

GB/37/18 Review of membership

The clerk highlighted the following vacancies on the governing body:

One parent and two co-opted vacancies.

The headteacher informed the meeting that the parent election procedure would be started in the near future. **ht**

Mrs Birchall informed the meeting that she had contacted Mrs Anjana Cawdell, who is interested in filling one of the co-opted vacancies.

Following discussion, the meeting approved her appointment. Clerk to notify governing body services. **clerk**

Mrs Cawdell to be invited to all committee meetings.

Mrs N Masters agreed to be the mentor for Mrs Cawdell.

Governors were asked to try and think of a suitable candidate for the other co-opted vacancy.

GB/38/18 Determination of term of office for chair and vice-chair

The governing body agreed that the term of office for the chair and vice chair should be one year.

Governors enquired if this is the norm for all governing bodies.

GB/39/18 Election of chair

Mr A Barker was proposed and seconded for the position of chair. There were no other nominations.

It was

resolved

that Mr A Barker be appointed as chair of the governing body.

GB/40/18 Election of vice-chair

Mr R Guyler was proposed and seconded for the position of vice-chair. There were no other nominations.

It was

resolved

that Mr R Guyler be appointed as vice-chair of the governing body.

Governors noted that there is a need for succession planning for both the above – with nothing in place at the moment. Shadowing was suggested as a possible solution.

GB/41/18 Approval of minutes of summer term meeting

The minutes of the summer term meeting held on 5 June, 2018 having been

previously circulated were confirmed and signed by the chair.

Review of actions

GB/23/18 Trial of 24 hour return to school following sickness – the headteacher informed the meeting that she had trialled this, but it was not effective and so had returned to 48 hour period.

GB/27/18 NGA Membership – following discussion, the meeting agreed to trial a one-year standard membership.

School office

All other actions had been completed or were on tonight's agenda.

GB/42/18 Receipt of minutes and approval of policies from committees and working parties

Finances, Premises and Personnel Committee held on 9 October 2018

Pupils, Standards and Strategy Committee held on 12 November 2018

The chair reported that minutes of these recent meetings were not yet available. Agenda item, next FGB meeting.

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Policies reviewed at these meetings were formally approved by this meeting:

Appraisal Code of Conduct All GDPR policies Staffing structure
Single Equality Whistleblowing Peer on Peer Abuse Child Protection
Prevent Action Plan Pupil Premium Strategy Behaviour.

The meeting agreed that Mrs Birchall should join the PSS Committee.

Pay Committee

Mrs Birchall reported that the committee had met with the headteacher, and discussed the performance reviews. The pay recommendations for teachers were agreed, and that they should be moved up their scale accordingly

The meeting formally approved the recommendations.

GB/43/18 Financial reporting

Schools Financial Value Standard (SFVS)

On agenda for next FGB meeting

agenda

Year end re-forecast

The chair had circulated a paper giving detail of expenditure to date 2018/19.

The budget is currently in a healthy position.

A summary of current and future budget perspectives prepared by V Lievesley, school finance officer, had been emailed to governors.

Again, this presented a very positive image.

Questions were invited.

Mr T Herbert joined the meeting at 6.30pm

The meeting was informed that, following the boiler replacement (funded by the LA), there are issues relating to old pipework. Investigation is ongoing.

The headteacher informed the meeting that LED lighting is to be installed on both sites. Also, toilets are to be re-furbished. School to fund these two.

GB/44/18

Headteacher's report

The headteacher highlighted the following points from her report, which had been previously circulated:

- Pupil numbers and school meals.
- Attendance, which is good.

Governors noted the poor attendance of a few families. Also, actions being taken by school.

- SEND figures where it was noted that the Family SENCO is off on long term illness. The headteacher outlined the difficulties this caused, along with steps taken to minimise this.
- The excellent work of the TA team.

Governors suggested a TA link governor.

- Work of the School Council, which is performing well.
- A brief outline of standards – this had been dealt with in greater detail at PSS committee. Detail is also on governorhub.
- Safeguarding and Child Protection, where a verbal report was given.

KCSIE – governors to have read Part 1 and sign for next meeting.

All gavs

- Details of pupil premium income and expenditure, along with outcomes.
- Details of Sports Funding income and expenditure, along with impact.
- NSPCC work in school, along with e-safety workshop. Governors are invited to attend.
- Staffing details and roles.
- Progress on SIP.
- Links with parents and wider community, where the success of the Bonfire Party was highlighted.
- Budget matters.

Mrs Harris left the meeting at 7.10pm

GB/45/18

Update on appraisal process for headteacher and staff

- *Confirm external appraiser*

Mr S Thomson is continuing as external appraiser.

- *Confirm/appoint appraisal governors*

The chair and Mrs Birchall to continue as appraisal governors.

Mr Herbert had submitted an extremely thorough quality assurance report.

- *Ratify appraisal policy*

See GB/42/18 above.

- *Ratify pay committee decisions regarding pay*

See GB/42/18 above.

This meeting also formally approved the recommendation of the Pay Committee to move the headteacher one point up the Leadership Scale.

The meeting was informed of the letter from the LA relating to the September 2018 Teacher's Pay award.

The meeting unanimously agreed to follow Table A.

GB/46/18 Teaching assistant and other staff appraisals (including Grade 5 post and new Grade 4 post)

The headteacher reminded the meeting that all TAs in school had an annual appraisal – these have now been completed.

FPP Committee had agreed to upgrade one post to a Grade 4 – this included, in particular, a requirement of providing PPA cover. It had been approved by HR.

The meeting formally approved this.

The issue of a possible Grade 5 post was raised – work has still to be done on this.

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GB/47/18 Information from the Corporate Director for consideration and action

Teachers Pay Awards September, 2018 and other HR updates

See GB/45/18 above.

Supporting Successful Transitions for Children with SEND

The meeting agreed to send this to PSS Committee.

PSS

GB/48/18 Safeguarding information for consideration and action

Assurance of statutory safeguarding arrangements in Nottinghamshire Schools, colleges and independent providers – letter

*Assurance of statutory safeguarding arrangements in Nottinghamshire Schools, colleges and independent providers - **Form 1***

Safeguarding Children in Education: self-audit tool 2018-19 plus supporting

guidance

The meeting agreed that the headteacher meet with Mr Guyler to complete and return the above.

Ht+RG

GB/49/18 Receive report from Data Protection Officer and Information Governance governor

The meeting was informed that the school is up to date with all required policies on the website.

There have been no breaches of GDPR and no FOI requests.

GB/50/18 Governing Body Code of Conduct

A slightly amended version of this was tabled for all governors – to be signed at the next FGB.

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GB/51/18 Communication

From chair

A request from a staff member for one days paid leave of absence was formally granted by the meeting.

From clerk – Governor Newsletter – first autumn term edition

The clerk highlighted the following from the two newsletters:

- Governor conferences
- Complaints procedures
- Road safety

GB/52/18 Report from training co-ordinator including review of governor training requirements for 2018/19

Mrs Briody was not present at the meeting. However, she has sent a link to all governors to help access on-line training.

The headteacher reminded governors of the planned SEF training.

The meeting agreed that Assessment training would take place next term. Details to be agreed.

Mrs Birchall reported that a training event she had planned to attend had been cancelled due to lack of participants.

GB/53/18 Governor monitoring visits and link governors

Following a suggestion from the external appraisal assessor, the meeting agreed to allocate governors to each strand of the SIP:

- Strand 1 – Mrs S Brown and Mrs S Birchall
- Strand 2 – Mrs R Briody
- Strand 3 – Mrs H Tarrant
- Strand 4 – Mr A Barker
- Strand 5 – Mrs N Masters and Mrs C Heath

TA link governor – Mrs S Birchall.

The chair and vice-chair had participated in the residential visit and several other visits.

They had also both made numerous visits into school.

Mrs S Brown had accompanied the Greens Windmill visit.

Mrs Birchall is to carry out a Health and Safety inspection at the Meadow Lane site.

Mr Barker recently undertook one at the Cator Lane site.

Governors raised concerns over possible Health and Safety issues relating to the stage and lighting equipment on the Cator Lane site. An inspection is in the process of being organised.

GB/54/18 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Need for succession planning for chair and vice-chair identified.

Review of policies.

Decision to join NGA.

Governor questioning of aspects of budget expenditure.

Re-definition and appointment of link governors to tie in with SIP priorities.

Approval of Grade 4 TA post.

Governor attendance on school visits.

GB/54/18 Confirmation of dates for 2019

The governing body

agreed

Spring term – Tuesday, 26 March, 2019 at 6.00pm

Summer term – Tuesday, 4 June, 2019 at 6.00pm

GB/55/18 Determination of confidentiality of business

It was
resolved

that the governing body membership list; confidential sections of the headteacher's report and confidential sections of minutes be deemed confidential but that all other papers and reports be made available as required.

The meeting closed at 7.55pm.

Signed (chair) Date