

# Meadowside Primary School

Headteacher :Mrs J Garnham  
Deputy Headteacher :Ms Mia Lewis



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## Full Governing Body Minutes

**Date: 21<sup>st</sup> September 2020 at 6pm**

Governors	Role	Present ✓
Josie Garnham (JGm)	Headteacher (Ex-Officio)	✓
Angela Pratt (AP)	Chair of Governors & Co-opted Governor	x
Janet Goodliffe (JGe)	Vice-Chair of Governors & Co-opted Governor	✓
Ashley Clarkson (AC)	Co-opted Governor	✓
Chris Smith-Haynes (CSH)	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	
Linda O'Sullivan (LO)	Clerk (Syzygy Clerking Services)	✓

**The meeting was quorate**

### 1. Welcome and Apologies for absence:

#### Welcome:

Janet G 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.

## Our values: - Respect Responsibility Reflection Resilience



**Apologies:** Apologies from AP were given and accepted.

## 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.

Governors were asked to complete a number of annual tasks including:

- Reviewing and updating their pecuniary interests
- Reading the updated Keeping Children Safe in Education (KCSIE) statutory guidance and ticking the box on GovernorHub to say they understand their safeguarding duties
- Review and agree (by ticking the box) the Meadowside Code of Conduct (this is being updated and will be circulated in advance of the next FGB meeting)

*Action Point – Complete the three tasks and tick the relevant boxes on GovernorHub to indicate these have been completed.*

## 3. Election of Chair and Vice-Chair

Nominations were invited for the position of Chair of Governors. Angela P was nominated by JGe. Angela P had indicated in advance of the meeting that she would be willing to stand for a further one-year term. Angela P was not in attendance, 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.

Nominations were invited for the position of Vice-Chair of Governors. Janet G was nominated, and she indicated that she would be willing to stand for a further one-year term. Janet G 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.

## 4. Terms of Reference (FGB & Committees)

Janet G advised the Terms of Reference (ToR) for the FGB and for committees are being reviewed and updated. The current ToR state that a governor missing three consecutive FGB meetings will trigger a discussion with the Chair of Governors to understand why they have not attended and if they are able to continue in the role.

A governor raised a concern that missing three consecutive meetings would span more than 6 months which is a long time and may mean that governor is no longer up to date with governance at the school. Any specific and unavoidable reasons for not attending are specifically referenced and would not trigger a discussion.

There was a suggestion that this is changed from three consecutive meetings to any two meetings in an academic year. There was a general discussion about a governor being able to competently complete the role if they are unable to attend multiple meetings. It was agreed that there will be extenuating circumstances that keep governors from attending but generally the dates are issued in a timely fashion.

The governing body needs to ensure it has the capacity to support the school to drive standards. Technology is now in place to attend meetings remotely. Governors agreed that a lot can change in a school in 6 months and governors need to regularly attend meetings, so they are well informed and knowledgeable. When a governing body has a small number of governors the workload needs to be split fairly so it is manageable.

It was proposed that the ToR are changed to reflect that two consecutive missed meetings in an academic year would trigger a supportive conversation with the Chair of Governors so ensure the governor is still able to meet their obligations toward the school. Governors unanimously agreed this change to the ToR.

## 5. Minutes from the previous meeting (15<sup>th</sup> July 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. A copy was signed by Janet G for the file.

## 6. Matters arising and Action Log update:

The Action Log was discussed, and actions were updated.

## 7. Chair's Report:

Janet G advised Angela P and herself have met regularly with Mia L and Josie G throughout the summer and at the beginning of the autumn term. They have discussed Covid-19, reviewed the risk assessment for re-opening the school from September to all pupils and the safety measure in place to ensure staff and pupils are safe.

The risk assessment and keeping up to date with current government guidance has been challenging. The guidance was being updated on a daily basis at times and being shared late at night and at the weekends.

## 8. Headteacher's Update - Verbal:

### Covid-19

Josie G advised the school has now settled into the new normal for schools. There have not been any positive cases of Covid-19 in the school this term. Pupil attendance is currently 93.84% which is very good.

*Q – Are there pupils who are not coming into school at all, because parents do not want to send them back.*

*A – No, most of the absence is linked to pupils returning from their home countries after the summer holidays and being required to self-isolate for 14 days. A small number of pupils are at home self-isolating due to symptoms or while waiting for test results.*

The school has shared the risk assessment with the Local Authority (LA), parents, and staff so everyone is familiar with it. The document is being updated fortnightly. The school day has been adapted in line with the guidance, with staggered start times, finish times and lunchtimes. The Owls and Robins have adjusted very quickly, they have a wonderful learning environment which is looking fantastic.

### Training Days

There were two teacher training days at the start of term. The first day was for teaching staff and was led by an external trainer from Chris Quigley Education. The training was focused on Subject Deep Dives. Staff found this extremely informative and useful. They will be returning to work with staff on the curriculum so the Senior Leadership Team (SLT) has full ownership of the new curriculum.

The second training day was focused on safeguarding and Health & Safety. Staff were provided with a copy of the updated School Handbook and a copy of the Risk Assessment. Staff had classroom time to prepare for pupils returning and key members of staff completed the Level 3 Emergency First Aid at Work training.

### Pupils on Roll

The school currently has 347 pupils on roll. This is under the school's agreed Published Admission Number (PAN) and something that needs to be increased. The school will be opening its doors for two weeks in October for prospective parents. They will be able to book tours of the schools, these will be outside of school hours due to the current social distancing guidance. The school has designed a new flyer to be used as a

promotional tool; this will be on the school website and printed for distribution. There is a new 2021 intake tab on the website that includes a virtual tour. The School Prospectus has been updated and is now more detailed. Buttercups Nursery is expecting 20 pupils from January 2021.

*Q – Will the school be holding Open Evenings this term.*

*A – The school would like to do that, but these are not possible under the current social distancing guidance.*

### **Library Refurbishment**

Colin Slater is currently working in the school library; the learning environment is looking fantastic. This project was delayed by the lockdown but when it is finished photographs will be shared on the school website, and there will be a grand opening, when social distancing guidance allows.

*Q – Has there been any problems with parents who have more than one child at the school, and who may have different arrival and pick up times while the school day is staggered.*

*A – There have been some teething issues. Mostly with social distancing because parents are arriving either too early or later than their allocated time. The risk assessment did consider parents with more than one child at the school, and these arrangements have been in place since the beginning of the term. The initial issues were linked to parents getting into the new routines. Parents quickly got used to the new routines and these are now working well. Staff are completing extra duties on the gates to ensure the start and end of the day arrangements are smooth. Parent governors agreed, these arrangements are working well, and the system is simple and stress-free. All of the comments related to the school on the official Burton Latimer Facebook page have been very positive; this is very positive and shows that the school is changing the public's perception of the school.*

### **2020-2021 Staffing**

Josie G shared the 2020-2021 staffing structure. The school has two Newly Qualified Teachers (NQTs) this year and one apprentice on a teaching programme in the nursery. The nursery had an apprentice last year and this was very successful, they are now completing their NQT year in Year 1. This is testament to the school being committed to 'growing their own' staff. All three members of staff have mentors.

The start of the autumn term has had a big focus on pupil wellbeing and staff wellbeing. Everyone has had different experiences of lockdown and have varying degrees of anxiety. The school has held wellbeing meetings for all year groups to discuss positives and areas for development. These meetings have been formally minuted, and any actions have been addressed. These have proved to be a good way to touch base; some staff came alone, and others came with their Teaching Assistant (TA). It was good to see everyone back in school.

*Q – Did these meetings include cleaners and lunchtime staff.*

*A – Some lunchtime staff are also TAs, so they were included. In the first instance, meetings were held for teaching staff, and many brought their TA along with them. Members of the SLT have met with cleaners and lunchtime staff to discuss how things are working. Josie G agreed to look at how all staff can be included in these wellbeing meetings. Staff meetings have now been timetabled. Sarah H led a meeting on Prevent last week, and next week the meeting will focus on remote learning.*

*Action Point – Think about how all staff can be included in wellbeing meetings.*

## **Special Educational Needs & Disability**

The newly appointed Special Educational Needs & Disability Coordinator (SENDCo) and Deputy have both started and are settling in well. They have re-designed the way SEND information is shared with staff. Each member of staff now has an individual folder with SEND information for their class. These folders include pupil passports which lay out strengths, areas of difficulty and strategies to use in class etc. The folders mean the class teacher has all of the SEND information they need in one accessible place. Any changes or updates will be shared with teachers, via email. The way SEND information was shared with staff had been a criticism in past inspections.

SEND policies have been reviewed and updated and a draft Accessibility Plan has been written by the Inclusion Team, this will be shared.

Every SEND pupil will complete an individual wellbeing questionnaire following lockdown. The Happiness Survey is being completed the week beginning 28th September. TAs are spending time with every child individually to complete these wellbeing surveys about their lockdown experience and how they are coping now they are back in school. These are planned for this week. The surveys will be reviewed by the Inclusion Team to identify pupils who may need a higher level of support.

This week the school has started SENDCo Drop-ins. These are an opportunity to discuss pupil passports and review individual targets. This information will be shared outlining what went well, and actions. So far this has been very positive. SEND pupils have visual timetables, their passports are in place and they have settled back into school well.

## **Inclusion**

Members of the Inclusion team have been spending time in classes to ensure pupils are settled. They have designed and sent out a questionnaire for pupils with English as an Additional Language (EAL) to gather details of home language etc. this will be very useful to ensure their needs are met and the school can effectively communicate with parents.

There is a tracking grid to monitor language development for EAL pupils. This has been updated and is now more user-friendly. Anyone with language barriers are being supported.

The new SENDCo is teaching in The Retreat. Most pupils who spend time in The Retreat are currently in Year 4 or 5. They work in there in groups. The most vulnerable pupils who are working 2+ years behind their chronological age are being supported through small group intervention work. Pupils on the SEND Register are being assessed for Phonics skills to identify any gaps.

The Inclusion Team has organised inclusion timelines to track actions across terms, there is a staff version that will be issued, this will be a strategic calendar for SEND. The SEND Register has been updated. and staff have a watchlist for other concerns. Sarah H and the SENDCo and Deputy SENDCo are in constant touch with external agencies to discuss specific pupils' needs and to arrange formal external assessments as required.

**Q – How are external agencies responding.**

**A – Anyone visiting the school is requesting a copy of the risk assessment in advance. Many meetings, where possible, are being held on MS Teams.**

*Q – How well have SEND pupils been supported through lockdown, while learning at home.*

A – Staff have had in-depth conversations with parents and have spoken to pupils on the telephone during lockdown. The school produced a work booklet for pupils who couldn't access Purple Mash learning. Disadvantaged (DA) pupils entitled to Pupil Premium (PP) funding received food deliveries. Staff kept in regular contact through lockdown and parents could raise any worries or concerns with staff who could help, or signpost them to other services. The after-school club was running in the summer holidays and DA pupils could use PP funding to access this provision.

*Q – How are pupils currently isolating at home being taught.*

A – If a pupil is required to stay at home for more than one day there is a plan that will commence. Most parents are being fine about this. There have been no positive tests but there can be a long wait to get a test and to receive the results.

### **Assessment**

The school has completed a Phonics assessment to find a baseline for Year 1 and 2 pupils. Year 2 data is looking positive, Year 1 have missed a lot of Phonics work and these gaps will be plugged by targeted teaching and interventions. This work is being supported by the Deputy SENDCo.

## **9. Safeguarding (Update on KCSIE)**

Most staff have completed in-house safeguarding training, every member of staff will complete this training by the end of September. Safeguarding training will be provided for governors at the next FGB meeting. The updated Safeguarding Policy has been shared. The updated Keeping Children Safe in Education (KCSIE) statutory guidance is available via a link on GovernorHub under Declarations. This guidance needs to be read by all governors to ensure everyone understands their safeguarding role in school.

All of the policies are on MyConcern so staff can click the read receipt. Kim M is the Safeguarding Governor and he has met with Josie G and Sarah H to review the policies, and the recommendations from the last Safeguarding Audit. The school needs to review its procedure for locking the school down if there is an incident on site.

Josie G has contacted the Chair of the Parent / Teacher Association to discuss dates for fundraising activities this year. A number of dates have been agreed and diarised.

Parents have had the opportunity to read all of the Covid-19 related information. The Meadowside Matters publication continued to provide a link between the school and home throughout lockdown.

The school is continuing to develop and deliver its creative curriculum. The autumn term is focused on wellbeing. The library is still being refurbished. The school garden and an outside reading area is also being developed.

*Q - Is there an assessment of learning, and will governors get a full overview of assessment data.*

A – This half term is focused on wellbeing. Staff are completing a number of low-key assessments and will then move toward a more formal Maths assessment and Phonics assessment. Gaps are being identified and these will be discussed, and interventions agreed. The school has registered an interest in the tutoring programme launched by the government, this provides £80 per pupil to fund catch-up work to plug gaps in

learning. This is likely to be around £27,650. Staff are continuing to focus on developing and modifying the Maths curriculum. The government has set out key focus areas, for example Speech & Language development in Reception class, Maths, Reading and Phonics skills in KS1 and Maths and English in KS2 while maintaining a focus on social, emotional, and mental health needs.

*Q – Are assessments expected to take place in 2021.*

A – Yes, Year 2 will sit the missed Phonics Assessment, and Year 1 will complete the Phonics screening as normal in June 2021. KS1 and 2 SATs will also go ahead as normal unless there is a further national lockdown.

*Q – Have there been any surprises, pupils who staff would have expected to cope well with lockdown who did not, or vice versa.*

A – It has been mixed, but no surprises. Some pupils have done better than expected. Year 1 missed a big part of their Reception curriculum and the Year 1 curriculum has been adapted to a more Reception-based approach.

KB arrived at 7.15pm

The school currently has one pupil who is supported at the Child in Need (CIN) stage of safeguarding. Another 9 pupils are being supported through Early Help Assessments (EHAs). Staff are arranging phone meetings. The school has made one referral to the Multi-Agency Safeguarding Hub (MASH) team this term; Janet G and Kim M are aware of this concern.

Josie G, Sarah H and Kim M have discussed safeguarding training, governors all need to complete safeguarding training and Prevent training. This can be accessed through the in-school training. This plan is a much better way of ensuring staff and governors are well trained and well informed.

Josie G thanked governors for their support through lockdown which continues to be challenging and difficult. Governors agreed the work being undertaken to ensure all pupils are settled and learning gaps are being identified and plugged is amazing. They asked that their thanks and appreciation are passed on to all staff.

## **10. School Improvement Plan**

The updated School Improvement Plan (SIP) had been circulated in advance of the meeting. This has been updated during the summer. It is frustrating that in March the school was moving forward rapidly and then lockdown happened. Work toward the SIP targets lost momentum but the SLT are pleased there was some improvement. The school has updated the SIP display in school with parent and pupil versions. Each class has a pupil SIP and pupils should be able to talk about how the school is moving forward.

## **11. Covid-19 Risk assessment Plan September 2020**

The Covid-19 Risk Assessment had been circulated in advance of the meeting. This has already been updated further and will be recirculated. The updates include Year 1 table arrangements to support learning. Another change is that pupils can now wear their PE kits to school on days when they have PE lessons. Staff lunch arrangements have been updated, staff will eat their lunch in the school hall, in their bubbles. Questions were invited.

*Q – Are PE lessons all outside.*

7

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.

A – Most are outside, but the indoor space will be used when the weather is poor. one class at a time.

Q – *Who is doing the extra cleaning needed.*

A – All staff are helping out; staff are supervising lunchtimes now too. Every classroom has an anti-bacterial spray and hand-sanitiser. Toilet cleaning is more regular and is recorded. Josie G gave a brief overview of the cleaning protocols in class and for lunchtimes. These protocols required a lot of planning but are achievable. Staff all have a set lunchtime. Cleaning the school to make it as safe as possible has been a real staff team effort.

## 12. Governor Roles & Responsibilities 2020-2021

The following committee membership was agreed for 2020-2021:

**Quality of Education** – Chris Smith-Haynes, Josie Garnham, Ashley Clarkson, Yassine Elhasbaoui, Kirsty Blake, Mia Lewis, Janet Goodliffe and Sarah Hammond.

**Finance & Resources** – Josie Garnham, Ashley Clarkson, Kim Mount, Angela Pratt, and Mia Lewis as an observer

**Headteacher's Performance Management** – Kim Mount and Angela Pratt

The Nursery provision needs a link governor, it was agreed this role would be completed by either Angela Pratt or Kim Mount.

*Action Point – Email the LA about CSH becoming the Local Authority governor.*

### **Governor Recruitment:**

Janet G has approached a number of local businesses including Weetabix and Alpro, to discuss governor vacancies. Governors agreed it would be good to appoint local business leaders to the governing body. Kirsty B advised she knows someone who is interested in becoming a governor, with a school background. Governors agreed they need a more formal process for appointing new governors which should include meeting with the headteacher and chair of governors and attending an initial FGB meeting as an observer. Morrison's distribution centre close by, could approach them as members of the community. Janet G agreed to approach local companies and organisations to source new high-quality governors.

*Action Point – Add Governor Skills Audit to the next agenda.*

## 13. Governance

### **Reports from Committees:**

There are no reports this evening. Committees have not met since the last FGB meeting.

### **Term of Office (Ashley Clarkson 30/9/20):**

Ashley Clarkson's term of office expired on the 10<sup>th</sup> September 2020. Governors unanimously elected him for a further 4-year term as a co-opted governor.

### **Governors' Code of Conduct:**

This item has been discussed earlier in the meeting.

#### 14. Policies for ratification

Governors agreed the consistency across policies is now much improved. A number of typing errors and grammatical errors were noted or will be shared for correction.

**Prevent Policy Statement:**

This policy has links to older versions of the KCSIE guidance, this will be updated.

**First Aid Policy & Supporting Pupils with Medical Conditions Policy:**

Governors unanimously approved the First Aid & Supporting Pupils with Medical Conditions Policy.

**Safeguarding Policy:**

Governors unanimously approved the Safeguarding Policy, ~~with the addendum.~~

**Safeguarding Policy Addendum in line of Covid-19:**

Governors unanimously approved the Safeguarding Policy in line of Covid-19

**Accessibility Policy:**

Governors unanimously approved the Accessibility Policy.

*Action Point – Review the Accessibility Plan in line with comments this evening.*

**Pupil Premium Policy:**

Governors unanimously approved the Pupil Premium Policy.

**Equality Policy:**

Governors unanimously approved the Equality Policy.

**E-Safety Policy:**

The E-Safety Policy has been renamed as the Online Safety Policy. Governors agreed this needs to be changed back to E-Safety, so it is accurately referenced in other policies. Governors unanimously approved the E-Safety Policy.

*Action Point – Send any typing errors or grammatical errors for amendment to Josie G by noon tomorrow.*

#### 15. Identification of Confidential Items:

None to be reported this evening.

#### 16. A.O.B:

Janet G advised the Quality of Education committee completed a mid-term review of governance in February 2020. They created a chart, and this will be emailed out to all governors. This will be very useful for a future Ofsted inspection. This will be revisited and reviewed by the committee again in February 2021.

Josie G reminded governors to update their business and pecuniary interests, these need to be updated on the school website. Governor attendance at meetings over the last 12 months also needs to be available on the school website; governors agreed that the attendance of the previous Local Authority governor will be noted as Not Applicable on the attendance overview.

## 15. Meeting Dates for 2020-2021

### 2020-2021 meeting dates:

- Quality if Education committee - 9<sup>th</sup> November 2020 at 6pm
- Finance & Resources committee – 12<sup>th</sup> November 2020 at 6pm
- Full Governing Body committee – 16<sup>th</sup> November 2020 at 6pm

The meeting closed at 8.05pm

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

Sign .....Date .....

### Meadowside Primary School: Attendance at Full Governing Body Meetings

<b>Governor</b>	<b>23/09/19</b>	<b>18/11/19</b>	<b>20/01/20</b>	<b>09/03/20</b>	<b>11/05/20</b>	<b>15/07/20</b>	<b>21/09/20</b>
Kirsty Blake	✓	✓	x	✓	✓	✓	✓
Janet Goodliffe	✓	✓	✓	✓	✓	✓	✓
Yassine Elhasbaoui	x	x	✓	✓	✓	✓	✓
Mark Chapman **	✓	✓	✓	✓	✓	✓	N/A
Chris Smith-Haynes	x	✓	✓	x	✓	✓	✓
Ashley Clarkson	✓	✓	✓	✓	✓	✓	✓
David Tredrea**	x	x	x	x	x	N/A	N/A
Angela Pratt	✓	✓	✓	✓	x	✓	x
Josie Garnham	✓	✓	✓	✓	✓	✓	✓
Kim Mount	✓	✓	x	✓	✓	✓	✓
Sarah Hammond	✓	✓	✓	✓	✓	✓	✓

\*\* (no longer a governor)