

Meadowside Primary School

Headteacher :Mrs J Garnham
Deputy Headteacher :Ms Mia Lewis



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Full Governing Body Minutes

Date: 15th July 2020 at 6pm

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	✓
Ashley Clarkson (AC)	Co-opted Governor	✓
Chris Smith-Haynes (CSH) remote	Co-opted Governor	✓
Yassine Elhasbaoui (YE)	Co-opted 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	
Mark Chapman (MC)	Observer	✓
Linda O'Sullivan (LO)	Clerk (Syzygy Clerking Services)	✓

The meeting was quorate

Our values: - Respect Responsibility Reflection Resilience



1. Welcome and Apologies for absence:

Welcome:

AP welcomed governors to the meeting. They 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.

Apologies: None. Yassine Elhasbaoui and Mark Chapman arrived close to the end of the meeting.

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.

- CSH declared that she is a governor at another school and the governing body there are working on a proposal to build a network of links with other local schools.

3. Minutes from the previous meeting (11th May 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. The Confidential Minutes were reviewed and agreed as an accurate record of the meeting. A copy of each will be signed by JGe for the file.

4. Matters arising and Action Log update:

The Action Log was discussed, and actions were updated.

5. Chair's Verbal Report:

AP acknowledged this year has been very difficult. The school has been in lockdown since the 23rd March but has remained open for key worker pupils and vulnerable pupils since then. In June, the school re-opened to Early Years, Year 1, and Year 6 pupils too.

The school and staff have done an excellent job through lockdown and governors asked that their thanks are shared with all staff. Governors have been mindful of the mental health and well-being of staff during this very difficult period. AP and JGe have maintained regular fortnightly meetings with JGm and senior leaders. The main focus of these meetings has been the school's response to the current pandemic. Staff are now preparing for September when all pupils will return to school, the first few weeks are likely to be challenging.

Q – Has the school had any advice or direction from the Department for Education (DfE) for re-opening in September.

A – Yes. The DfE and Local Authority (LA) have both issued very detailed guidance, and this has been added into the school's risk assessment.

AP thanked JGe for stepping into the role of Chair when she was unavailable and supporting JGm and ML during this difficult period.

6. Headteacher's Report:

JGm advised she introduced a new style of Headteacher's Report at the start of the year; this has been a useful format that will be continued. The report had been circulated in advance of the meeting and questions were invited.

Q – How many pupils have there been in bubbles this term.

A – The government guidance was followed; this stipulates that bubbles should be no larger than 15 pupils. The school has added more bubbles as pupil numbers grew and more pupils were invited back to school. Some vulnerable pupils were invited back in, and some have had individual arrangements to ensure they are less anxious about returning to school.

Q – Does the school anticipate the LA collating attendance data.

A – Every school has had to submit daily attendance figures throughout the lockdown. 35% of pupils in Early Years have regularly attended, 29% of pupil in Year 1 have regularly attended and 24% of Year 6 pupils.

The school thought these numbers would increase but many parents have chosen to keep their children at home. Many parents have worked from home and this was working well. The lockdown has forced lots of good and new practice that will be kept, for example class email addresses. The school can use these to communicate with parents who will not be able to come into school in September.

Q – Do you think that some pupils who were offered a place chose to stay at home because they had siblings in other years who were not offered a place.

A – The school has not looked at this specifically, but many pupils have been walked to school by siblings who were not invited back.

Q – Are Parents' Evenings and other planned events in the autumn term likely to be disrupted.

A – Some planned sessions about the curriculum may need to be moved or completed remotely. The risk assessment is being reviewed weekly. Other schools have successfully held Parent Consultations online. These would not work for everyone, but the school is monitoring vulnerable families closely and relationships are being built. The school can offer alternatives if technology is a barrier. The September term will be reviewed one week at a time and adapted as required.

Q – What are the numbers for Nursery and Reception this year.

A – The school is expecting 41 pupils in Reception. The Nursery numbers have not been finalised, but the school is expecting 20 new starters. Some may choose not to attend in the current pandemic, the capacity in the Nursery is for 25 children at any one time.

Performance Appraisals

Mid-year performance appraisal reviews have been completed for teachers and support staff. The quality of education could not be judged. The quality of education this year will have been about remote learning because of the lockdown and staff have worked extremely hard. The first training day in September was going to focus on 'how to be an effective teacher' but this will now be focused on 'being a deep diver'. ML and Claire Mills are both attending a course tomorrow about deep dives into Special Educational Needs & Disability (SEND); this is an area that Ofsted might focus on during an inspection.

Q – Mr Squires is leaving, what impact will this have on the school.

A – Mr Squires will leave the school with the curriculum in a good place. His leadership role will be covered by JGm and ML and his teaching role will be filled by a Newly qualified Teacher (NQT) who trained at the nursery and will work in Year 1.

Reports from Middle Leaders on the Curriculum, Reading & Writing and Maths were all shared in advance of the meeting. They are comprehensive reports and the action plans have been updated in the pandemic. Governors agreed these have been useful and informative and asked that staff are thanked for these reports.

Q – Will the school need to provide some sort of assessment data for Year 2 and Year 6.

A – Schools are not required to provide any assessment data this year. There has been good liaison between Year 6 teachers and secondary schools to support transition.

7. Coronavirus Update including H&S during the lockdown and subsequent re-opening:

The school has written a second risk assessment for September and this has been reviewed by KM, AP and JGe. The risk assessment has also been shared with the LA. It dove-tails with the first risk assessment.

The school has provided lots of information to parents. Another letter about September arrangements will be sent tomorrow. This will detail the staggered timings of the school day, delivering and collection points etc. There is a staff meeting tomorrow and every member of staff will be provided with a copy of the risk assessment. Staff will be asked for their comments so these can be included. The risk assessment needs to be as thorough as possible, and staff viewpoints are key to covering a wide range of individual needs. The risk assessment is in draft form at the moment but when it is finalised staff will be asked to provide a read receipt, so all are aware. This happened for the first risk assessment.

The school is developing a Recovery Plan, on par with the School Improvement Plan. A key action on the plan is to appoint a Covid-19 Catch-Up Fund Coordinator; this role has been allocated to the Inclusion Team. The additional catch-up funding is around £80 per pupil, and additional funding for Disadvantaged (DA) pupils to be spent on interventions. This should fund 75% of the cost of interventions. There is no definite figure, and no date for this to be allocated, the school may need to fund this initially and then claim it back.

In September, the first half-term will have a key focus on Social, Emotional and Mental Health needs. Pupils will need different levels of support and will need time to talk about their experiences during lockdown. The school will then complete baseline assessments to identify learning gaps and appropriate interventions. Teachers will be invited to talk to the SENDCo in the 5th week to discuss the needs in their class and agree suitable interventions. There will not be assemblies. The school curriculum will still be broad and balanced but with an emphasis on basic skills and well-being.

JGm is working with other head teachers from Good schools in Corby, as a support network. She is also working with the head teacher at St Mary's.

8. Safeguarding:

KM is the Safeguarding Governor; he has met with JGm and SH twice this term to discuss safeguarding. SH has been working closely with all parents to maintain contact and has liaised with a range of external agencies including the School Nurse and the Multi-Agency Safeguarding Hub (MASH) team. Outside agencies have all worked more closely than usual through the lockdown and this level of collaboration has been effective and should be maintained if possible. The Inclusion Team have met regularly.

Q – Has there been an increase in safeguarding concerns during the lockdown.

A – There have been more calls made to the MASH team who are investigating these more quickly. The MASH team has been more efficient, they have held lots of remote meetings and provided good support.

There has been an escalation of concerns, and the Safeguarding team need to be prepared for more disclosures as pupils return to school in September.

9. Finance Report

2020-2021 Budget Update:

KM advised the Finance & Resources committee has met twice this term. MC, KM, and JGm met with the School Business Manager to discuss the financial impact of Covid-19. School cannot be expected to fund these additional costs. The school has also lost income through the After-School Club (MASC) which remains closed.

The 2020-2021 budget was submitted, this reflects a drop in pupil numbers which will have a significant impact on the 2021-2022 budget. The school has looked at areas where spending can be reduced and is being prudent about cost savings, while maintaining a sufficient staffing capacity to drive standards.

The school can carefully manage costs, but income is falling. The three-year budget plan will be difficult to balance. The MASC will be open during the summer and will use staff available and keep costs to a minimum. Other local nurseries are not opening in the summer, so the school is in a good position to attract additional children. This will be a good test of the processes in place to mitigate risks.

The school will have spaces in Reception and Year 1. The finance committee will be looking at ways to market the school and fill 19 places. Work is planned around Ofsted, and the school website as a window into the school.

This year the number of 1st choices was similar, but 2nd places were 15 more than last year so this is encouraging and a testament to the work being completed by the school. There are lots of local house building projects which will also attract new families; attracting children to the Nursery will be key.

Action Point - Add Marketing and GDPR to future F&R agendas as standing items.

The Library refurbishment will be finished in the autumn term and this can be used to raise the school's profile with a Grand Opening. The Sports Leader has been brilliant and has organised a Virtual Sports Day, again, this is all good publicity for the school.

The final budget had been circulated in advance of the meeting. The school is predicting a carry-forward at the end of 2020-2021 of £100. The following 2 years are predicted to be in a deficit position. The Finance & Resources committee have been looking at this closely. The School Business Manager has done an excellent job on the budget, but this will be closely monitored.

Q – Does the budget make allowances for a possible second spike in the pandemic.

A – There might be savings in the budget if the school is closed due to a second spike in Covid-19 infections. The school would need less resources and materials.

The 2020-2021 budget had been approved at the F&R committee; it was presented to the FGB this evening for approval. Governors unanimously approved the budget.

10. Governor Monitoring:

Strategic Calendar:

JGm has moved the strategic school calendar onto an Outlook calendar. This is useful, and includes assemblies, monitoring, StJohn visits, meetings, advisor visits etc and will be available online. Governors all agreed this is very good, and live. It will be very useful in the autumn term especially when things may change quickly.

2020-2021 Monitoring Schedule:

A monitoring schedule has been put together, and dates have been agreed on the strategic calendar. Monitoring will include learning walks focused on Pupil Premium (PP); Special Educational Needs & Disability (SEND); monitoring with StJohn; English as an Additional Language (EAL); P.E; Modern Foreign Languages; and deep dives etc. The school is expecting a further Ofsted inspection in February 2021. The school is looking at the subjects where it is strong, and weaker subjects. There will also be fortnightly Book Looks completed by JGm. Appraisals are scheduled and will include lesson observations, a mid-year review and book scrutinies.

Governor Monitoring Responsibilities:

Governor monitoring responsibilities and committee structures for 2020-2021 will be agreed in September. Governors need to ensure they have completed up to date training on Female Genital Mutilation (FGM), The PREVENT initiative and Keeping Children Safe In Education (KCSIE) statutory guidance that is being updated for September 2020. This all needs to be completed in advance of the next Ofsted inspection.

Governor Recruitment:

The governing body has a Local Authority governor vacancy. Governors agreed to put CSH forward to the Local Authority for this position. There are also two vacancies for co-opted governors and there was a general discussion about where these could be advertised. Governors agreed they should be advertised to local businesses, and as widely as possible. An advert can also be placed in the next copy of Meadowside Matters. The last Skills Audit results can be reviewed to look at knowledge, skills, and experience gaps that need filling.

Action Point – Word an advert for the agreed advertising platforms.

11. Lockdown Procedure:

The school's Lockdown procedures were agreed by the F&R committee and the school has appointed Plumsun to oversee its Health & Safety (H&S); they can provide assistance with lockdown advice and support the Site Supervisor. Plumsun can also offer support with risk assessments and policies. The cost of their service is negligible at £700 per year. Governors agreed that moving to Plumsun is a very good decision, any ratification of safety by an external body will be useful, the LA will also ratify the risk assessment.

Lee is completing continued professional development (CPD) around H&S audits so that is improving too. This was all part of the safeguarding recommendations. Other schools have had official Covid-19 assessments and got a Covid-19 secure award, this would be reassuring for parents, and good for marketing.

Q – Does the school expect there to be many parents who are reluctant to send their children back to school in September.

A – This is difficult to say, the school needs to be welcoming and parents need to be assured that the environment is safe. Parent governors agreed the latest letter from the school was very positive and reassuring.

Action Point - Write a welcome back letter to parents as the annual letter to parents.

12. Policies for Ratification:

All of the following policies and documents had been circulated to governors in advance of the meeting.

Staff Code of Conduct:

Q – the document mentions the Data Protection Act, but not the new General data Protection Regulations (GDPR) should this be mentioned too.

Action Point – Add in a reference to GDPR.

Governors unanimously approved this document, with the agreed amendments. Staff will be given a copy on the September training day.

Behaviour Policy:

Governors agreed the policy is excellent and is linked to the school's values etc. There was one small amendment to wording on Page 18. **Governors unanimously approved this policy.**

Staff Handbook:

- A number of typing errors and grammatical errors will be corrected
- The handbook does not mention staff ID badges, and this will be added
- A wording change will be made on Page 12 linked to staff questioning people on the school grounds without a visitor badge, the new wording will state 'have a duty to question'
- The policy will be updated to change the drive where staff policies are kept
- The New KCSIE will be amended on this document
- This is a staff handbook for normal times, a front cover will be added to cover Covid-19 that states the risk assessment supersedes this handbook
- Point 5 is linked to teachers above the main pay scale 5 who run clubs (Page 7 - Point 5) this will be clarified with the sentence 'there is an expectation that ...will offer a club'

Governors agreed this is an excellent, informative, and welcoming document. It will be launched on the first training day in September. **Governors unanimously approved this document, with the agreed amendments.**

SEND Policy:

Governors unanimously approved this policy.

SEND Report

Governors thanked the school for this informative report.

Inclusion Policy:

Governors unanimously approved this policy.

13. Identification of Confidential Items:

None to be reported this evening.

14. A.O.B:

MC arrived remotely at 7.40pm.

AP thanked MC for his work as a governor, and particularly his work as Chair of the Finance Committee. He has brought professionalism to the governing body and he will be missed. Governors had bought him a gift and card which can be collected from the school office.

MC thanked governors for their kind words and gift, he feels this is the right decision. He has a new job and the demands of this new role means he does not have enough time to dedicate to the role. He has thoroughly enjoyed working with everyone and has been proud to be part of a great journey the school is on and wished the school every success in their next Ofsted inspection. The role has been challenging and enjoyable.

YE arrived in person at 7.45pm

AP advised the school needs a Governor Link to overview the Nursery as it moves to a Section 27 provision. This mean the Nursery could have a separate Ofsted inspection, but usually these ae completed at the same time. The move to Section 27 will make staffing easier.

Q – Are there any implications for insurance etc, will the nursery still be covered.

Action Point – Check the status of insurance and liability etc at the nursery as it moves to a Section 27 provision.

AP thanked governors for their contributions and profiles in this term’s editions of Meadowside Matters. YE and CSH both need to submit an electronic profile.

Q – Does the school have any timetable for the next Ofsted visit.

A – Inspections next term will mainly be Section 8s focused on safeguarding and wellbeing. The school has had a Section 8 recently and the visit was very positive. It is likely a further Section 5 visit will happen in the Spring term, but it is difficult to predict how Covid-19 may affect the autumn term, and the visit schedule.

Governors thanked staff who have done so well this term. It has been a massive learning curve during the lockdown and the success of the school represents an extraordinary effort by staff. The school has been open throughout the lockdown and this is testament to the dedication of the staff and the leadership of JGm and the SLT. The quality of online learning has been outstanding.

JGM advised staff all need to have a break over the summer. SLT have been in every day since March, and while she and members of the senior team will be working in the summer they will also plan time for a break.

15. Meeting Dates for 2020-2021

2020-2021 meeting dates:

- FGB - 21st September 2020 at 6pm

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

SignDate

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.

Meadowside Primary School: Attendance at Full Governing Body Meetings

Governor	15/07/19	23/09/19	18/11/19	20/01/20	09/03/20	11/05/20	15/07/20
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	N/A
Angela Pratt	✓	✓	✓	✓	✓	x	✓
Josie Garnham	✓	✓	✓	✓	✓	✓	✓
Kim Mount	✓	✓	✓	x	✓	✓	✓
Sarah Hammond	✓	✓	✓	✓	✓	✓	✓

** (no longer a governor)