

Meadowside Primary School

Headteacher :Mrs J Garnham
Deputy Headteacher :Ms Mia Lewis



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Full Governing Body Minutes

Date: 10th May 2021 at 6pm (remotely 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 | x |
| Ashley Clarkson (AC) | 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

The meeting opened at 5.30pm for governor training linked to FGM and PREVENT.

1. Welcome and Apologies for absence

Welcome: Angela P welcomed governors to the meeting. Rani and Tasha were welcomed to their first meeting as co-opted governors. 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.

Our values: - Respect Responsibility Reflection Resilience



Apologies: The following apologies were given and accepted: Janet Goodliffe.

2. Declaration of Pecuniary Interests (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.

3. Minutes from previous Full Governing Body meeting (8th of March 2021)

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 will be signed by Angela P for the file.

4. Matters arising and Action Log update

The Action Log was discussed, and actions were updated.

5. Chair's Verbal Report

Since the last FGB meeting Angela P has continued to meet regularly with Josie G, Mia L and Janet G. These meetings follow a similar agenda which has a focus on: Attendance; Covid-19 procedures; Staffing; Governance, and Parents.

The school is facing challenges in Year 5 and 6 linked to a member of staff who has been off work long-term. ~~and a vacant teaching post.~~ These cohorts have also been impacted by Covid-19. The Senior Leadership Team (SLT) have been looking at how the school can boost the morale and behaviour of pupils in Year 5 and 6. There will be a keen focus on rewards and enrichment. Josie G has been very open with parents about these challenges and is keeping them informed about the situation.

Angela P commended Josie G for the work she is doing to build a network with other local schools. She attended the Local Authority (LA) feedback session relating to the Reading Visit, and the development of the new Curriculum Lead roles is really making a difference; this is excellent Continued Professional Development (CPD) for them too.

Staff and pupils have now all returned to school, staff were very pleased to welcome pupils back and the school re-opening fully is very positive for all stakeholders. Hopefully, the school will not have to enter into a further lockdown, and life will slowly return to normal.

The school is interviewing tomorrow for the post of KS2 teacher; Angela P will be involved in these interviews. The school has had a strong field and hopefully can make a good appointment.

6. Headteacher's Update

The Headteacher's Report had been circulated in advance of the meeting. Questions were invited.

Number on roll

Q – When is the deadline for new admission numbers, for September.

A – The number in the report is unlikely to change very much now. Reception class will have around 45 pupils, there may be some further appeals later in the term.

Pupil Outcomes

The usual SATs exams in Year 2 and Year 6 have been cancelled again this year due to Covid-19. However, the school has held Pupil Progress meetings, and these have been productive and informative. The school

has been able to assess how much teaching time is usually taken up to prepare pupils to sit these assessments, and this time is now being used to plug gaps.

Progress Data

The Pupil Progress Data Report has now been completed and will be shared at the next Quality of Education committee meeting. Generally, the data indicates that pupils are not where they should be, but the data does also show that pupils have made good progress since returning.

Catch-Up

The tutoring sessions are in place and running for Year 4, Year 5, and Year 6; these are after school and accessed online. The school is hoping to be able to secure a teaching assistant to work four afternoons a week to provide additional support capacity for Year 1 and Year 2. The school also has the prospect of a teacher coming in for a whole day per week. All of the sessions are running smoothly, except for the sessions on a Monday evening, these seem to be an issue. If the school can appoint a teacher one-day per week they will be able to deliver interventions in the school all day and deliver a catch-up session in the evening.

Staffing

The school has now successfully appointed three members of staff to roles that have a Teaching & Learning Responsibility (TLR). They have already proved to be a dynamic team who are working hard. The Senior Middle Leadership Team (SMLT) meetings are very productive. The school is committed to ensuring these members of staff have the support they need to be successful.

Year 5

Any issues in Year 5 are being dealt with day by day. The class teacher is due to return after half-term. The teaching commitment is being covered by a regular supply teacher and internal cover, so is steady. The cohort are also being supported by the Year 6 teacher, who is the assistant head teacher and a strong Higher-Level Teaching Assistant (HLTA). Josie G has spoken to Kingfisher Class parents and has made clear the school is doing everything it can to provide consistency. Unfortunately, pupils haven't got the usual level of maturity, so supporting them in their personal development alongside any mental health issues is a challenge.

Year 6

It has been a challenging time for Year 6 too. Governors acknowledged that Donna the Year 6 teacher is providing excellent support across Year 5 and Year 6; she is a senior leader but also has a teaching commitment. Governors asked that their thanks and appreciation are passed on to this member of staff.

School Improvement Plan (SIP)

The SIP has been updated for the spring term and has been shared with the LA who have reviewed the plan and actions. Their feedback has been positive, they felt the school has a clear vision, and are happy that this is a short, compact action plan that is clear and assessable to all staff.

Covid-19

The Year 2 bubble is currently self-isolating and both classes are accessing remote learning. There has not been any cross contamination in school, but the school is unable to control social interactions away from the premises. Parents were informed on Friday which was useful, it meant that the Saturday and Sunday counted in the 10 days isolation period, so pupils will only miss a week of school. These incidents are unavoidable.

Parent / Teacher Association (PTA)

The school's PTA has been restarted. The first meeting of the new committee is this evening. 16 parents, including a number of new parents have signed up to be involved. Sarah H will also be involved. The PTA has been affected by lockdown over the last 15 months and governors were very pleased that fund-raising activities will start again. The school's Facebook account will soon be in place as another way of communicating.

Parent Survey

Only 10% of parents have completed the survey; a number of reminders have been sent but this has not increased engagement. 10% is not sufficient to be representative. Governors agreed that everyone has been through a very difficult period since March 2020, and this has probably impacted engagement. The survey has also been sent out very quickly after the Ofsted Parent View was sent out. The school already has lots of positive parent feedback and so this survey will be put on hold until the autumn term.

Corby Headteachers' Group

Josie has joined the Corby Headteachers' Group and has initiated a Subject Leader networking groups; this has now been extended to include a network group for newly Qualified Teachers (NQTs), Special Educational Needs & Disability Coordinators (SENDCo) and an Early Years Foundation Stage (EYFS) group. Each group has an assigned Lead. This school is leading in Humanities; PE; ICT; and SEND. Leads from other schools are contacting staff here, these networking opportunities are very positive and encouraging. Josie G advised, it is reassuring to hear that other schools are experiencing similar issues to the ones here, for example challenging behaviour.

Q -Why did you join a group of schools in Corby rather than Kettering which is closer.

A – Josie G had hoped to join with Barton Seagrave Primary School, but the cluster is already quite large, and they felt they couldn't extend further. The Corby group was happy for the school to join and this arrangement is working well.

The report provided an overview of the short-term plans including the development of the Writing Hut, and Reading Garden. Pupils are involved in naming zones. Governors were invited to come into school and get involved in the story reading on the 27th of May.

Action Point – Let Josie G know if you are able to contribute to the Reading event planned for the 27th of May.

Q – Is the Reading Garden now finished and being used.

A – Yes, this space is available, but its use will be more structured, and the space will be timetabled for learning when it is completed. The Junior Leadership Team (JLT) discussed how these new areas could officially be opened at their last meeting.

Q – Does the school or PTA have any plans for a Summer Fete this year.

A – The school is hoping to hold some type of event after the 21st of June, as long as the steps out of lockdown continue to move forward. This is something that is on the agenda at the PTA meeting this evening. The school is planning to install a galleon near to the EYFS so that will need an official opening too.

CSH left the meeting, she had a prior commitment this evening.

7. Safeguarding

Kim M is the Safeguarding Governor. He has completed a safeguarding monitoring visit which included an audit of safeguarding, and a check of the Single central Register (SCR). He spoke to staff to ensure they all have a sound understanding of their safeguarding responsibilities laid out in the Keeping Children Safe in Education statutory guidance. The audit had been shared in advance of the meeting, there were very few red areas. and report.

There has been a safeguarding incident recently, parents were informed, and the school promptly dealt with this issue. The school shared an overview of the incident with Angela P as Chair of Governors, and Kim M as Safeguarding Governor.

8. Risk Register Presentation

The Risk Register Presentation was carried forward to the next FGB meeting.

9. Governance

Reports from Committees:

Quality of Education Committee

The committee met on the 19th of April; the minutes of this meeting are available on GovernorHub. Ashley C provided a brief overview of the salient points.

The two new Curriculum Leads attended the meeting and delivered a presentation about the work they are completing to drive the curriculum. They will be developing a Curriculum Team to ensure consistency across the school. A planning document is in place to drive standards over the next three years.

Mia L talked about the catch-up support in place; this has been aimed at those pupils with the greatest need and deemed vulnerable. Each pupil will receive a 15-hour block of tutoring.

There was a discussion about the new TLR holders, these appointments have allowed the school to re-establish a SMLT.

There was also an update on the work being completed in the Corby Headteachers' Group. St Johns' visit on the 28th of April was postponed because the LA completed a monitoring day on the 4th of May, it has been rescheduled in June. The LA visit feedback was very positive, and all areas of development had already been identified by the school. Josie has contacted the LA about the Curriculum Study, and this is still going ahead. The LA visit report will be shared when it is available; the Quality of Education committee will review the report in more depth.

Finance Committee

The committee has not met since the last FGB meeting. The 2021-2022 proposed budget has to be submitted this week and governors agreed to meet at 8.30am on the 13th of May to review and agree the budget. The 2019-2020 outturn report was submitted last week.

The School Business Manager (SBM) meets regularly with the Schools Finance Team at the LA. They have raised a concern about the percentage of the budget spent on salaries, this will be discussed on Thursday.

Angela P proposed that the Finance Committee is given delegated power to agree the budget, this was seconded by Ashley C and unanimously agreed through a show of hands.

Governor Vacancies / Terms of Office:

Angela P's term of office ends on the 30th of September 2021. There is also a parent governor vacancy.

Action Point – Hold a parent governor election in September 2021.

10. Policies for ratification

Complaints Policy:

The Complaints Policy has been reviewed with very slight amendments. This policy was comprehensively updated last year. **Governors unanimously agreed this policy.**

Anti-Bullying Policy:

Q – Has there been more bullying online during lockdown.

A – This is covered in the E-safety Policy.

Governors unanimously agreed this policy.

Attendance Policy:

Q – Is there an interaction between the Attendance Policy and bubbles and do we cross reference this.

A – Staff try to ascertain if a pupil can get online to complete online learning. If not, teachers contact to offer help, or can offer paper-based work. If there is still a lack of engagement it becomes a safeguarding issue and a member of staff contacts home to make sure parents and pupils know what they should be doing, how to log on, etc, and try to support as much as possible. The school has completed checks this week for those that have dropped off the attendance radar; there is no meaningful support from the LA at the moment, so the school has adopted a softer approach, but is still keeping in touch with parents. Nothing has changed in this policy, but this is all covered in the remote learning policy.

Governors unanimously agreed this policy.

Action Point – Review the Anti-bullying Policy and E-Safety Policy and add links between the two. Review the Attendance Policy and Remote Learning Policy and add links between the two.

11. Identification of Confidential Items

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

12. A.O.B

Action Point – Agree a time for new governors to come into school, look around and meet with Angela P and Josie G.

13. Meeting Dates for 2020-2021

2020-2021 meeting dates:

- Budget Meeting – 13th of May at 8.30am
- Finance & Resources – Thursday 17th of June 2021 at 5pm
- Quality of Education – Monday 21st of June 2021 at 6pm
- Full Governing Body – Monday 12th of July 2021 at 6pm (in school)

The meeting closed at 7.17pm

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>11/05/20</u> | <u>15/07/20</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> |
|-----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Kirsty Blake | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Janet Goodliffe | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | x |
| Chris Smith-Haynes | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Ashley Clarkson | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Angela Pratt | x | ✓ | x | ✓ | ✓ | ✓ | ✓ |
| Josie Garnham | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Kim Mount | ✓ | ✓ | ✓ | x | ✓ | ✓ | ✓ |
| Sarah Hammond | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Rani Singh (RS) | N/A | N/A | N/A | N/A | N/A | N/A | ✓ |
| Tasha Entwistle (TE) | N/A | N/A | N/A | N/A | N/A | N/A | ✓ |
| Yassine Elhasbaoui ** | ✓ | ✓ | ✓ | ✓ | N/A | N/A | N/A |
| Mark Chapman ** | ✓ | ✓ | N/A | N/A | N/A | N/A | N/A |
| David Tredrea** | x | N/A | N/A | N/A | N/A | N/A | N/A |

** (no longer a governor)

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.