

Meadowside Primary School

Headteacher :Mrs J Garnham
Deputy Headteacher :Ms Mia Lewis



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Full Governing Body Minutes

Date: 13th of September 2021 at 6pm (held at the school)

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) 6.40pm	Co-opted Governor	✓
Chris Smith-Haynes (CSH)	Local Authority Governor	✓
Kirsty Blake (KB)	Parent Governor	✓
Kim Mount (KM)	Parent Governor	✓
Sarah Hammond (SH)	Staff Governor	✓
Mia Lewis (ML)	Associate Member	✓
Rani Singh (RS)	Co-opted Governor	✓
Tasha Entwistle (TE)	Co-opted Governor	✓
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. Governors were reminded that any items discussed this evening should remain confidential until the draft minutes had been approved. Issues which need to be kept confidential will not be included in the public minutes but will be recorded separately.

Apologies: The following apologies were given and accepted: Angela Pratt.

Our values: - Respect Responsibility Reflection Resilience



2. Declaration of Pecuniary Interests (annual and for this meeting)

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.

Action Point – Review and update your pecuniary interests on GovernorHub and tick to say these are accurate and up to date.

3. Election of Chair and Vice-Chair

Nominations were invited for the position of Chair of Governors. Angela P was nominated by Janet G; she was not at the meeting but had indicated that she would be willing to stand for a further one-year term. 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 indicated that she would be willing to stand for a further one-year term. She 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

The Terms of Reference had been available for review on GovernorHub prior to the meeting; these were agreed with no changes. The Instrument of Governance was agreed with no changes.

Action Point – Update the Terms of Reference and ask the Local Authority for a copy of the Instrument of Governance and ensure this is available on GovernorHub.

5. Minutes from previous Full Governing Body meeting (12th of July 2021)

The Minutes of the previous meeting had been circulated in advance. Governors reviewed the Minutes, and they were agreed as an accurate record of the meeting. A copy will be 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

The Chair of Governors, and Vice Chair of Governors have continued to meet with the headteacher, and a summary of these meetings is included in the headteacher's report.

8 Headteacher's Update (verbal)

A summary of the verbal update this evening was circulated at the meeting. Pupils have returned to school and settled in well; there are no longer any Covid-19 restrictions. The Senior Leadership Team (SLT) has met and agreed that recommencing whole school assemblies will be delayed until half term, when the local and national Covid-19 picture can be reviewed. The risk assessment has been shared with governors.

The school environment looks attractive, and the school is now using soft furnishings again. The Owls and Robins in Reception have adjusted really well to full-time education and are already coming into school independently. Wellbeing session for each year group took place as the school reopened, and any actions identified were addressed immediately.

There was one training day at the start of term; this training included training for Talk 4 Writing delivered by an external speaker who was inspiring. Further support and monitoring will follow. Staff also completed annual safeguarding training last Thursday. One of the 5 training days this year has been disaggregated and will be completed in twilight sessions instead of in the spring term at Easter.

There are currently 338 pupils on roll; at one point last year there were 347 pupils on roll, but this number dipped much lower; pupil numbers are rising steadily. Attendance across the school is currently 95.13%, this is slightly lower than expected because reception pupils start the term on a part-time basis for the first week.

The school is welcoming lots of new families to look around, many are prospective parents for September 2022. Local house building is likely to increase the need for primary school places locally, but there are plans to build a new primary school in the future. The school will provide marketing material to local new home showrooms. The Buttercups Nursery now has a full-time teacher and is expecting more pupils in January and at Easter.

The school is planning to have an open-door policy for two weeks later in the term so that prospective parents can come into the school, meet senior leaders, and have a tour of the school. Governors will attend these days as much as possible, so they have a presence too.

The new staffing structure for 2021-2022 was shared, the new teacher has settled in well. The School Business Manager has left but an excellent new appointment has been made.

Newly Qualified Teachers (NQTs) are now referred to as Early Career Teachers (ECTs), there is an ECT in the nursery and they will be mentored this year by Mia Lewis via the 5 Wells ECT programme which is a very useful programme of support. Mia was this member of staff's mentor when they completed their apprenticeship too. The ECT programme is now a 2-year programme. The two NQTs working at the school last year have both passed, and have taken up permanent positions at the school, they will both be taking on responsibility for a subject.

Quality of Education

Mia L has stepped back from managing Inclusion this year so that she can focus on supporting the new Curriculum Leads. She has completed a curriculum audit, lots of new initiatives have been put into place, at pace, and the school needs to ensure this is all in place and being embedded. The audit provides a positive picture, and a further audit is planned for this term.

The school has created an assessment policy, focusing on formative assessments; this is a key focus for Ofsted inspections. A knowledge harvest is being introduced and will include a mid-term review, baseline assessments, end of topic assessments, key vocabulary checks, and knowledge organisers. These will be individual to pupils and can be adapted to each year group. This work will be captured in the most appropriate subject book.

The Section 8 inspection identified sequencing as an area to improve, and documents are now in place for every subject; these reflect the Chris Quigley programme and the national curriculum. These are in place from Nursery to Year 6 to cover the whole school and are in place for all subjects. Class teachers have created medium term plans, and these will show how learning is broken down over a term.

Q- How is this work being completed.

A – In pairs or teams, and staff have had time allocated to create these documents, term by term.

Q – Do subject leaders have a full school overview.

A – The sequencing document has target statements showing how each subject will cover these and build onto them. These can be triangulated through book looks and monitoring. Individual lesson plans include key vocabulary and show how teaching is adapted to key cohorts for accessibility.

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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
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The curriculum intent document has been updated and is available on the school website. Pupils were asked to design new subject logos, and the winning designs have been used on documentation. The three Is, Intent, Implementation, and Impact, have been mapped for each subject, and the next steps are to add photographs to really show off each subject.

Work with subject leads will be completed to provide guidance through tasks across the year, this work will be completed in their allocated time, with two specific tasks per term, totalling six tasks across the year. One will be an admin task, and the other will be linked to subject lead monitoring; any issues can then be followed up in future monitoring.

Q – How have staff reacted to any workload concerns.

A – Very well, the new assessment process is very simple to access to quickly identify if pupils can move on or require further teaching, the system is a dots-based system against each child, every lesson.

Subject leads will also review the medium-term plans, and sequencing for learning. All of this has been discussed with Ann Davey and the school is confident that this will fulfil all of the Ofsted requirements. The school now needs to embed these new processes. Staff training will continue so everyone has a full overview of the curriculum.

There was an Environment learning walk on the 7th of September and this was very positive. On Friday there will be a learning walk focused on the transition from using the Maths no Problem programme to the White Rose Maths programme, the training for this in the summer term was effective.

The school will have a deep dive visit by the Local Authority this term; this will be focused on Personal, Health and Social Education (PHSE) and Religious Studies. The schedule will be shared with governors who were invited to attend the feedback session on the 22nd of September, if possible.

The Department for Education (DfE) is offering schools who have had two consecutive inspections at Requires Improvement (RI) additional funding for work with a national leader of education. Josie G has applied for this additional funding and has requested Ann Davies, this has been agreed. A meeting with Ann Davey took place in the summer term to agree targets, they looked at the last Ofsted report and the School Improvement Plan (SIP) to produce a support plan which has been shared this evening, this shows how the school is improving and how it is working with other schools.

The Parent Teacher Association (PTA) is holding its Summer Spectacular on Saturday, governors were asked to attend and support with a stall etc if they are able to, it begins at 12 noon. Volunteers would be appreciated.

The process for electing a new parent governor started today. A Parent Survey will be sent out at the end of September. The school is holding a Macmillan Coffee Morning on the 24th of September and will link this event to launch other new school initiatives.

The school is very pleased to be able to welcome governors back into school, Josie G has produced a pack of information for monitoring and support, it includes an overview of special events through the year including presentations, meetings, and a monitoring schedule with suggested dates. Governors are welcome to attend assemblies but are asked to inform the school in advance if they are planning to attend.

The school is holding a Prospective Parents evening on the 13th of October, and governors were invited to attend so that the governing body is visible and accessible. Kirsty B agreed to deliver a speech to parents.

9. Safeguarding including an update on KCSIE

There are currently eight families being supported through an Early Help Assessment (EHA). Two children are being supported through Child In Need (CIN) plans and one through a Child Protection (CP) plan. The

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school had recommendations from the Multi-Agency Safeguarding Hub (MASH) team for two families. Key safeguarding staff are very visible at the start and end of the day, so build relationships with families and address any questions or concerns. Governor safeguarding monitoring is planned for tomorrow, as part of this monitoring Kim M will review and discuss the latest MyConcern report.

Action Point – Add a 30-minute safeguarding training session for governors prior to the next FGB meeting; all governors need to complete annual safeguarding training, so they have a full overview of their safeguarding role and responsibilities. The session will begin at 5.30pm.

Staff have all received in-house training on safeguarding and the updates to the statutory guidance in the updated Keeping Children Safe in Education (KCSIE) document. Staff and governors are required to read and be familiar with the Whistleblowing Policy and Child Protection Policy. Staff have also completed training on sexual harassment and peer-on-peer abuse; this will be available for governors too, alongside training on Female Genital Mutilation (FGM), and the PREVENT agenda.

10. School Improvement Plan & Governors Support

Section 5 Red, Amber, Green (RAG) Rating of Grade Descriptors:

Josie G advised Green is embedded and provided governors with a copy of the Governance Self-Evaluation Form (SEF). Governors need to be familiar with all of this information, including the school priorities from the last inspection. There is a lot of information in the pack, and governors were asked to familiarise themselves with all of this information; it ties into visits and monitoring. Subject Leads are now regularly attending Quality of Education committee meetings which is good practice.

The Quality of Education is currently rated as Good; inspectors will ask governors how they know the quality of education across the school is Good and everyone needs to be able to answer these questions knowledgeably. The SLT and Middle Leadership Team (MLT) have rated the school against Ofsted's grade descriptors, and governors spent 15 minutes this evening reviewing and discussing these grade descriptors too. Their feedback will be compared to the feedback from the SLT and MLT so it can all be drawn together. The overview can then be used to drive standards and embed practice. Josie G will review this feedback and identify any evidence that needs to be provided at the next meeting.

11. Covid-19 Risk Assessment Plan September 2021

The updated Covid-19 risk assessment plan was included in the document pack to governors this evening and is available on the school website. This is working well, if there are five positive cases in a class the school will need to seek further advice from Public Health England (PHE) and possibly create a bubble to close. Parents are informing the school if there is a positive case in their household.

12. Governor Roles & Responsibilities 2021-2022

The current committee membership was reviewed and will remain in place for 2021-2022.

- Quality of Education: Janet G, Rani S, Ashley C, Chris SH, Kirsty B, Josie G and Mia L.
- Finance Committee: Ashley C (Chair), Kim M, Angela P, Tasha E and Josie G.
- Headteacher's Performance Management: Kim M and Angela P
- Complaints: Janet G, Kim M, Ashley C

The following governor responsibilities were agreed:

- Safeguarding: Kim M
- Health & Safety: Tasha E
- Pupil Premium: Janet G
- Special Educational Needs & Disability (SEND) and Inclusion: Ashley C
- Governor Training – Angela P
- Early Years Foundation Stage (EYFS): Angela P
- Mental Health & Wellbeing: Janet G

13. Governance

Reports from Committees

There were no reports from committees this evening. Ashley C advised the school has successfully appointed a new School Business Manager who has experience in this role at a local nursery.

Term of Office (Angela Pratt 30/9/21)

Angela Pratt's term of office as a co-opted governor ends on the 30th of September 2021, governors unanimously approved her appointment for a further 4-year term from the 1st of October 2021.

Governors' Code of Conduct

Action Point – Read the Code of Conduct and tick the box on GovernorHub to say that you will abide by this code.

Risk Register Presentation

AC gave an overview of what a risk register is and how it can be used. A risk register is designed to look at the bigger picture and identify threats that could affect the school, for example a low birth rate year, poor quality of education and outcomes, or policies etc. These should be strategic risks. The governing body needs to think about what could really throw the school off course, and what is out of the school's control. This is something that can be discussed and agreed in a working group that would also need to consider the governing body's risk maturity, this can then be reviewed regularly, alongside how risk adverse the governing body is, or not. Risks can then be monitored and reviewed regularly in committees. Over time risks will change, and risks can be lowered or increased, they could include pupil numbers, school finance etc and is aimed at mitigating risk, as much as possible.

Action Point – Agree a time and date to meet as a strategy working group to develop a risk register and identify and agree the current risks. All governors are invited to join this group to provide as wide a perspective as possible.

14. Policies

The following policies had been circulated in advance on the meeting, they have all been reviewed by Angela P and were approved:

- Prevent
- E-Safety Policy
- Visitors Policy
- Safeguarding Policy in line of Covid-19
- Accessibility Policy
- Pupil Premium Policy
- Equality Policy

The following policies have been reviewed and will be presented at the next FGB meeting for approval.

- Staff Wellbeing Policy
- Parent Helpers and Volunteer Policy

Action Point - Please read these policies in advance and raise any amendments via email within three days of being shared, and before the meeting.

Action Point - Change the wording on the Accessibility Plan so it refers to a pupil with a disability, rather than a disabled pupil.

Action Point – Add the Staff Wellbeing Policy and Parent Helpers and Volunteer Policy to the next FGB agenda for approval.

15. Identification of Confidential Items

A confidential item was discussed under this item. This has been recorded on separate confidential minutes of the same date.

16. A.O.B

Sarah H asked if any governors could help at the PTA event on Saturday. Tasha E volunteered to help between 11am and 3pm and Chris SH volunteered to help between 1pm and 3pm.

17. Meeting Dates for 2021-2022

The 2021-2022 meeting dates have all been added to GovernorHub.

- FGB 15th November 2021 at 6pm – in the school

The meeting closed at 8.15pm

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

SignDate

Meadowside Primary School: Attendance at Full Governing Body Meetings

<u>Governor</u>	<u>21/09/20</u>	<u>16/11/20</u>	<u>18/01/21</u>	<u>08/03/21</u>	<u>10/05/21</u>	<u>12/07/21</u>	<u>13/09/21</u>
Kirsty Blake	✓	✓	✓	✓	✓	✗	✓
Janet Goodliffe	✓	✓	✓	✓	✗	✓	✓
Chris Smith-Haynes	✓	✓	✓	✓	✓	✓	✓
Ashley Clarkson	✓	✓	✓	✓	✓	✓	✓
Angela Pratt	✗	✓	✓	✓	✓	✗	✗
Josie Garnham	✓	✓	✓	✓	✓	✓	✓
Kim Mount	✓	✗	✓	✓	✓	✗	✓
Sarah Hammond	✓	✓	✓	✓	✓	✓	✓
Rani Singh (RS)	N/A	N/A	N/A	N/A	✓	✓	✓
Tasha Entwistle (TE)	N/A	N/A	N/A	N/A	✓	✓	✓
Yassine Elhasbaoui **	✓	✓	N/A	N/A	N/A	N/A	N/A

** (no longer a governor)

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