

Meadowside Primary School

Headteacher :Mrs J Garnham
Deputy Headteacher :Ms Mia Lewis



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Full Governing Body Minutes

Date: 11th May 2020 at 6pm (virtually via Zoom)

Governors	Role	Present ✓
Josie Garnham (JGm)	Headteacher (Ex-Officio)	✓
Angela Pratt (AP)	Chair of Governors & Co-opted Governor	✗
Janet Goodliffe (JGe)	Vice-Chair of Governors & Co-opted Governor	✓
Mark Chapman (MC)	Co-opted Governor	✓
Ashley Clarkson (AC)	Co-opted Governor	✓
Chris Smith-Haynes (CSH)	Co-opted Governor	✓
Yassine Elhasbaoui (YE)	Co-opted Governor	✓
David Tredrea (DT)	Local Authority Governor	✗
Kirsty Blake (KB)	Parent Governor	✓
Kim Mount (KM)	Parent Governor	✓
Sarah Hammond (SH)	Staff Governor	✓
Mia Lewis (ML)	Associate Member	✓
Non-governors in attendance	Role	
Linda O'Sullivan (LO)	Clerk (via recording this evening)	✓

Our values: - Respect Responsibility Reflection Resilience



1. Welcome and Apologies for absence:

Welcome:

JG agreed to chair this evening and welcomed governors to this first virtual FGB meeting. Angela Pratt was unable to attend the meeting this evening for personal reasons, her apologies were accepted.

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.

Not present: David Tredrea did not attend the meeting this evening, this was due to a prior agreement with the Local Authority.

2. Declaration of Pecuniary Interests (this meeting):

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.

3. Minutes from the previous meeting (9th March 2020):

The Minutes, of the previous meeting had been circulated in advance. Governors reviewed the Minutes, page by page and they were agreed as an accurate record of the meeting. One minor typing error was amended. A copy will be signed by the Chair of Governors.

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.

4. Matters arising and Action Log update:

The Action Log was discussed, and actions were updated.

Q- Were the Junior Leadership Team (JLT) able to complete their planned fruit selling before the school was closed.

A – Unfortunately not, the school was closed before this could happen.

A – Could the JLT be invited to the last FGB meeting of the year in July to provide an update on their work this year.

Action Point – Invite the JLT to the FGB meeting in July to provide governors with an update on their work in 2019-2020.

The lockdown and plans for re-opening the school were discussed at the Finance committee meeting held earlier this evening. It was agreed the school will approach Plumsun to see what they offer in terms of Health & Safety guidance.

Action Point – Add Health & safety during the lockdown and subsequent re-opening to the next FGB agenda for discussion.

All of the policies agreed at the last meeting have been amended as agreed and are now available on the school website.

5. Chair's Verbal Report:

There will not be a formal Chair's Report this evening. JGe advised AP has been regularly meeting, virtually with JGm and ML to discuss the issues and arrangements linked to the current school closure and lockdown; JGe has also attended some of these meetings.

6. Headteacher's Verbal Report:

SIP & Data Update:

The School Improvement Plan (SIP) had been shared in advance of the meeting alongside a number of other supporting documents. JGm invited questions.

The current school closure has meant leaders have had some time to focus on developing the Spiritual, Moral, Social and Cultural Development (SMSC) curriculum.

The 2020-2021 SIP lays out a schedule for governor monitoring visits, while these have not been possible this year since the school closed, it is hoped regular monitoring can recommence in the autumn term.

Action Point – Create a governor monitoring overview setting out dates for monitoring in 2020-2021, including monitoring days similar to last year, in advance so governors can diarise and plan for these. Add these dates to the school's strategic calendar.

Q – We are now in the summer term and more than halfway through the year, the SIP still has lots of amber actions, what is the plan to convert most of these to green by the end of the year.

A – There are elements of these amber actions that have already been mostly met, for example in the quality of education. There is an absolute focus on these actions.

The school will be allocating a new Personal, Social and Health Education (PSHE) Lead to develop this area of the curriculum including European links within the staff, as part of subject leader responsibilities.

JGm advised school progress and attainment data is improving, the Spring term data was incredibly positive with far more pupils reaching at least the Expected level. The school needs to now maintain a momentum and focus on progress.

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Responsibilities of the Governing Body:

1. Ensuring clarity of vision, ethos and strategic direction.
2. Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and
3. Overseeing the financial performance of the organisation and making sure its money is well spent.

Staff are aware of the updated SIP, there is now also a pupil version and a parent version. The SIP is a key focus, Subject Leads are working on their individual sections at home, updating plans, and documents etc. Governors commented that the new SIP for parents is very good. The data provided gives confidence that the school is on the right track and driving improvements.

An overview of the latest progress data had been shared in advance of the meeting and is very comprehensive. There is a nationwide concern that the gap in progress and attainment of Pupil Premium (PP) pupils compared to Non-PP pupils will widen further due to the coronavirus crisis and school closures. ML explained that the latest school data indicates a reduction in the number of PP pupils reaching the Expected level, but this does not reflect a widening gap. The progress of Non-PP pupils mirrors this reduction.

The school collected internal data in the Spring term through formal internal assessments and these would usually be used to plan the next steps of teaching. The school will not return to normal opening until at least September, at the earliest, and by this time the Spring data will not reflect pupils' levels, many will have slipped backwards while at home. However, it does provide a picture of progress up to that point; it shows that a key focus continues to be the progress and attainment of PP pupils, this is a national focus. There is a debate on the impact of PP funding, and whether it is closing the attainment gap in any meaningful way. The number of PP pupils reaching the Greater Depth level is also a key priority. Girls generally achieve better in Reading and Writing, while Boys achieve better in Maths where they outperform at the Expected and Greater Depth levels. The school has a key focus on the progress and attainment of Boys in all areas. Writing is a focus across the school, the latest data indicates that this is still an issue.

Q – How will the school decide a starting point for learning, as pupils return to normal schooling; will this be a challenge.

A - The school has the summer term assessment materials prepared and will ask pupils to complete these assessments to find a baseline. So Year 2 pupils in September will complete the Year 1 summer term assessment as a baseline test, these will identify gaps and inform teachers' planning.

Staff

Staff are organising remote learning for pupils; this is shared with parents every two weeks. Parents are able to contact their child's class teacher via a Year Group email which is working very well. This is something the school could continue when the school re-opens; it is working well; communication is good and maintaining this system would reduce workload within the admin office team.

The school was given very little notice of the government's decision for schools to close, and it took some time to organise a rota, staff appreciated this challenge. There is now a 3-week rota in place with three teams. One team will be in school and always includes three members of staff and a member of the Senior Leadership Team (SLT), a Designated Safeguarding Lead (DSL) and a First Aider. At the same time the second team will be working remotely focused on reports, remote learning, training etc. the third team will be focused on their own wellbeing, the current situation is extremely stressful, but during the week they will be checking on pupils and answering emails.

JGm has held a SLT meeting in person, while adhering to the social distancing requirements. Other meetings are regularly being held virtually via MS Teams. The school is planning to hold its first virtual full staff meeting next Thursday; an agenda has been shared and staff will discuss well-being, remote learning, and remote working. Staff have been invited to add items for discussion to the agenda should they wish to.

Pupils of Key Workers

The school's Admin Team have been working hard to identify the pupils of key workers who are entitled to continue to attend school. On average the school has had between 6 and 11 pupils in school each day. The number is rising as the definition of key workers is widened. Pupils in school complete the same learning as pupils at home. Hot meals are being provided each day.

Free School Meals

Disadvantaged pupils who are entitled to Free School Meals (FSMs) are still being provided with food boxes. These are either collected from the school on a Monday or are being delivered to homes. Initially the school had a 25% uptake for FSMs, this has now risen to around 50%. The school is also working collaboratively with other local groups to provide food boxes for other vulnerable families, these are supported through donations. SH is in regular contact with vulnerable pupils and Looked After Children and is providing resources as required. The school has applied to the Local Authority for laptops for a number of pupils who do not have a device at home to access remote learning, these have not yet arrived, and the school is regularly contacting the LA for updates.

Q – Has the school joined the government's national voucher scheme for FSMs.

A – This has not been necessary, there have been difficulties with the scheme and the school has a catering provider, Dolce, on site providing meals.

Return to the New Norm

Theoretically the school will be opening on the 1st June for pupils in Early Years (EY), Year 1 and Year 6, alongside the children of key workers, and those identified as vulnerable. Year 1 and year 6 are both smaller cohorts but the school needs to consider a wide range of questions and concerns before making the decision to re-open with more pupils.

The school needs to be able to ensure that social distancing guidance can be maintained, and this will be extremely challenging. Staff will need to have access to Personal Protective Equipment (PPE). A number of staff are clinically vulnerable and will have to continue to shield at home, following the government's advice to stay at home for at least 12 weeks. The school is required to complete a risk assessment for all vulnerable staff and has received guidance from the government. The LA has written to schools to say they are working to ensure they are well-placed to support schools. Further advice and guidance from the government and Department for Education (DfE) is awaited. Staff miss pupils and want to get back to a more normal school, but it must be safe for everyone to do so.

Q – How are staff coping generally with the current situation.

A – Staff are generally coping well, they are frustrated because they want to come in, but are being encouraged to work from home and this isolation is difficult. A small number of staff are very concerned about social distancing if and when schools reopen. The SLT are supporting staff and providing opportunities for them to discuss concerns. Pupils numbers are increasing, and staff are being flexible about additional days in school.

Q – How many pupils who are not the children of key workers or deemed vulnerable are in school.

A – Currently about four pupils and this is manageable.

Governors asked that their thanks and gratitude are passed on to staff for the outstanding job they are doing, in particularly challenging circumstances. Parent governors are very aware of the excellent job that staff are doing, their feedback and communication to parents is very good.

Q – Has the school had any concerns raised by parents about education.

A – One or two parents are talking to each other about issues; but these concerns have been referred to staff and are being dealt with quickly and effectively. Most work is being set on the Purple Mash learning platform, but the school is also sharing other links to learning and signposting parents to other relevant learning available online.

7. Safeguarding:

KM advised he met JGm to discuss safeguarding, at that time there were no concerns or issues linked to Safeguarding. They met on the 3rd March and this was the fourth governor safeguarding visit of the year. Km and JGm reviewed the Single Central Record (SCR), two DBS checks are being followed up. They also discussed the recommendations from the last safeguarding audit. The emerging coronavirus concern was discussed, and the school was able to order additional anti-bacterial handwash and sanitiser in advance of the lockdown.

KM will complete a safeguarding training course on the 29th June 2020, this is being delivered by Lesley Pollard at the LA and may be delivered on MS Teams. The new SENDCo is an additional DSL.

8. Finance Report

2019-2020 Budget Summary:

The Finance Committee met this evening, in advance of the FGB meeting. MC advised the committee discussed the asset loan for the library refurbishment work. The School Business Manager (SBM) and JGm had circulated the quotes from a number of contractors for this refurbishment in advance of the meeting so that governors could review these and agree a preferred contractor. Prior to the meeting Angela Pratt, Kim Mount, Janet Goodliffe and Ashley Clarkson had indicated they agree with the Headteacher's rationale for choosing Peters as the preferred contractor. Governors have considered the documents and agreed with Peters as the choice of supplier. The SBM will proceed with the application for an Asset Loan.

The Finance Committee also discussed the 2019-2020 financial outturn which was in line with predictions. The school has a carry-forward into 2020-2021 of £128,000; however the 2020-2021 in-year budget is currently showing a deficit of £100,000 which will need to be balanced by this carry-forward.

The 2021-2022 budget on the 3-year plan looks less positive with an in-year deficit of around -£143,000, the following year continues to show a growing deficit, but this is less concerning. If the school uses the majority of its carry-forward this year to balance the 2020-2021 budget it will need to look at reducing costs to save money and increase the carry-forward in 2021-2022.

The SBM is liaising with the LA about when the budget has to be submitted, it is likely the budget deadline will be extended given the current pandemic situation. The school risks a substantial decrease in revenue from the After-School Club (MASC) provision, and nursery provision on site, if schools continue to be closed, and future normal for schools is difficult to predict.

Governors understand that future pupil numbers are difficult to predict, and it is difficult to predict accurate budgets for future years given the frequent changes to educational funds. The committee agreed to invite questions and comments from governors which will be reviewed and answered by the SBM and MC, following this process the 2020-2021 budget will be submitted to the LA. The school needs to look at saving money in 2020-2021; the 2019-2020 budget was well supported by MASC and the nursery, but this may not be the case this year.

Marketing to attract more prospective pupils to the school will become ever more important. The Reception intake for September 2020 is currently 42, the year is a low birth year and many other local schools have low numbers this year too. School leaders need to raise the profile of the school, while being focused on driving standards in readiness for the next Ofsted inspection.

The work on the school hall roof has been completed and there are no concerns or leaks. This was made much easier in a logistical sense because the school was closed. Other schools were forced to stop or postpone planned premises work, but this project was able to continue; the newly decorated school hall space is lovely.

9. Policies for ratification:

EYFS Policy:

The EYFS Policy had been circulated in advance of the meeting. The policy has been reviewed and a number of changes have been made. **The policy was unanimously agreed by the governing body** and will be dated March 2020, JGm will agree a future review date for the document.

SMSC Policy:

The SMSC Policy had been circulated in advance of the meeting. Questions were invited.

Q – Would it be prudent to include a British Values statement in the policy.

A – The school already has a British Values statement and a whole section on British Values, this will be added to the school website separately.

Q – Would it be worth having a list of character values outlines Meadowside's priorities. This is something that other schools have.

A – The school already has these too, they could be added to the policy, currently they are separate. Governors agreed they were happy for these to remain as a separate document.

A number of grammatical errors and typing errors were noted and these will be amended. **The policy was unanimously agreed by the governing body** and will be dated May 2020, JGm will agree a future review date for the document.

10. Identification of confidential items:

A confidential item was discussed under AOB, this has been recorded separately on confidential minutes of the same date.

11. A.O.B. (24 hours advance notice to chair):

Q - Monitoring had identified an issue with the school's Maths programme. Is the school intending to continue to use the Maths No Problem as the scheme of work next year or is considering alternatives.

A – Staff are still embedding the programme and tweaking it to fit the needs of the school. The school will continue to use this programme for a further year.

JGe read out a pre-prepared statement that she proposed should be sent in the form of a letter to all staff thanking them for their hard work, professionalism and commitment during the lockdown. Governors made suggested changes to the statement. The letter will be re-drafted and sent to all staff in acknowledgement of their work for the school.

Q – Is there anything more governors can be doing to support the school and staff during this pandemic and resulting school closure. They understand that it must be incredibly challenging to lead a school during such a stressful event. Governors asked that JGm and her team let the governing body know what they can do to help.

A – JGm thanked governors for their continuing support. The school is facing challenging issues; JGm is being well supported by her SLT and the SBM who are all working as a very effective team.

12. Date of next Meeting:

2019-2020 meeting dates:

- Wednesday 15th July 2020 at 6pm

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

Sign

Date

Meadowside Primary School: Attendance at Full Governing Body Meetings

Governor	<u>13/05/19</u>	<u>15/07/19</u>	<u>23/09/19</u>	<u>18/11/19</u>	<u>20/01/20</u>	<u>09/03/20</u>	<u>11/05/20</u>
Kirsty Blake	✓	✓	✓	✓	x	✓	✓
Janet Goodliffe	✓	x	✓	✓	✓	✓	✓
Yassine Elhasbaoui	✓	x	x	x	✓	✓	✓
Mark Chapman	✓	x	✓	✓	✓	✓	✓
Chris Smith-Haynes	✓	✓	x	✓	✓	x	✓
Ashley Clarkson	✓	✓	✓	✓	✓	✓	✓
David Tredrea	x	x	x	x	x	x	x
Angela Pratt	✓	✓	✓	✓	✓	✓	x
Josie Garnham	✓	✓	✓	✓	✓	✓	✓

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Kim Mount	✓	✓	✓	✓	x	✓	✓
Sarah Hammond	✓	✓	✓	✓	✓	✓	✓

** (no longer a governor)

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