

# MINUTES OF MEETING

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**School:** Pierrepont Gamston Primary School  
**Meeting title:** Autumn term meeting of the governing body  
**Date and time:** Wednesday 24th November 2021 at 6.00 pm  
**Location:** At the school

**Membership** Mr Christopher Blainey  
Mrs Rosie Farrow  
'A' denotes absence Reverend Mark Fraser  
Mrs Sheila Sherriff  
Mrs Sheila Street  
Mr Aiden Sharp  
Mr Paul Kithoray  
Mr Karl Buckle  
**A** Mrs Lee Horne  
Mr Matthew Gray

**In attendance** Mrs Emma Sharpe (clerk to the governors)  
Mrs Emma Winfield  
**A** Mrs Supriya Ackroyd  
Mr Graham Ward-Tipping (observer)  
Mrs Clare Meese (observer)

**GB/37/21 Opening Prayer**

The meeting was opened with a prayer.

**GB/38/21 Apologies for absence**

**Action**

There were no apologies for absence from this meeting.

Mrs Horne and Mrs Ackroyd were absent.

**GB/39/21 Declaration of interest**

Mr Blainey declared an interest with relation to the Lettings policy, advising that St Luke's PCC benefited from a long-term arrangement with the school.

Mrs Meese declared an interest with relation to academisation as a director/trustee of Aspire Academy Trust and a Diocesan MAT founding member.

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

All governors were asked to confirm via GovernorHub their register of business interests/declaration of eligibility and governor code of conduct for 2021/22, and paper copies of the register of business interests/declaration of eligibility were distributed by the headteacher at this meeting.

**All  
governors**

**GB/40/21 Review of membership**

The clerk advised that there were currently two Foundation vacancies. Mr Ward-Tipping and Mrs Meese had been nominated to the Diocese for appointment to these vacancies.

There were no upcoming ends of term of office.

**GB/41/21 Determination of term of office for Chair and Vice-Chair**

Governors **approved** a term of ONE year for the roles of Chair and Vice-Chair.

**GB/42/21 Election of Chair**

Mrs Sherriff was duly nominated and seconded for the role of Chair. There were no other nominations for this role. Governors **approved** the appointment of Mrs Sherriff for a term of one year, until the date of the Autumn 2022 full governing body meeting.

Mrs Sheriff did indicate that she planned to retire from the role at the end of her new term and asked all governors to carefully consider succession planning for the governing body.

**All  
governors**

**GB/43/21 Election of Vice-Chair**

Reverend Fraser was duly nominated and seconded for the role of Vice-Chair. There were no other nominations for this role. Governors **approved** the appointment of Reverend Fraser for a term of one year, until the date of the Autumn 2022 full governing body meeting.

**GB/44/21 Approval of minutes of summer term meeting and any additional special governing body meetings**

The minutes of the summer term meeting held on 23<sup>rd</sup> June 2021, having been previously circulated, were confirmed as a true and accurate record and **approved** by the governing body.

*Actions:*

All actions were deemed to have been dealt with appropriately.

**GB/45/21 Receipt of minutes and approval of policies from Strategic Development committees and working parties**

Mr Ward-Tipping advised that the committee had met at the start of the month and minutes had been previously shared. Data was reviewed, and the headteacher challenged therein. Data was looking very positive considering the circumstances under which the school had been working for the last two years. The committee also reviewed the SEF and SDP. A number of policies were agreed and recommended for approval – to be ratified later during this meeting.

**GB/46/21 Financial reporting**

SFVS 2021/22 – due by 31<sup>st</sup> March 2022

Mr Blainey said that the committee had met earlier in the month. The finances were in good order and the margin of uncertainty was considerably reduced. Kids' Club numbers were higher than budgeted for, but still not back to pre-Covid levels. The

issue with balances building up on vouchers was being looked at. Overspend on supply cancelled out the better-than-budget position on Kids' Club. There was a year-end projected balance of £111k, which the committee felt comfortable with. The Census day account was reviewed and debated. The message was one of reassurance with numbers down by just two which meant that the consequent budget for 2022/23 financial year was more secure than had been previously thought it would be.

## GB/47/21 Summary of Headteacher's Report and governors' questions and challenge

The headteacher presented his report, which had been previously distributed.

There were no worrying trends for absence either for children or staff, with the school comfortably ahead of the national average for pupil attendance.

Outcomes had been reviewed in depth at the Strategic Development committee. Writing had been the area that was most difficult to teach during lockdown, and hence was the area that was featured in the SDP and as a school priority this academic year.

The Pupil Premium report was nearly complete and would be on the website by 31<sup>st</sup> December. There were around 30 PP children at the school now, which meant more funding but also more accountability.

Behaviour and bullying; safeguarding – no concerns. The number of children subject to CIN or CP Plans was communicated to the governors.

SMSC/PHSE the headteacher was happy to report that many activities were starting to return to normal now.

The SEF rated the school as good with some outstanding areas. The SDP picked up on the SEF and the meeting with governors in the summer looking at the three priorities.

Mrs Street said that she was very pleased that teacher wellbeing was at the forefront of the school's priorities, and staff were being given lots of CPD on the curriculum subjects. The staff were clearly all being given sufficient time for training and development.

Rev Fraser commented that Year 4 looked the softest in terms of meeting age-related expectations and **asked** if there was a reason for this? The headteacher replied to say that he agreed with this observation, explaining that this had been vigorously debated at committee. Unfortunately, that year group had had the whole of the summer term 2020 off due to the pandemic, but this was being addressed and monitored, and the catch-up premium was focused on KS2.

A governor **asked** if the school was aware of how far off the next Ofsted inspection would be? The headteacher replied that it had been due in February 2021, but Ofsted had said they were moving the inspection timetable back by up to six terms – in theory the inspection could be any time from now onwards.

The headteacher commented that there had been many virtual governor monitoring meetings during the pandemic and expressed his gratitude to the governors for their continued support.

GDPR – The GDPR Governor was absent. However, the Mr Sharp explained that most policy reviews had been completed in the summer term. He confirmed that all

governors and staff had signed to say that they had read and understood the new policies.

Policy reviews:

- Appraisal (F&P)
- Pay (F&P)
- School Disciplinary Procedures – Part 2 (F&P)
- Child Protection (SD&P)
- Staff Code of Conduct (F&P)
- Finance (F&P)
- Admission arrangements (SD&P)
- Emergency Plan (SD&P)
- Early Career Teachers - ECT (F&P)
- Recruitment and Selection Policy, Guidance and Toolkit (F&P)
- Governors Code of Conduct (SD&P)
- Outbreak Management Plan (SD&P)
- Visitor Policy (SLT)

The above policies had been reviewed by the relevant committees. Governors **approved** the policies.

The policies listed below had been reviewed and previously approved by the relevant committees or SLT/headteacher, and are listed here for reference only:

- SEND Policy (SD&P)
- Complaints (SD&P)
- Accessibility Plan (SD&P)
- Behaviour Principles Written Statement (SD&P)
- SEND Information Report (SD&P)
- Charging & Remissions (F&P)
- Equality Information & Objectives (SD&P)
- Lettings (F&P)
- Freedom of Information (F&P)
- Smoke Free (SD&P)
- Prevent Action Plan (SD&P)
- School Visits (SD&P)
- PSHE, including SRE (SD&P)
- Peer on Peer Abuse (SLT)
- Attendance (HT)
- Visitors Policy (SLT)
- Use of Children's Images (SLT)
- BYOD (HT / GDPR Governor)
- Retention Policy (HT / GDPR Governor)

Mrs Meese **asked** if there was a SEF for the SIAMS inspection? The headteacher replied that no, not currently - this was only reviewed in the lead up to the actual inspection, as the format changed so often, and the SIAMS inspection visit was more predictable in terms of when it happened. The SIAMS SEF would be thoroughly reviewed by committee. Subject leaders are planning to do a subject SEF annually. The most recent SIAMS inspection had been in 2017 and the next would most likely be in 2023.

A governor **asked** about the SEND report, and in particular the second and third bullet points. The governor had come away from the committee meeting with the impression that it was problematic obtaining funding for the children in those years,

but now saw that the funding had been received. The headteacher explained that the problem was not just getting the bid approved, but the actual amount of funding received following of a successful bid. The problem was that the fact that a bid was successful was not really amounting to much in real terms. Another problem was that outside agencies were no longer fulfilling the role they used to in supporting the school with SEND pupils. A governor **asked** if the pupils would be better off at special schools? The headteacher said that there were absolutely no places available currently, and it usually took between one and three years from starting the process of trying to get a place before one became available. The effect of the number of SEND pupils at the school sometimes detracted from the experience that the other children received. Mr Gray pointed out that there were children in Reception and Year 1 who were often difficult to support due to their complex needs.

A governor **asked** if the school was likely to see more children with EAL in the future, and would this also be a problem in terms of taking up teaching time and resources for children who were not able to speak English? The headteacher said that they would definitely start seeing more, but fortunately most so far had been quite high functioning in terms of their English skills. One of TAs had been on an EAL course, and the headteacher was hopeful that this would not be such a big issue compared with SEND but should be monitored.

#### **GB/48/21 Update on appraisal process for headteacher and staff**

External appraiser: Jonathan Jones  
 Appraisal governors: Sheila Sherriff; Christopher Blainey; Lee Horne  
 Quality Assurance governor: Karl Buckle

Appraisal governors had met with the external advisor and the headteacher's appraisal had been completed. This was to be sent to Mr Buckle in the next couple of days for QA audit.

A governor **asked** how long the school had been using Mr Jones as external auditor? The headteacher replied that he had been the advisor for three years, but the second of those three years he had a year off due to ill-health.

#### **GB/49/21 Receive headteacher's annual report on whole school appraisal process and consider/ratify headteacher pay recommendations for all staff**

All appraisal review objectives had been set, and all contained plenty of CPD and followed the SDP. The headteacher and the SLT were just now starting to look at the non-teaching staff appraisals.

The governing body **ratified** the headteacher's pay recommendations for all staff.

#### **GB/50/21 Information from the Corporate Director for consideration and action**

##### **Spotlight on Disadvantage**

The government announced a universal catch-up premium for the 2020-2021 academic year, to ensure that schools had the support they needed to help all pupils make up for lost teaching time. They acknowledged that "the most vulnerable pupils and pupils from disadvantaged backgrounds have been most affected."

From Autumn Term 2021,

- there will be an expansion of the tutoring options available to schools.

- school led tutoring where teaching assistants or existing teaching staff can provide the tuition, rather than utilising external tutors.
- The Nuffield Early Language Intervention is being offered again in 2021-2022 to those schools who did not take part last year.

There have also been 2 changes to the Pupil Premium conditions for 2021-2022:

- Maintained schools must publish an updated Pupil Premium strategy annually, and all schools must use the template available on the DfE website by the end of December 2021 (previously schools could use any format).
- Schools must demonstrate how their spending decisions are informed by research evidence, referring to a range of sources.

### **Actions for governors**

Questions governors will want to ask:

- a) How were the disadvantaged pupils in this school affected by the pandemic and partial school closures?
- b) How have schools' approaches to catch-up from September 2020 impacted on the attainment of our disadvantaged pupils?
- c) Have leaders taken up the offer of subsidised tuition or the free language programme for reception aged pupils? If so, what has been the impact?
- d) What additional provision / opportunities are we providing using the Pupil Premium? What is the evidence base for these chosen approaches? What is the impact?
- e) How are staff engaging with parents to improve outcomes?
- f) How can I fulfil an "advocacy" role on behalf of the disadvantaged pupils to further raise aspirations, ensure good access and improve achievement and progress

### **Personal & Intimate Care and the Administration of medicines policies for Nottinghamshire maintained schools**

Nottinghamshire County Council's guidance on personal and intimate care and the administration of medicines has been updated for maintained schools. Policy templates have been developed for both policy areas for schools to use and adopt. In addition, risk assessments have been developed to support the implementation of both policies ensuring processes are robust and staff are fully supported.

Action for governors

1. Governing bodies have an important role to play in ensuring that schools have policies in place, which meet the revised guidance for these areas. Existing policies should be reviewed (and approved) using this guidance and a programme of future reviews established.
2. It is important that staff feel well supported in implementing the policies and receive the appropriate training to undertake their duties. The risk assessments are there to help support this and Governors should seek confirmation that they are being used within the school.

This policy was being reviewed by Mr Gray at the present time – the intention would be to largely adopt. The headteacher said that there were possibly some issues with the Equality policy for intimate care of boys / girls by men / women (the new policy stated that whilst a female staff member could provide intimate care for both girls and boys, a male staff member could only provide intimate care for boys. The headteacher said that the current policy in school stated that there should be two members of staff present anyway and in his opinion staff were either fit to work with children or not fit. Governors discussed this, and a governor suggested that possibly older children could be allowed to express a preference, but in general **agreed** with the headteacher's comments.

The medical policy was to be reviewed at the beginning of the spring term 2022.

### **HR updates September 2021**

Teachers Pay Award - The HR Service letter is available on the school portal and sets out the DfE proposals in full, subject to parliamentary approval in October. The School Teachers' Pay and Conditions Document (STPCD is expected to be published on or around the week commencing 4 or 11 October 2021). Schools should therefore plan for any required implementation after this date. A summary of the recommended teachers' pay award by the Secretary of State is as follows:

- a) A consolidated flat rate pay award increase to all unqualified teachers whose full time equivalent basic salary is less than £24,000 p.a. The increase in pay is pensionable.
- b) Any part time unqualified teacher whose full time equivalent basic earnings meet the eligibility criteria receive the pay increase on a pro rata basis and should be paid independent of any pay progression considerations.
- c) Introduction of an advisory pay point structure for the unqualified teacher pay range (UTR). Note: This represents no change for schools who have previously adopted the Nottinghamshire Pay Policy.
- d) The government has recommended that the pay and allowances of all other teachers remain unchanged at 2020 levels

Support Staff Pay award - The revised offer by the Nations employers is 1.75 per cent for all school support staff covered by the National Joint Council for local government services ('Green Book'), with the exception of pay point 1 where the offer is 2.75 per cent. The three main unions will be recommending that the pay offer be rejected.

School Pay Policy, Toolkit and Guidance 2021 - The key changes to the teachers' pay and the pay policy are set out in the letter available on the Schools Portal and will be updated to reflect any changes in October.

Decisions on performance related pay increases for teachers resulting from the 2020/21 appraisal cycle should be made in accordance with the 2020 School Pay Policy and decisions communicated to payroll in the usual way. Governing bodies are not therefore required to adopt the new 2021 policy before making decisions on appraisal outcomes and incremental progression for 1 September.

School Appraisal Policy and Guidance Updates 2021 - The revised Appraisal Policy 2021 and Guidance Document 2021 are now available on the Schools Portal.

Decisions on outcomes resulting from the 2020/21 appraisal cycle should be made in accordance with the 2020 School Appraisal Policy.

Updates to Recruitment and Selection Safer Working Documents 2021 - KCSiE Part 3 - Safer Recruitment, has the addition of the recommendation for shortlisted candidates to complete a self-declaration of their criminal record or any other information that would make them unsuitable to work with children. A template for this form has been added to the Recruitment and Selection Toolkit, and further information on this form can be found in the policy and guidance documents.

We have also taken the opportunity to review all policies and supporting documents and have made some helpful amendments to the documents listed below highlighted in red text within the summary changes document – please see the Schools Portal for further details.

Job Evaluation for Support Staff Posts - HR Service has produced a new guidance document to assist Head teachers and governing bodies determine post grades, job descriptions and person specifications. Head teachers and Governors must understand that to avoid an equal pay liability claim, it is critical that schools follow this guidance and seek advice from the [je.team@nottscc.gov.uk](mailto:je.team@nottscc.gov.uk) where required before commencing the recruitment process to any support staff post. The new guidance is available here: [Guidelines for using standard Job Descriptions & Person Specifications](#)

Update to School Disciplinary Procedure – Part 2 Managing safeguarding risks and allegations of harm and abuse made against all school staff (Revised August 2021), and Updates to School Employee Code of Conduct and School Staff Induction Policy – KCSiE requires all schools to have procedures in place for managing allegations made against all individuals working in schools (paid and unpaid) that may meet the threshold of harm. A key change to this year's document requires all schools to have procedures in place to manage "low-level" concerns that do not meet the harms threshold. Part 2 of the Schools Disciplinary Policy, the School Employee Code of Conduct, and the School Staff Induction Policy (Appendix 3 – Induction for Safeguarding) are currently subject to consultation with the recognised trade unions and will be re-published once the consultation is complete in early October.

### **Updates to other HR related policies, guidance documents and toolkits**

- School Stress Policy and toolkit
- ◀ School Harassment Policy

These policies have been revised and currently subject to consultation with the recognised trade unions from September 2021 onwards and will be published as soon as possible. Governors are reminded of their role in approving and adopting HR policies and guidance documents available on the Schools Portal – see also the policy check list available on Governorhub.

### **Action for governors – Summary**

To read the letter issued to all schools on 31 August 2021 providing interim guidance on the (a) Teachers Pay Award 2021 and (b) continuing consultation on the pay award for school support staff.

Once appraisal outcomes for 2020-21 are determined, head teachers may prepare and present a report to the governing body setting out the recommended incremental pay progression for teachers, where applicable, using Pay Policy 2020



Toolkit Appendices 8 and 9. Schools do not need to delay these decisions until the Pay Policy 2021 is published.

- To make arrangements for the appropriate committee of the governing body to meet to approve all new policies, guidance documents and toolkits as they are published. Remember, head teachers and governors must make policies school specific where required / highlighted.
- To ensure that all staff and governors have read at least Part One of Keeping Children Safe in Education, 2021 and/or Annex A as required so the context of any changes from 1 September 2021 is understood.
- To ensure that the school policies and systems for undertaking the required safer recruitment checks for staff, governors, volunteers and contractors are robust.
- To ensure that a Section 128 check has been carried out for all governors
- To read and apply the additional guidance document relating to job evaluation for support staff.
- To ensure that all appropriate HR policies and procedures have been adopted (Governor Policy Checklist, 2021), including the specific updates as described in this report.

#### **GB/51/21 Safeguarding information for consideration and action**

- Assurance of statutory safeguarding arrangements in Nottinghamshire schools, colleges and independent providers – detailed in headteacher's report.
- Safeguarding Children in Education self-audit tool 2021-22 plus supporting guidance – to be diarised for completion prior to the deadline.

Audit completed on 5<sup>th</sup> October 2021. **Approved** by governing body - HT was to sign and send to the LA.

**Chair & H/T**

#### **GB/52/21 Communication**

From Chair;

The Chair commented on how good it was to hear that all was starting to get back to normal in school and the children were enjoying themselves again.

From Headteacher;

The headteacher said that he was currently analysing the responses from parent questionnaires. He had received just over ninety responses so about a third of the school population. Emma Winfield had picked up some comments about communication from the governors to the parents – a few parents said that they had never received any communication from the governing body. Governors discussed this and it was suggested that the school newsletter should state when meetings have been held and when minutes were available. Governors did consider sending an end of school year letter from governors summarising the year and acknowledging their continued support of the staff etc. The headteacher did confirm that the school's approachability had been rated as incredibly strong on the responses to the parent questionnaire.

**Mr Blainey left the meeting at 7.34 pm.**

From Clerk:

The clerk presented the Autumn 1 and 2 editions of the Governor Newsletter, including the following items:

- Updated governor code of conduct – includes a removal process, governors to adopt in full and all governors to sign.
- Updated complaints policy –governors to adopt in full and must be published on school website.
- Governor conference – 26<sup>th</sup> March 2022 - face to face.
- Heads and chairs briefings - Key information for subscribing schools to access on-line

**GB/53/21 Report from training co-ordinator including review of governor training requirements for 2021/22**

Mr Buckle commented that there had been numerous courses attended governors this term – and training records had been updated accordingly.

A number of governors had attended the “Ofsted for Governors” training, which they had found very useful, and there was a session planned during the spring term on actions arising from this.

The list of available upcoming training has been distributed to all governors.

Mr Buckle confirmed that he would send out the skills matrix to the new governors for completion and return to him. **KB**

**GB/54/21 Governor monitoring visits**

Governors discussed the link monitor roles that were currently vacant, and these were appointed as follows:

Sports Premium – Mrs Ackroyd  
 SDP Priority 2 – Curriculum – Mrs Meese  
 SDP Priority 3 – Disadvantaged Pupils – Mrs Winfield; Mrs Farrow  
 RE and Worship – Reverend Fraser; Mrs Street  
 Maths – Mr Ward-Tipping  
 Reading and Phonics – Mr Buckle, Mrs Street  
 Health and Safety – Mr Kithoray  
 Parent questionnaires – Mrs Sherriff; Mrs Horne  
 SEND – Mrs Horne and Mrs Farrow

A total of nineteen (virtual) monitoring visits had been completed during the 2020/21 academic year. A new monitoring schedule had now been prepared and governors were requested to contact their link member of staff to ensure that visits were booked in accordance with this schedule. **All governors**

**GB/55/21 Evidence of governing body impact on school improvement and review of how the governing body has held leaders to account**

- Question and challenge of the headteacher in this meeting and during committee meetings.
- Continued monitoring of governing body membership and recruitment of new members as necessary
- Governor review and approval of school policies
- Governor monitoring visits

- Consideration of communication strategy between governors and parents/other stakeholders by the governing body

#### GB/56/21 **Academisation**

The Chair and headteacher had held a Zoom meeting to discuss academisation with Nigel Frith, The Diocesan Director of Education. Mr Frith had since emailed to ask that the Chair and head discuss what the governing body thought of academisation and to let him know. The Chair said that there was no particular pressure to academise at the moment but Mr Frith did want governors to consider and discuss this as a possibility. The matter had been discussed in some depth at the Strategic Development committee meeting. Governors agreed that the decision must be in the best interests of the children and the local community, and the options for academisation shown did not necessarily seem to give anything massively positive in that direction. Governors agreed that if any positive benefits were shown then they would certainly consider academisation. They said that there were not really any financial positives, and that the school was already in a strong position financially. The school has a very open culture of working with other schools, so academisation seemed to entail a lot of hassle without a lot of reward. There were no immediately local MAT schools that PGPS would be able to collaborate with. External QA could be a benefit, but the school already had a very generous Christian ethos in the way in which it worked with and supported others, and there was a lot of external skill sharing happening, and certainly they would not want to lose that element. The school had a lot of freedom as a VA church school which they were keen to retain.

The feeling was to hold a watching brief on the subject, but at the moment there were no material advantages.

#### GB/57/21 **The Diocesan Board of Education (DBE) becomes the only church appointing body for C of E governors**

The school's constitution consisted of seven Foundation governors, and in the future it was proposed that all Anglican nominations were to be appointed by the Diocese. Governors discussed this proposal. The Chair said that Diocese nomination and appointment did seem to take a very long time. Reverend Fraser said that he was broadly behind the proposal, and he had never known the Diocese to turn anyone recommended by the church or school down. He said the proposal made sense as the duty was sometimes a burden to a smaller church like St Edmund's. Doesn't have a problem as they will ask locally for nominations. The governing body agreed that they would need assurance that the process was completed in a timely fashion.

The governing body **approved** the decision for the DBE to become the only church-appointing body for C of E governors. The matter was now with the two church PCCs awaiting their decision.

#### GB/58/21 **Confirmation of dates for 2022**

The governing body **agreed**:

SPRING TERM 23<sup>rd</sup> March 2022 at 6.00 pm

SUMMER TERM 22<sup>nd</sup> June 2022 at 6.00 pm


**GB/60/21 Determination of confidentiality of business**

It was

**resolved**

that all papers and reports be made available as necessary, with the exception of any item where a staff member or pupil could be identified by name.

**The meeting closed at 8.10 pm.**

Signed .....  ..... (chair) Date .....23.03.22.....

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