
School: Pierrepont Gamston Primary School
Meeting title: Summer term meeting of the governing body
Date and time: Wednesday, 23rd June 2021 at 6.00 pm
Location: Virtual via Zoom

Membership
'A' denotes absence

	Mr C. Blainey
A	Mr K. Buckle
A	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

In attendance

Mrs E. Sharpe - Clerk to the governors
Mrs S. Ackroyd
Mrs E. Winfield
Mr G. Ward-Tipping (observer)
Mrs C. Meese (observer)

GB/19/21 Opening Prayer

The meeting was opened with a prayer from Mr Mellor.

Claire Meese was welcomed to the meeting as an observer – her appointment as a foundation governor was in the process of being approved by the Diocese.

GB/20/21 Apologies for absence

Apologies for absence were received from Mr Buckle (work commitments) and Reverend Fraser (on sabbatical). Governors resolved to accept these apologies.

GB/21/21 Declaration of interest

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

GB/22/21 Review of membership

The clerk advised the following vacancies on the governing body:

2 x Foundation governors

The appointment of Mrs Meese and the re-appointment of Mr Ward-Tipping were in the process of being approved by the Diocese.

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

Mr J. Mellor – Foundation – 31.08.2021

Mrs S. Sherriff – Foundation – 31.08.2021 – reappointment already confirmed by the Diocese.

GB/23/21 Approval of minutes of spring term meeting and any additional special governing body meetings

The minutes of the spring term meeting held on Wednesday, 24th March 2021, having been previously circulated, were **approved** as a true and accurate record of the meeting and were confirmed and signed by the Chair.

Review of actions

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

GB/24/21 Receipt of a report from Strategic Development and Pupils Committee

Mr Ward-Tipping summarised the meeting of the SD&P Committee – the minutes having been previously shared. The committee had looked at the SDP and seen that good progress was being made on the targets. The SEF was to be updated in the coming weeks. The committee had reviewed pupil data and had commented on the exceeding data and the improvements in relation to previous key stage in this area (for some classes/areas of learning). Drops in attainment in writing had been challenged. Classes were now focusing in closing any gaps in writing, with lots of tutoring and more time allowed in class. Measurement of the impact of the tutoring program was being done in the main by class teachers who were looking at the anecdotal evidence in class. Specific objectives had been set at the start of the tutoring programme. Testing was ongoing for summer assessments and data would be shared when this was complete. Catch up funding had been discussed. The extended day for Years 5 and 6 was not to be repeated at this stage. The slight change to the Admissions policies had been looked at closely, and governors **approved** this policy subject to parliamentary approval.

Policies for approved in committee:

Spiritual, Moral, Social and Cultural
Collective Worship

Policy recommended for approval:

Equality Guide – **approved** by full governing body.

GB/25/21 Receipt of a report from Finance and Personnel Committee

Mr Blainey said that the school budget for 2021/22 had been approved by the committee. The 2021 outturn showed a surplus of £47k, making the cumulative reserves £131k although this did include some catchup and sports premium funding which had been carried over to the new financial year. There had been 27 offered places in the spring term in Reception but this had increased to 35 by the committee meeting in May, with the associated increase in funding resulting from this being discussed. The Kids' Club deficit in the last year was close to what had been forecast in the previous term.

Overall, it was considered that the school's financial position was reassuring. The minutes did not record all the figures that had been reported in the meeting and Mr Blainey would amend the minutes to include those figures.

The headteacher said that the interactive whiteboards in the classrooms had all been installed at the same time and three of these were becoming slow and difficult to use. The headteacher would like to propose that £6,859.00 was used from the IT section of the budget to install three new whiteboards in those classrooms. The three older whiteboards would be repurposed as screens/displays. Governors **approved** this proposal.

GB/26/21 Headteacher's report

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

The changes for staffing for the next academic year were detailed in the report. Lucy Jackson was coming out of class teaching to become deputy head. There were no issues with staff absence or pupil attendance.

Data was now starting to come through and some classes, particularly closer to the top end of school, were now much closer to where they were expected to be at this stage of the year. Progress was being seen across all year groups, and the National Tutoring Program was going very well. Part of Lucy Jackson's brief for next year was looking at PP children and closing the gap for them, which was currently getting larger.

A governor **asked** if there were any transitional plans for governor visits from September, and the headteacher said that currently it was a question of waiting to see what was recommended by the government/DfE regarding the lifting of restrictions.

Capital expenditure – another student laptop trolley had been updated, so all school laptops were now less than 3 years old, and there were now two banks of tablets. The school's CCTV system had been upgraded and was now working well. Flexible partitioning for Kids' Club was considered.

Whistleblowing policy – **approved** by governing body.

A governor **observed** that the staffing plans for next year were very well considered in terms of consistency and stability for the children - it seemed that most of the children would know their new teacher.

GB/27/21 Update on appraisal process for headteacher and staff

Mr Mellor and the Chair had completed an interim appraisal with the headteacher.

Staff had all had their second term reviews, although they were not being completely held to account against their initial targets due to the impact of Covid. Final year appraisals would be done before the end of the academic year and new targets set in September.

GB/28/21 Information from the Corporate Director for consideration and action

The clerk presented the following reports, highlighting any actions required of governors:

The [Nottinghamshire SEND Strategic Action Plan 2021-2023](#) was approved by the County Council and key partners including the Nottinghamshire Parent Carer Forum, Nottingham and Nottinghamshire Clinical Commissioning Group (CCG) and Bassetlaw CCG earlier this year.

The Action Plan outlines how the SEND partnership in Nottinghamshire will deliver the Nottinghamshire SEND Policy's vision for Nottinghamshire to be a place where *children and young people with Special Educational Needs and Disabilities (SEND) will be safe, healthy and happy, have a good quality of life and opportunities to fulfil their aspirations, develop their independence and make a positive contribution to society.*

The SEND Strategic Action Plan sets out the priorities for Nottinghamshire under key areas for development as identified in the Nottinghamshire SEND Policy:

- SEND Partnership
- SEND Provision
- SEND Systems
- SEND Achievement
- SEND Workforce
- SEND Communication.

Action for governors

Governors play a key role in supporting the implementation of the SEND Strategic Action Plan in schools. To do this they should ensure that:

- The school's approach to supporting children and young people with SEND is consistent with the values and principles of the Nottinghamshire SEND Policy.
- The school's own SEND Policy considers the County Council's SEND Policy's vision and values or is updated.
- The school is inclusive and use the [graduated response](#) (for further information please follow this link and click on SEN Support) for children and young people with SEND.
- The EHCP annual reviews undertaken in school are centred on the needs of the child or young person and actively involve parents / carers and children and young people wherever possible.

The headteacher confirmed that the school's policy was line with the local authority's policy, and the school at all times aimed to be inclusive and employ a graduated response.

GB/29/21 GDPR – report from the DPO/IG link governor

Mrs Ackroyd and the headteacher had reviewed the data retention policy and wanted to remind all governors about deleting any school-related data from personal devices and not holding on to this data unnecessarily.

Mrs Meese observed that in her previous experience in secondary schools, a lot of governors had a school email address purely for governing body business, and not having any shared email addresses.

The Chair advised that governors could use the school's secure shredding service for any paperwork that they may have at home.

There had been a meeting with the DPO, and some observations raised, which were being looked at currently.

GB/30/21 Communication

From Chair – The Chair commented on what a fabulous job the teachers and all staff had done and continued to do during this academic year, which had been incredibly difficult for everyone, and asked the headteacher to pass this on to the

staff. A governor added a special note of thanks to Mr Atkins for his hard work and unfailing good humour, and the headteacher said that he had in fact been nominated for an award at a celebration the Diocese had been due to hold at Southwell Minster. This celebration was now not going ahead, but the headteacher was arranging a presentation to him in school instead.

From Clerk – Governor Newsletter

The clerk highlighted the following articles from the Summer 1 and 2 editions of the newsletter:

- Safeguarding news
- Pathway to Provision update
- Catch-Up Premium
- School Admissions
- Heads and Chairs briefing dates and governor training

GB/31/21 Review of delegation and organisation of committees

Agree committee structure and membership:

Strategic Development & Pupils – Mr Ward-Tipping (Chair), Mr Buckle, Reverend Fraser, Mr Gray, Mr Mellor, Mrs Street, Mrs Winfield, Mrs Sheriff

Finance & Personnel – Mr Blainey (Chair), Mrs Horne, Mr Kithoray, Mrs Ackroyd, Mrs Sheriff

Due to the larger size of the SD&P committee, the Chair said that she would ask Mr Buckle if he would be prepared to move F&P. **Chair**

Mrs Meese said that she felt her skills would better serve the school as a member of the SD&P committee once her appointment had been confirmed.

Approval of scheme of delegation and decision planner 2021/22 – **approved** by governing body.

Note annual planner 2021/22 to support agenda setting – **noted** by governors.

Policy checklist 2021/22 – **noted** by governors.

Appointment/re-appointment of link governors – to be deferred until new school development plan had been finalised.

The headteacher said that there was a meeting on 14.07.2021 to review what the the school was doing well and what could be looked at in the SDP for the following year. He said that he would email out a link to governors so that they were able to attend. **H/T**

GB/32/21 Report from training co-ordinator including review of governor training requirements for 2021

The Chair presented Mr Buckle's report in his absence. He was planning to send out the governor skills matrix early in the new school year.

The LA continued to offer some key training sessions via Zoom.

Mrs Horne, Mrs Street, Mrs Sherrif and Mr Blainey had all attended training this term, including The Governor's Role in HR Process, The Monitoring Role of the Link

Governor, Making an Impact, SEND and Ofsted for Governors. Mrs Street recommended Ofsted for Governors as she had found it very useful. It was suggested that a summary of the course be held in school by those who had attended the LA's training and a date would be set for September.

GB/33/21 Governor monitoring visits

The headteacher thanked governors for the visits they had done this term. There were just a couple of visits outstanding which could be deferred to the autumn term if necessary.

Mr Buckle and Mr Blainey were to defer their science monitoring visit to the autumn term when there was a new Science lead (Chloe Martin).

GB/34/21 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
- Appraisal of the headteacher
- Governor monitoring visits

Holding the school to account

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

GB/35/21 Confirmation of dates for 2021-2022

The governing body

agreed

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/36/21 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary except for any items where pupils or staff could be identified.

The meeting closed at 7.20 pm.



24.11.21

Signed (chair) Date