School:	Pierrepoint Gamston Primary School
Meeting title:	Spring term meeting of the governing body
Date and time:	Wednesday 24th March 2021 at 6.00 pm
Location:	Virtual via Zoom

Confidential item(s)

GB/07/21	Headteacher's Report	Action
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Pupil Numbers - The headteacher commented that he thought there would be quite a bit of a shortfall in terms of pupil numbers in Reception for the 2021/22 academic year, so whilst the financial year from April 2021 was looking healthy, he was concerned that he did not know the effect of the October 2021 census figures on the following year's budget. He said that he may have to offer fixed contracts rather than permanent to Miss Turner and Mrs Carey, but would not know for certain until after 16th April 2021.

He suggested that the governors should look at increasing class sizes in KS2 to help to make up for any shortfall in KS1. Infant class size rules state that class size must be limited to 30 pupils in KS1, but there was a little flexibility in KS2. This had been discussed in both SD&P and Finance, and whilst SD&P were happy to increase the class size, some Finance committee members were concerned about the effect on pupil attainment and on the level of care available for SEND pupils. A governor **asked** if there was any way of monitoring the impact on attainment? The headteacher said that yes, he would be monitoring the data to see if any trends started to show, but this may take some time due to the pre-existing impact of the Covid-19 lockdowns. A governor commented that she was aware that some of the children on the current waiting list were SEND and were keen to obtain a place at PGPS precisely because they perceived the school as giving a much better level of care and support to SEND children. The governor **asked** how the school would cope if increased class sizes included children with SEND? The headteacher replied that if pupil numbers were larger, the budget would be much stronger and there would be the ability to look for more staff, if required. He said that his concern was that if governors deferred this decision that the school may lose some of applicants currently on the waiting list to other schools.

Governors decided to vote whether to defer the decision until after more information on future pupil numbers was available or approve the increase in KS2 class sizes immediately.

The governing body **approved** the increase of KS2 class sizes with a maximum cap of 32 per class or 33 per year group, by majority vote (7 in favour, 3 wished to defer).

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

- Approval KS2 class size increase to ensure longer-term financial security of the school



Signed (chair) Date 23.06.21