

Meadowside Primary School

Headteacher :Mrs J Garnham
Deputy Headteacher :Ms Mia Lewis



Park Road
Burton Latimer
Kettering
Northamptonshire
NN15 5QY
Tel: 01536 723985

Office email – Miss J. Griffin:
jacintawalsh@meadowsideprimary.org

www.meadowsideprimary.org

Full Governing Body Minutes

Date: 12th of July 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	×
Janet Goodliffe (JGe)	Vice-Chair of Governors & Co-opted Governor	✓
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

Presentation from the Head and Deputy Head Boy and Girl

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: The following apologies were given and accepted: Angela Pratt, Kirsty Blake, and Kim Mount.

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 (10th of May 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.

4. Matters arising and Action Log update

The Action Log was discussed, and actions were updated.

Q – Only a small percentage of parents completed the recent Parent Survey, will this be repeated.

A – Yes, this is planned for September, parents are perhaps overwhelmed by 18 months of Covid-19 and perhaps didn't have the energy to complete another form.

The school's Summer Fete will now be an Autumn Fete held in September, this had been planned for the summer term, after Step 4 of the government's roadmap out of Covid-19 restrictions was taken, but this was delayed until the 19th of July.

5. Chair's Verbal Report

Angela P did not attend the meeting this evening for personal reasons, there was no Chair's Report. However, Angela P and Janet G have both continued to meet with Josie G and Mia L fortnightly, throughout the year.

6. Headteacher's Update

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

Q – Out of the 20 children currently in the nursery 18 are joining Reception class in September, where are the other two going.

A – One child is moving out of the area, and the other is moving to a more specialist provision.

Q – The Junior Leadership Team (JLT) were involved in the interviews for the new teaching posts, were their choices in line with the interview panel.

A – Yes, one of the new teachers has already been in for the training day and appears to be a really strong appointment. There was a good field and a good window to attract the right candidates.

Jacinta the School Business Manager (SBM) has resigned, and applications for the role are being reviewed. (Please see the Finance & Resources Minutes for further details)

Staff performance appraisals have been reviewed and are all ready for the autumn term.

Ofsted is an ever-present pressure, but the school has good comments and notes, and appropriate actions. There are regular meetings with our external School Improvement Partner (SIP), the Local Authority (LA), and a visit by Ofsted.

The school is building successful working partnerships with a cluster of headteachers in Corby. Josie G has set up Subject Leader groups with the cluster, these were discussed in more depth at the last meeting.

Josie G has also shared the minutes from StJohn's last visit. Josie has met with Ann Davey who will be the school's national leader next year' One of her initial questions was whether the school has addressed the actions from the last Section 8 inspection; these have been reviewed and are satisfactory.

Josie G has shared the School Self-Evaluation (SSE) with StJohn, and the feedback from another school is that this is a good document.

The Senior Leadership Team (SLT) have been mindful of monitoring this term and are walking a fine line to be prepared for a Section 5 visit while taking into account what a very difficult year this has been for staff. Senior leaders have completed learning walks, book scrutinies, alongside external monitoring and a review of appraisal targets.

The Inclusion Team is currently being led by Clare Mills who is the Special Educational Needs & Disability Coordinator (SENDCo), while Mia L continues to mentor the new Curriculum Leads. The recent Ofsted visit had a negative impact on the two new subject leads and made them feel out of their depth. They have recovered and want to continue in their roles and feel empowered to take on the Teaching & Learning Responsibility (TLR) roles they were offered from September. These have been offered as temporary posts but can be extended.

Attendance is excellent, the national press is reporting poor pupil attendance during the pandemic so 97% is extraordinary. This will stand us in good stead for Ofsted because attendance data will be reviewed and scrutinised. Most pupils want to be in school; the school is proactive and does have attendance plans for some families. These may be put in place for lots of different reasons, but the school always tries to support parents and where necessary have difficult conversations. Pupils have been supported through internal transition this year.

The school has recently had a Health & Safety incident involving a prescribed tablet found by a pupil. A pupil found a tablet and handed it straight to a member of staff. Staff could not assume that there was only one, or that others had not been ingested so a full investigation was completed. The school contacted the Multi-Agency Safeguarding Hub (MASH) team for advice, the local doctor's surgery and local pharmacy for advice and the Chair of Governors to inform them. The pharmacy gave good advice, the tablet would not have been fatal, but a child would have been spaced out and have noticeably different behaviour. Staff put a list together of priority parents and located the source of the tablet very quickly on the first call they made which is a good indication of how well Sarah H and the school knows its families. The incident was dealt with in a very low key way to ensure pupils were not alarmed.

Q – The report notes three fixed term exclusions, are these all linked to the same incident, or three different incidents.

A – These were three different incidents, linked to two pupils. Both have SEND and have behaviour plans to support them, and involvement with outside agencies.

Sports Day was different this year, and parents were unable to attend which was disappointing and sad for Year 6. Hopefully, there will be an opportunity for them to have their sleepover this Friday which is in place of their residential trip. 50+ pupils will be participating which is most of Year 6. There will be a Disco, Zumba, and campfire activities. Year 6 are currently recording their own end of year performance.

There is a PTA meeting this evening, Sarah H will be attending. The PTA now has 16 members, and everyone is excited to get involved. They have already held a very successful event linked to a Break the Rules game which raised £560. There is a WhatsApp page for PTAs where fundraising ideas are shared and rated, and this is very useful.

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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.

Q – While some lessons were rated as outstanding during StJohn’s last visit other lessons were noted as less than good, what actions have been taken since top ensure these are improved.

A – All staff have had feedback, a teacher from an outstanding lesson agreed to be filmed teaching and this was shared with staff and discussed in terms of what was good, and the lessons outstanding features. Staff have been asked to try these things out. There is a KS2 learning walk tomorrow and the feedback from this will inform any further support for September.

The feedback advised the school needs to have sharp targets in place, in Maths, Reading and Writing. The 2021-2022 monitoring has already been agreed and added to the strategic calendar and will look at peer mentoring staff to find out strengths and build partnerships. This will be in discussion with Ann Davies, the school is looking at peer mentoring with her.

Q – The three objectives chosen don’t appear to be clearly linked, how have these been identified.

A – The three objectives are now clearly linked on the SSE, with a clear rationale.

7. Safeguarding

Safeguarding is included in the headteacher’s report. There are no current referrals, and no open cases. Designated Safeguarding Leads (DSLs) have attended online update sessions with the LA and have a list of actions to check for September.

Q – Is there an annual Safeguarding Report for governors which would provide an overview of the MyConcern data.

A – MyConcern data could be anonymised and shared with Kim M at the next safeguarding meeting, and he could feed back to the FGB.

Action Point - Produce an anonymised report from MyConcern for future FGB meetings detailing the number of concerns across the different areas.

8. Risk Register Presentation

This item will be added to the next FGB agenda.

9. Governance

Reports from Committees:

Quality of Education Committee

The committee met on the 21st of June; the minutes of this meeting are available on GovernorHub. Janet G provided a brief overview of the salient points. Governor resilience certificates were very well received, this term’s will be given out on the 20th of July, which is the last day of term, class by class. RS offered to attend to present the certificates.

Finance Committee

The Finance & Resources committee met last week and reviewed the budget. The Buttercups Nursery is running at capacity and should make a surplus. The after-school club is also at capacity and based on income since March should also make a surplus. Other costs are in line with forecasts. IT was discussed, 60 Dell laptops are coming up for lease renewal and the school needs to look at different options for these. The school also needs to replace the interactive whiteboards in KS2 at a cost of £1500 plus fitting each. There needs to be an I.T. Strategy to pull this all together, I.T. hardware is potentially the biggest capital spend next year.

Pupil numbers remains a concern, the school currently has 43 pupils for Reception class in September which is 17 under the Published Admission Number (PAN). This is the third year that the school has been below capacity.

Q – What are numbers like at other local schools.

A – Local schools that would usually always be oversubscribed are low on numbers this year too. It has been a low birth year for the last two years. There are, however, lots of potential changes that could affect numbers.

There is a lot of new housing development and a possible new school, but this has not been built yet. The school can drop flyers into the new home showhomes over the summer. Nursery provision numbers are strong, and this is helping support numbers in the Early Years Foundation Stage (EYFS). Marketing will continue to be a key focus next year, and the school needs to use all avenues available to promote the school and share its successes and raise its profile in the community.

Governor Vacancies / Terms of Office:

Angela P is a co-opted governor, and her current term of office ends in September. She has indicated she would be willing to stand for a further term and through a show of hands she was unanimously appointed for a further 4-year term as a co-opted governor.

The governing board also has one further vacancy for a parent governor and the school will hold an election for this post in September.

Strategic Calendar and 2021-2022 Monitoring Schedule:

The 2021-2022 strategic calendar and monitoring schedule are being drafted and will be shared with governors once dates are agreed.

Governance

There was a general discussion about the documents that governors want to review at FGB meetings and the format of these to ensure they are informative and accessible. The headteacher's report is very informative but can be difficult to read online. Rani S and Chris SH asked that hard copies of papers are available to them in advance, these can be collected from the school.

Governor Monitoring Responsibilities:

The mid-year review document was shared, this has been updated by Janet G. This is a useful overview that shows what monitoring has been completed and show how governors are holding the school to account. This document links with the strategic calendar and monitoring schedule.

Action Point – Add the mid-term review document to the Autumn Term 2 FGB agenda for discussion.

10. Policies for ratification

The following policies and documents were presented to the FGB this evening and were approved:

- **Assessment Policy (from Q&S for ratification)**
- **Code of Conduct**

- **Behaviour Policy** (this has been updated to include sexualising behaviour, so the school is ahead of the new Keeping Children Safe in Education (KCSIE) statutory guidance. The Exclusions Policy has also been amended in line with this).

The Staff Wellbeing Policy which was reviewed at the last Q&S committee meeting is being reviewed further by the SENDCo and Janet G and will be presented in September for final approval. The Staff Handbook will also be reviewed and updated over the summer and will be shared as a draft with Angela P, Janet G, and staff before being presented to the FGB for final approval.

11. Annual H&S Report to Governors

Fire Drill are completed regularly. Tasha E has agreed to be the H&S governor and will work with staff to develop a H&S policy. The school will conduct a an internal review of H&S and then engage an external review. The site manager is completing some H&S training too.

12. Feedback on progress toward actions from monitoring

Governor Monitoring & Support Overview

This has been drafted in line with meeting dates this year. It will include dates for monitoring and governor meetings where feedback from monitoring can be fed back to the FGB. Some monitoring needs to be completed 6 times a year such as safeguarding, and other monitoring is less frequent. The overview will also detail class assemblies and special events. Dates will be agreed and then shared. The school is looking forward to welcoming governors back into the school. Governor support for visits has been very good, and the governing board has been well represented.

13. Identification of Confidential Items

None this evening.

14. A.O.B

An overview of data will be sent as a report tomorrow. Attainment is lower in general, but progress since the children returned is looking very positive. Pupil Premium (PP) pupil progress remains an issue, at Expected and at Greater Depth. The school is looking at ways to develop Boys Writing and Reading, all of this is in the School Improvement Plan (SIP). Progress in the summer term has been rapid. The school has measured progress from September to Summer Term 2, pupils are expected to make 8 points of progress across the year and this data is looking positive.

The SSE document has been shared with governors and Ann Davey. The school has judged itself to be Good, but Ann has challenged the school on how it would show it is Good during an inspection. The judgement needs to be based on a review of the school against the Ofsted judgement descriptors; this work will be done by the SLT, middle leaders and governors at the next meeting. Leadership and Management will be a key focus at future Quality of Education committee meetings.

Q – Does the school have external quality assurance of this SSE rating.

A – StJohn will review the Red, Amber, Green ratings (RAGing), and if everyone reviews the information and reaches the same view internally, the school can then seek external quality assurance. Anne Davies will also be asked to review the SSE too.

There was a general discussion about a central fund for governor gifts. It was agreed that legacy governors would contribute £10 by the end of this term, and then all non-staff governors will make a £10 annual contribution in the autumn term. This fund will be used for leaving gifts etc. Governors agreed that the school or headteacher should not be funding these types of gifts.

Governors extended their thanks to school staff for their hard work it what has been an extremely difficult year. It has been challenging to manage the school through Covid-19 while also driving standards forward for Ofsted. Key people in the school have been the driving factor. 97% attendance shows the school is a welcoming place that pupils want to be in.

15. Meeting Dates for 2021-2022

The 2021-2022 meeting dates will be agreed, circulated, and added to GovernorHub.

The meeting closed at 7.40pm

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>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>	<u>12/07/21</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	N/A	✓	✓
Tasha Entwistle (TE)	N/A	N/A	N/A	N/A	N/A	✓	✓
Yassine Elhasbaoui **	✓	✓	✓	N/A	N/A	N/A	N/A
Mark Chapman **	✓	N/A	N/A	N/A	N/A	N/A	N/A

** (no longer a governor)