

Meadowside Primary School

Headteacher :Mrs J Garnham
Deputy Headteacher :Ms Mia Lewis



Park Road
Burton Latimer
Kettering
Northamptonshire
NN15 5QY
Tel : 01536 723985

Office email – Miss J. Griffin:
jacintawalsh@meadowsideprimary.org

www.meadowsideprimary.org

Meadowside Primary School Full Governing Body Minutes

Date: 23rd September 2019 at 6pm

Chair: Angela Pratt (AP)

Headteacher: Josie Garnham (JGm)

Clerk: Linda O'Sullivan (LO) - Syzygy Clerking Services

Members: Janet Goodliffe (JGe) Mark Chapman (MC)
Yassine Elhasbaoui (YE) Chris Smith-Haynes (CSH)
Sarah Hammond (SH) Ashley Clarkson (AC)
David Tredrea (DT) Kirsty Blake (KB)
Kim Mount (KM)

The meeting was quorate

	Introductions:
	Present: Josie Garnham (JGM), Angela Pratt (AP), Janet Goodliffe (JG), Ashley Clarkson (AC), Mark Chapman (MC), Kirsty Blake (KB), Kim Mount (KM) and Sarah Hammond (SH). Non-governors in attendance: Mia Lewis (ML) – Deputy Headteacher Linda O'Sullivan (LO) – Syzygy Clerking Services

Our values: - Respect Responsibility Reflection Resilience



1.	Welcome and Apologies for absence:
	<p>Welcome: AP welcomed everyone to the meeting. Governors were reminded that any items discussed during the meeting were to remain confidential until the draft minutes had been approved by the Governing Body. Issues which need to be kept confidential will not be included in the public minutes but will be recorded separately.</p> <p>Apologies: The following apologies were given and accepted: Chris Smith-Haynes (CSH)</p> <p>Absent: Yassine Elhasbaoui (YE)</p> <p>Not present: David Tredrea did not attend the meeting this evening, this was due to a prior agreement with the Local Authority.</p>
2.	Declaration of Pecuniary Interests (this meeting and annual):
	<p>Pecuniary Interests: Governors were invited to declare any pecuniary, non-pecuniary, personal or prejudicial interest they may have in any items on the agenda for this meeting. None were made. The annual pecuniary interest forms were circulated, completed, signed and returned to be kept on file.</p>
3.	Election of Chair and Vice-Chair
	<p>Nominations were invited for the position of Chair of Governors. AP was nominated by JGe and she indicated that she would be willing to stand for a further one-year term. AP absented herself from the meeting and Governors, through a show of hands, unanimously voted in favour of her election to the role of Chair of Governors for a further one-year term.</p> <p>Nominations were invited for the position of Vice-Chair of Governors. JGe was nominated by KB and she indicated that she would be willing to stand for a further one-year term. JGe absented herself from the meeting and Governors, through a show of hands, unanimously voted in favour of her election to the role of Vice-Chair of Governors for a further one-year period.</p>
4.	Terms of Reference (FGB & Committees)
	<p>The Full Governing Body Terms of Reference are available on GovernorHub. Governors agreed to add a section indicating governors may, from time to time, be expected to sit on staff disciplinary panels and staff / parent complaint panels. The Terms of Reference, with this amendment, were unanimously agreed.</p> <p>The Terms of Reference for each individual committee will be agreed at the first committee meeting of the year.</p>
5.	Minutes from the previous meeting (15th July 2019):
	<p>The Minutes, of the previous meeting had been circulated in advance. Governors reviewed the Minutes, page by page, and agreed a small number of grammatical errors for amendment. These were then agreed as an accurate record of the meeting. A copy will be signed by the Chair of Governors.</p>

	The Confidential Minutes were circulated at the meeting. Governors reviewed the Minutes, page by page, and agreed them as an accurate record of the meeting. A copy will be signed by the Chair of Governors.																		
6.	Matters arising and Action Log update:																		
	<p>The Action Log was discussed, and actions were updated.</p> <p>The committee structure for 2019-2020 was agreed as follows:</p> <table border="0"> <tr> <td>Teaching & Learning:</td><td>Finance & Resources:</td></tr> <tr> <td>Ashley Clarkson</td><td>Mark Chapman</td></tr> <tr> <td>Janet Goodliffe</td><td>Kim Mount</td></tr> <tr> <td>Kirsty Blake</td><td>David Tredrea</td></tr> <tr> <td>Sarah Hammond</td><td>Angela Pratt</td></tr> <tr> <td>Chris Smith-Haynes</td><td>Josie Garnham</td></tr> <tr> <td>Mia Lewis</td><td>Ashley Clarkson</td></tr> <tr> <td>Josie Garnham</td><td></td></tr> <tr> <td>Yassine Elhasbaoui</td><td></td></tr> </table> <p>Any disciplinary or complaint meeting panels will be agreed as they arise, based on who is available and that they have no prior knowledge of the meeting subject or know the person involved.</p>	Teaching & Learning:	Finance & Resources:	Ashley Clarkson	Mark Chapman	Janet Goodliffe	Kim Mount	Kirsty Blake	David Tredrea	Sarah Hammond	Angela Pratt	Chris Smith-Haynes	Josie Garnham	Mia Lewis	Ashley Clarkson	Josie Garnham		Yassine Elhasbaoui	
Teaching & Learning:	Finance & Resources:																		
Ashley Clarkson	Mark Chapman																		
Janet Goodliffe	Kim Mount																		
Kirsty Blake	David Tredrea																		
Sarah Hammond	Angela Pratt																		
Chris Smith-Haynes	Josie Garnham																		
Mia Lewis	Ashley Clarkson																		
Josie Garnham																			
Yassine Elhasbaoui																			
7.	Chair's Report:																		
	<p>AP advised she has met with Josie G twice already this term. They have discussed summer updates; the I.T. work completed over the summer; and the September training days. They have also discussed the Local Authority (LA) report; governor training needs; governor monitoring for 2019-2020; the school's vision and purpose; staffing and the policies' review schedule. Many of the policies are due to be reviewed. ML will be reviewing the Complaints Policy later in the year. The Safeguarding Audit has been completed and will be signed off and submitted to the LA.</p> <p>There is no longer a requirement for governing boards to report annually to parents. AP has written a letter to parents; this will be posted on the website once agreed by governors. The draft letter was shared, and governors made suggested changes which were noted.</p> <p><i>Action Point – Make the agreed changes to the Parent Letter, complete a final review and post on the school website and GovernorHub.</i></p>																		
8.	Headteacher's Report Update:																		
	<p>The Headteacher's report was circulated a week in advance of the meeting.</p> <p>Pupils Numbers</p> <p>The school currently has 373 pupils on roll. This is lower than last year because 60 pupils left Year 6 and only 41 have joined Reception class; this year is a low birth year across the county and many schools are experiencing the same downturn in numbers.</p>																		

The school is hoping numbers will rise again next year; performance outcomes have improved, and the school environment is becoming more attractive to prospective parents. The new library will also be an attractive feature of the school.

From January there will be around 29 pupils in the Buttercups Nursery. Currently there are 25 pupils in the nursery attending part-time sessions. The new nursery is proving very popular and it is hoped most children attending the nursery will move from there into the school's Early Years Foundation Stage (EYFS) provision in September 2020.

Prospective parents who ask to come and see the school are always provided with a personal tour of the school by the headteacher, this is not the case in other schools. The school is also holding an Open Week again this year and an Open Evening when tours can be booked. The school needs to ensure the improvements to the school environment and the improving pupil outcomes are made clear to every prospective parent.

Staffing

Every class now has a fulltime substantive teacher, with the exception of one class whose teaching is shared between two teachers. Initial learning walks will be completed in all classes next week, these will be discussed at Learning Meetings next week.

The school has one Newly Qualified Teachers (NQT) this year and the initial view of this member of staff is that they are very strong. There is a trainee teacher in Year 2, and they are very good too.

Q – The report indicates 4 of the 5 NQTs employed by the school last year are now teaching here full-time, can you explain why the 5th NQT is no longer at the school.

A – The 5th NQT left part way through last year, they decided to leave the education sector for a different career choice.

Inclusion

22% of pupils previously met their individual targets. Staff have been trained on how to set Specific, Measurable, Achievable, Realistic and Time-Related (SMART) targets. Last year the number of pupils meeting their SMART targets rose to 66%.

A Teaching Assistant (TA) working on the Inclusion Team has completed the Read, Write Inc (RWI) training. Last year a Higher-Level Teaching Assistant (HLTA) was responsible for pupils supported at The Retreat, this is now staffed by the Special Educational Needs Coordinator (SENCo) and the Asst SENCo who are both qualified teachers.

Pupil Premium (PP)

The 2018-2019 PP review of spending and outcomes is now ready to be posted on the school website. The 2019-00 PP plan of spending is being drafted. The school is evaluating which interventions have been most successful. The best teaching for all pupils, including PP pupil is quality first teaching through an accessible curriculum. ML has met with the School Business Manager to allocate funding. Staff are updating the SEND pupil profiles, each pupil has a one-page summary of their strengths, weaknesses and support needs; these are important documents about individual pupils for staff to refer to.

Part of the school's PP strategy included the introduction of a Tea and Toast session in the mornings, this is by invitation only for identified pupils. the impact of this provision is already positive in terms of attendance, it will be reviewed termly in terms of the identified cohort.

Transition

The SENCo met in the summer term with the new class teachers to discuss SEND pupils as they move up to their new teacher. This worked well, they went through the Inclusion Passports for each child.

Outcomes

Two pupils had their SATs papers remarked, one has increased their score, this will increase the school's combined figure (the percentage of pupils reaching at least the Expected level in Reading, Writing and Maths) from 61% to 63% which is excellent. This information will be shared as soon as the data is issued in the autumn term.

2019-2020 Priorities

The school priorities this year will focus on PP pupil progress and outcomes and Boys progress and Outcomes at Greater Depth. Josie G has completed training today on writing effective School development Plans (SDPs).

Keeping Children Safe In Education (KCSIE)

The statutory KCSIE document has been updated in September 2019. Governors were asked to read the KCSIE document to ensure they are familiar with the updates and then tick to say they have done this on GovernorHub. A number of Northamptonshire County Council (NCC) case reviews have been published following specific safeguarding cases. The LA safeguarding audit document has been completed and will be submitted to the LA.

Action Point – Read the KCSIE document and ensure you are familiar with the changes, tick on GovernorHub to say you have done this.

Monitoring

Book Looks have already been completed across the school as part of the initial learning walks. This year there will be regular Book Looks every two weeks; these will be focused on different cohorts across the school. This will become part of the school's routines for members of the Senior Leadership Team (SLT) and staff.

The school is also introducing the peer learning programme. All teachers must be aware of what is happening across the school. Josie G has worked with the Executive Leadership Team (ELT) on how this is best rolled out across the school. It will be introduced to staff at a staff meeting. Staff have had some external training; this now needs to be reinforced with further in-house training to share information and build team spirit.

The LA will complete a monitoring visit in October, this will include a deep dive into Reading across the school.

Parent / Teacher Association (PTA)

Members of the PTA have been working hard and raised in excess of £7000 last year for the school.

This is exceptional given that only a small group of parents form this committee. The PTA needs to attract wider support from more parents. There was a general discussion on how new parents could be attracted as new members of the PTA.

Racist Incidents

The school reported one racist incident in the summer term; this was linked to an inappropriate remark.

School Dates

Josie G has produced an Academic Year Planner which includes assemblies, trips, coffee mornings, afternoon tea events, presentation events, parents' evenings and other planned events through the year. This will be shared with parents and with governors on GovernorHub. Governor meeting dates can also be added alongside monitoring dates once these are agreed. This is a working document which will be updated half termly. The PTA dates have been agreed and will also be added.

Short Term Developments

The school is redesigning the library. Josie G shared a mock-up overview of the new library. This will be a library for all pupils, across all key stages. The theme will be landscape to fit in with other areas of the school and murals, such as the ones now in reception will be added at a later date, when funds allow.

The school has designated space for a new Intervention Room, this will be used for delivering the Read, Write Inc (WRI) Phonics programme, and other interventions, and will be accessible to all pupils. It will have a similar theme to the new library.

Jeff the Reading Dog now has all of his checks and paperwork requirements in place. He has a slogan of 'I'm listening' and will be used to help support reluctant readers.

The school is enhancing the outside space. There are lots of new ideas for different learning areas, and pupils will be able to access them all.

The school will be purchasing additional resources to support Phonics teaching; Reading and Story-Telling resources such as puppets. There will be a permanent Phonics learning area. The school will be a language rich environment with key vocabulary displayed across rooms. Staff are looking at the characteristics of effective learning with pupils, this is already in place in the Buttercups nursery.

The school garden is being developed in the unused area of the site. The school will be using the same contractor who completed work on the outdoor area for the nursery. It will include fencing and a new water feature; this work could be partly funded by the PTA. The area will be used to deliver the Great Outdoors curriculum learning in the summer term. An outdoor reading area will also be added. Governors all agreed it would be great to get the community involved in developing this garden.

Q – How is the school planning to focus on Reading this year, to improve outcomes.

A – There will be a new Book Squad; the development of the new library space; the SLT have assigned roles to hear specific identified cohorts of pupils read regularly; the school has

	<p>identified who needs additional support and this is all in place. A love of reading is being fostered; staff have all had training on WRI and Subject Leads are reviewing their action plans and have the new key headlines which will be filtered into their new action plans.</p> <p><i>Q – How will progress be measured</i></p> <p>A – By talking to pupils and Subject Leads to ensure staff know their pupils' needs and through regular monitoring in class. Progress will be regularly monitored through the Teaching & Learning (T&L) committee. Progress data is produced and shared three times a year following each data drop. RWI assessments will take place every 6 weeks to identify pupils needs in Phonics. The school still has the Accelerated Reader programme too to track reading performance, training on this is scheduled for staff.</p> <p><i>Q – How is the new lunchtime arrangement working.</i></p> <p>A – Very well, Josie G visited a school in Wellingborough to develop lunchtime provision. The new system is now up and running. The school is still adding activities. Pupils are enjoying the range of activities, there are 7 zones around the school, from EYFS to Year 6, and pupils move around the zones. Each zone is staffed by lunchtime supervisors supported by HLTAs and TAs. Pupils access a different activity each day and there has already been an improvement in behaviour at lunchtimes and in the afternoon classrooms. This will be reviewed in terms of cost, behaviour and staff and pupil feedback to tweak and further extend. Staff are coming around to the new arrangements. KB said her daughter has loved it, and it has improved her confidence.</p>
9.	Safeguarding (Update on KCSIE)
	Safeguarding training, including the new KCSIE updates will be completed in two sessions, one in the morning and one in the afternoon. \the dates will be shared with governors through GovernorHub.
10.	Mission Statement
	The school's Mission Statement has been discussed at earlier meetings. This has now been agreed and Josie G shared a draft document 'Our Vision and Our Purpose'. Governors were very complimentary about the design of this new livery and it was agreed. It will now be added to school policies, documents and the school website. This is another step toward creating a cohesive Meadowside brand. It will now be shared with staff.
11.	Governance:
	<p>Reports from Committees</p> <p>Finance & Resources There has not been a Finance & Resources meeting since the last FGB meeting. The 2019-2020 dates will be agreed at the first committee meeting.</p> <p>Teaching & Learning There has not been a Teaching & Learning meeting since the last FGB meeting. The 2019-2020 dates will be agreed at the first committee meeting. The date of the next meeting is the 11th November 2019.</p>

	<p>Agreed Governor Roles & Responsibilities:</p> <ul style="list-style-type: none"> • Special Educational Needs and Disability (SEND) – Ashley Clarkson • I.T. / PE & Sports Premium - Kim Mount (with support) • Leadership / Early Years Foundation Stage – Angela Pratt • Health, Well-Being & Personal Development / Pupil Premium & LAC – Janet Goodliffe • Behaviour & Welfare – Kirsty Blake • Finance / General Data Protection Regulations – Mark Chapman • Health & Safety – David Tredrea • Safeguarding – Yassine Elhasbaoui • Headteacher's Performance Management – Kim Mount & Angela Pratt <p>Term of Office (Yassine Elhasbaoui)</p> <p><i>Action Point - Contact Yassine and check if he wants to cease being a governor or would like to renew his term of office for a further term.</i></p> <p>NCC Report</p> <p>A confidential item was discussed under this item. This discussion is recorded on separate confidential minutes.</p> <p>Governors' Code of Conduct</p> <p>The Governor Code of Conduct has been reviewed, there are no required changes. Governors all received a copy of the Code of Conduct and signed an overview sheet to say this had been received. This signature sheet will be kept on file in the school. The formatting will be standardised.</p>
12.	Policies for Ratification:
	<p>SEND Policy:</p> <p>The SEND Policy had been circulated in advance of the meeting. This was reviewed and the acronym SENCo will be updated to SENDCo. The Deputy SENDCo is not mentioned and this will be rectified. The salutations will be standardised. <i>Governors agreed this policy has a good level of detail and it was unanimously agreed.</i></p>
13.	Identification of confidential items:
	A confidential item was discussed under Item 11, this is recorded in separate confidential minutes.
14.	A.O.B. (24 hours advance notice to chair)
	<p>Governors discussed how the school can raise its profile in the local community and improve how it markets itself to attract new pupils and high-calibre staff.</p> <p>The impact of 60 pupils leaving Year 6 and only 41 pupils joining Reception is one that significantly impacts the school's funding. This would severely impact the school's sustainability in future years if this reduction in pupil numbers continues.</p>

	<p>Governors agreed the school, supported by governors, needs to be more actively marketing itself to ensure the 2020 intake is at capacity. This could include talking to prospective parents, local nurseries, the wider community and families moving into new housing in the area. There needs to be a cohesive approach to raising the profile of the school.</p> <p>Josie G advised the school traditionally lost pupils to other local Good and Outstanding schools, this should be less of a concern as the school's outcomes continue to improve and the learning environment is improved. The school now has a welcoming and easy to navigate website; a professional prospectus; improving results and a nursery provision on site.</p> <p>Meadowside is doing better in terms of pupil numbers this year, than some other local schools. Prospective parents from the surrounding area are looking around the school. The focus this year will be to continue to extend links with the community and prospective parents. The school needs to actively publicise the new library provision and look at different ways this can be done, through social media platforms and local publications.</p> <p><i>Q – Is there a senior leader who has a specific overview of prospective numbers, looking at nursery pupils, sibling links coming through etc</i></p> <p><i>A – The school is tracking parental engagement at events through the year, tea mornings etc. This data will be reported regularly to governors through the headteacher's report. Standards are being set much higher, and the school is now on a par with Heyfield Cross. Flyers have been distributed locally.</i></p> <p><i>Action Point – Look at how to add links to the school on Right Move / New Build sites.</i></p> <p>Governors all agreed there is an opportunity to share more information on social media; the Twitter feed needs to be developed further and used regularly. I would be advantageous to have a named member of staff to add regular social media updates. Currently the capacity in the admin team is stretched because they are managing the nursery provision, the school is looking to appoint an additional admin person.</p> <p>KM asked if each parent visit could be followed up to get feedback. Parents could be asked if they have any further questions etc to maintain involvement. This might be useful, but the school needs to avoid looking as if they are desperate to attract new parents as this might actually have a negative impact. It was agreed they will be asked to share their email addresses which can be used to share good news / positives about the school prior to the date they make their final decision.</p> <p><i>Action Point – Add an email request to the parent sheet, to gather emails. Set up a process where each prospective parent who shares their email address receives at least a final email from the school prior to the January submission date for school choices.</i></p> <p><i>Action Point - Collate and share data about open evening attendance, open week tours, sibling link information, nursery pupils etc at each FGB meeting.</i></p>
15.	Date of next Meeting:
	2019-2020 meeting dates: <ul style="list-style-type: none"> Monday 18th November 2019 at 6pm Monday 20th January 2020 at 6pm

- Monday 9th March 2020 at 6pm
- Monday 18th May 2020 at 6pm
- Wednesday 15th July 2020 at 6pm

Signed as a true record of the meeting by the Chair of Governors

Sign Date

Running 12-month Record of Governor Attendance

19/09/2018 – FGB Attendance Kirsty Blake Janet Goodliffe Yassine Elhasbaoui Mark Chapman Emma Hemmings Chris Smith-Haynes Ashley Clarkson David Tredrea Angela Pratt Josie Garnham Kim Mount	12/11/2018 – FGB Attendance Kirsty Blake Janet Goodliffe Yassine Elhasbaoui Mark Chapman Emma Hemmings Chris Smith-Haynes Ashley Clarkson David Tredrea Angela Pratt Josie Garnham Kim Mount Sarah Hammond
14/01/2019 – FGB Attendance Kirsty Blake Janet Goodliffe Yassine Elhasbaoui Mark Chapman Emma Hemmings Chris Smith-Haynes Ashley Clarkson David Tredrea Angela Pratt Josie Garnham Kim Mount Sarah Hammond	04/03/2019 – FGB Attendance Kirsty Blake Janet Goodliffe Yassine Elhasbaoui Mark Chapman Emma Hemmings Chris Smith-Haynes Ashley Clarkson David Tredrea Angela Pratt Josie Garnham Kim Mount Sarah Hammond
13/05/2019 – FGB Attendance Kirsty Blake Janet Goodliffe Yassine Elhasbaoui Mark Chapman Chris Smith-Haynes Ashley Clarkson David Tredrea Angela Pratt Josie Garnham Kim Mount	15/07/2019 – FGB Attendance Kirsty Blake Janet Goodliffe Yassine Elhasbaoui Mark Chapman Chris Smith-Haynes Ashley Clarkson David Tredrea Angela Pratt Josie Garnham Kim Mount

Sarah Hammond	Sarah Hammond
23/09/2019 – FGB Attendance Kirsty Blake Janet Goodliffe Yassine Elhasbaoui Mark Chapman Chris Smith-Haynes Ashley Clarkson David Tredrea Angela Pratt Josie Garnham Kim Mount Sarah Hammond	

..... Attended
..... Apologies Accepted
..... No apologies