

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 – Mrs J Walsh:
jacintawalsh@meadowsideprimary.org

www.meadowsideprimary.org

Meadowside Primary School Full Governing Body Minutes

Date: 13th May 2019 at 6pm
Chair: Angela Pratt (AP)
Headteacher: Josie Garnham (JGm)
Clerk: Linda O’Sullivan (LO) - Syzygy Clerking Services
Members: Janet Goodliffe (JGe) Ashley Clarkson (AC)
Mark Chapman (MC) David Tredrea (DT)
Yassine Elhasbaoui (YE) Kirsty Blake (KB)
Chris Smith-Haynes (CSH) Kim Mount (KM)
Sarah Hammond (SH)

The meeting was quorate

	Introductions:
	Present: Josie Garnham (JGM), Angela Pratt (AP), Janet Goodliffe (JGe), Ashley Clarkson (AC), Mark Chapman (MC), Yassine Elhasbaoui (YE), Kirsty Blake (KB), Chris Smith-Haynes (CSH), Kim Mount (KM) and Sarah Hammond (SH). Non-governors in attendance: Mia Lewis (ML) – Deputy Headteacher Linda O’Sullivan (LO) – Syzygy Clerking Services
1	Welcome and Apologies for absence:

Our values: - Respect Responsibility Reflection Resilience



	<p>Welcome: AP welcomed everyone to the meeting. 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.</p> <p>The clerk advised she has contacted Emma Hemming who has confirmed she will be stepping down from her role on the governing board, with immediate effect. The clerk advised that David Tredrea would not be attending the meeting this evening, and the circumstances for this, these are recorded on separate confidential minutes.</p> <p>Apologies: The following apologies were given and accepted: CSH advised she would be required to leave at 7pm and made apologies for not being able to attend the whole meeting.</p>
2.	<p>Declaration of Pecuniary Interests:</p>
	<p>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.</p>
3.	<p>Minutes from the previous meeting (4th March 2019):</p>
	<p>The Minutes, and Confidential Minutes of the previous meeting had been circulated in advance; they were agreed as an accurate record of the meeting and a copy was signed by the Chair of Governors.</p> <p>The school has been very generously supported by Sainsbury's this week; they have supplied a range of food for childrens' breakfasts throughout SATs week. The headteacher has been interviewed and photographed to promote this support. Governors asked that their thanks be passed on to Sainsbury's.</p>
4.	<p>Matters arising and Action Log update:</p>
	<p>The Action Log was discussed, and actions were updated.</p> <ul style="list-style-type: none"> • AP attended Fischer Family Trust (FFT) data training, JGm will ensure the training materials from this training are circulated • The school's new Twitter account is going very well. The school are tweeting about a wide range of subjects to positively promote the school • The Artist in Residence is now being publicised on the school website and in the local community circulars
5.	<p>Chair's Report:</p>
	<p>Since the last meeting the Chair of Governors and Headteacher have met three times. These sessions are used to review and discuss staffing, the School Development Plan (SDP) and progress toward actions etc.</p>

	<p>They have also discussed the school to school support in place with Havelock who have completed observations in the Early Years Foundation Stage (EYFS) and identified key actions.</p> <p>Havelock will complete a second visit to look at the EYFS and complete work in an afternoon session with class teachers focused on planning. There is a scheduled meeting with the Executive Principal from Havelock next week to discuss and review the current staffing structure.</p> <p>The school has followed the Haverstock staff appraisal process, and this has been extremely useful and positive.</p> <p>AP and JGe have supported the school through a practise SATs week and have been monitoring the processes and procedures for SATs this week.</p>
6.	<p>Headteacher's Report Update:</p>
	<p>A full Headteacher's Report will be provided three times a year. The report this evening is an interim update. Progress and attainment data is reported three times a year in the full reports. Governors are satisfied with this level of reporting. The governing board should operate at a strategic level, rather than an operational level.</p> <p>JGm asked governors if there is anything else that they would like to have included in the interim update document, in the future. Governors suggested an overview of Safeguarding could be added from MyConcern and an update on any complaints. JGm advised the school now has a Complaints Register listing any complaints as they arise.</p> <p><i>Action Point – Add in an anonymised overview of Safeguarding into future reports and an update on the Complaints Register.</i></p> <p>Local Authority Visit: Chris Connearn from the Local Authority (LA) has completed a visit, and this was very positive.</p> <p>Attendance: The school's overall attendance figure is currently 96.29%; this is slightly below the school's very ambitious attendance target figure of 97%, but still above national attendance data. The school continues to proactively support attendance with a range of interventions and support. There is an overview of pupils with poor attendance; this year the school has issued 179 letters relating to attendance.</p> <p>Nursery Provision: The number of children attending the nursery provision on site has risen from 6 to 14. Governors agreed this is an extremely good use of this area of the school; visitors are able to see this provision as they enter the site. This provision is building future pupil numbers. The school is unable to forecast nursery numbers for September 2019.</p>

	<p>SATs: The school has held three weeks of SATs breakfast provision. This has included drinks toast and interventions to boost pupils' knowledge. Over the three weeks uptake has increased; the sessions have had a supportive atmosphere and staff have been generous in their time supporting pupils. Today was the first day of SATs and the day has gone well in terms of well-being etc. The pupils and staff deserve the SATs results to be good.</p> <p>Curriculum: Developing the curriculum is a key focus. This work is being driven by a specific member of staff.</p> <p>Coffee mornings: The regular coffee mornings held for parents have been very successful; the number of parents attending these sessions does fluctuate but they are always positive and are helping to build a constructive dialogue with parents.</p> <p>Parent / Teacher Association (PTA): The PTA is very productive and positive. The membership includes staff and parents. They have already raised in excess of £3000 this year. The school has provided the association with a wish list of items or projects that they would like financial support to achieve / purchase. This includes new I.T. technology, particularly iPads, new musical instruments and resources for the library. The headteacher met with association representatives on Monday and they have agreed to fund a Year 6 Africa Day at a cost of £200. Governors agreed the PTA should be formally thanked for their hard work and success.</p> <p><i>Action Point – Write a letter of thanks to PTA members thanking them for their hard work, commitment and success in fund-raising.</i></p> <p>Summer Fayre: The school is holding its annual summer fare on the 13th July; governors were invited to attend and support the school in this event. The dates for all school events are shared with governors On GovernorHub and through the Meadowside Matters publication.</p>
7.	<p>Budget Update:</p>
	<p>The Finance & Resources committee met two weeks ago. Governors discussed the 2018-2019 end of year summary and the 2019-2020 budget.</p> <p>The end of year summary shows a carry-forward of around £100,000. Most of this will be needed in 2019-2020 to deliver a balanced budget. The school is predicting an in-year deficit of around £82,000 in 2019-2020. This will make Year 2 very challenging. The nationally agreed rises in employer pension contributions and the support pay rises linked to the national living wage will be centrally funded in 2019-2020, but there is no agreed funding for future years; this is potentially a 10% increase in staff costs.</p>

	<p>Governors were satisfied that this is an accurate assessment of the school's finances. The 2019-2020 budget will be monitored closely; there is some room for manoeuvre through the year. The committee agreed the budget and recommended it to the FGB. Through a show of hands, governors agreed the 2019-2020 budget recommendation.</p> <p><i>Q – what was the forecast for 2019-2020 this time last year.</i></p> <p><i>A – The Year 2 forecast on the 3-year plan last year had predicted a deficit and the school had been considering support staff redundancies, but savings have been made. Staff who have resigned have not been replaced alongside increased revenue from the new nursery provision.</i></p> <p>Building pupil numbers will be key, each pupil attracts around £3000. Numbers are about the same as last year. The intake in September is low, it is a low birth year. The school is awaiting confirmation of the second round of allocations for September; the agreed Pupil Admission Number (PAN) is 420, the school currently has around 400 pupils. There was a conversation around funding blocks. Challenges this year have been linked to Year 3 and 4; the school lost some pupils through mobility, staffing issues have made consistent teaching challenging.</p>
8.	<p>Self-Evaluation Form (SEF) Update:</p>
	<p>The SEF has been reviewed and updated up to May 2019. This will be posted on GovernorHub. The SATs results are expected on the 7th July and the SEF will be updated again based on this new data.</p> <p>School Improvement Plan (SIP):</p> <p>The SIP has also been reviewed and updated. The Milestones have been updated at the beginning of Summer term one. The Red, Amber, Green rating (RAGing) has been updated to indicate actions which still require completion, these have been highlighted and added to the Headteacher's update. These will be key focus areas this term. Many actions and priorities, both short and long term are now Green. The plan clearly shows improvements; there is still work needed to improve links with the community, to develop the curriculum and the school's Unique Selling Point (USP).</p> <p>JGm advised her vision for the school is to have a USP linked to the Arts; this could be a formal discussion point at a future meeting ready for launch in September. New staff appointments have increased teaching skills in creative and artistic areas; this will increase capacity in the school to deliver Art, Drama, Performing Arts, Music and Creative learning. A suite of new musical instruments has been purchased.</p> <p>Governors agreed this needs to be formalised at a strategic level, so all stakeholders are clear on the school's USP.</p> <p><i>Q - How is creative teaching funded in the school.</i></p> <p><i>A – The school has been fortunate to attract new staff who are highly skilled in these areas, there is no separate funding.</i></p>

	<p>Governors agreed creativity should be encouraged and developed; this is an area of learning being squeezed out of secondary school curriculums.</p> <p>The Training Day on June 28th will be focused on curriculum development. Chris Quigley will be running a workshop for staff; delegates from other schools have been invited to raise income. Governors were invited to attend.</p> <p>JGM and ML will be attending a training day on developing the curriculum. Training in school will be focused on key stages rather than year groups to provide a more rounded view of the curriculum; this work is being led by Chris Squires.</p> <p><i>Action Point - Advise governors of dates for training.</i></p> <p>Governors discussed creating a mission statement to support the development of the USP. JGm advised when she took up the role of headteacher the curriculum offered very little in terms of creativity or resources to support creative learning. The school has been functional and focused on core learning; this needs to change and be widely advertised. Parents value extra-curricular opportunities and creative learning. The school needs to develop and deliver an education which values manners, the environment and which focuses on the whole child to build resilient confident children.</p> <p><i>Action Point – Send three key words that you believe should be part of the school’s mission statement to JGm and AP by Friday 17th May.</i></p> <p><i>Action Point – Add Mission Statement / USP to the next agenda for discussion.</i></p>
9.	<p>Governance:</p>
	<p>Teaching & Learning (T&L):</p> <p>The T&L committee met and were given two presentations from the Special Educational Needs Coordinator (SENCo) and Chris Squires on curriculum, both of these were very good.</p> <p>The Early Years Foundation Stage (EYFS) external review actions were discussed. Pupil Premium (PP) pupil progress is a concern; ML has been looking at data, but this does not indicate a pattern. Target Tracker data will be used to look more closely at progress, and this will be discussed with middle leaders who are now focused on key pupils to drive progress. Progress will be shared back with the Senior Leadership Team. The Senior Leadership Team have discussed what PP support looks like at Meadowside.</p> <p>Year 3 Reading and Writing were discussed, middle leaders had all submitted reports for the first time, these have had feedback on how they can be improved. The template has been updated for the next governors report to include implementation and impact. Governors were satisfied that the school has a firm overview of T&L and progress data.</p>

	<p>ICT provision in school needs to be improved, this has been raised with the F&R committee. Formal quotes will be sought to improve the ICT resources. The ICT teacher has resigned, the KS2 vacancy will be filled internally.</p> <p>NGA Membership: All governors have access to The Key for Governors which is very good. There was a general discussion on the merits of being members of the National Governance Association too. This costs £95.00 per year for the basic subscription or £275 per year for the Gold package. The NGA now offers a very wide range of online training courses for an additional charge. This will be revisited in the future.</p> <p><i>Action Point - Send out the Skills Audit and collate results prior to the next FGB meeting.</i></p>
10.	<p>Policies:</p>
	<p>Behaviour Policy: The school has had several behaviour concerns this year linked predominantly to Year 3 and 4. The policy has been reviewed and revised to ensure it is fit for purpose. The revised policy includes a staged response to poor behaviour with clear steps and consequences. There is now provision for a pupil to move automatically to Level 3 if their behaviour is very poor, or an incident is serious. An overview of each of the stages and behaviour that would trigger each stage was provided. Stages 1, 2 and 3 have been amended, stages 4 and 5 remain the same.</p> <p><i>Q – How have staff responded to the new automatic Stage 3 option and are pupils aware.</i> <i>A – Staff have welcomed the automatic Stage 3. Staff must maintain a consistency in approach when using the behaviour policy stages, this will be monitored. Behaviour is now much better than at the beginning of the year. Pupils have been made aware of the automatic Stage 3 option. There have been some teething issues, an automatic Stage 3 has been viewed as unfair so this will continue to be monitored.</i></p> <p>The new behaviour policy will be added to the school website. The automatic stage 3 triggers contact home, parents have been responsive and supportive, they understand that their child's behaviour has been serious and unacceptable. Governors through a show of hands, agreed this policy.</p> <p><i>Action Point - Add the Safeguarding Policy to the next agenda.</i></p>
11.	<p>Identification of confidential items:</p>
	<p>Governors identified two confidential items under Item 1 and 12.</p>
12.	<p>A.O.B. (24 hours advance notice to chair)</p>
	<p>A confidential item was discussed under AOB, this is recorded separately on confidential minutes.</p> <p><i>Action Point – Update Subcommittee Membership on GovernorHub and other linked documents.</i></p>

JGm advised her dog, Jeff, will be in school to act as a therapy and reading dog. Initially he will be spending time with Year 6 pupils. He is very well behaved, and pupils are very excited to meet him.

The school will seek permission from parents and complete the required risk assessments. Jeff has liability insurance, but the school will take out their own insurance too. Jeff attended the PTA meeting last week; a parent of a pupil with SEN is keen for their child to spend time with Jeff. If this is successful in Year 6 the initiative will be opened up to the rest of the school. Governors agreed these arrangements on the proviso that the school secure the additional insurance. The recent pupil survey reflected that pupils feel happy when they spend time with a dog.

13. Date of next Meeting:

Full Governing Body Meeting – 15th July 2019 at 6pm.
 The meeting closed at 7.53pm

1st FGB meeting for new academic year agreed – 23rd September 2019 at 6pm

Action Point – Add dates for 2019-2020 to the next FGB agenda.

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

Sign

Date

Running 12-month Record of Governor Attendance

<p>08/02/2018 – FGB Attendance</p> <p>Daryl Ede-Collis Wendy Thorne Kirsty Blake Janet Goodliffe Yassine Elhasbaoui Mark Chapman Emma Hemmings Chris Smith-Haynes Ashley Clarkson David Tredrea Angela Pratt Alex Owens</p>	<p>23/04/2018 – FGB Attendance</p> <p>Daryl Ede-Collis Wendy Thorne Kirsty Blake Janet Goodliffe Yassine Elhasbaoui Mark Chapman Emma Hemmings Chris Smith-Haynes Ashley Clarkson David Tredrea Angela Pratt Alex Owens Josie Garnham</p>
--	---

<p>24/05/2018 – FGB Attendance</p> <p>Daryl Ede-Collis Wendy Thorne Kirsty Blake Janet Goodliffe Yassine Elhasbaoui Mark Chapman Emma Hemmings Chris Smith-Haynes Ashley Clarkson David Tredrea Angela Pratt Alex Owens Josie Garnham</p>	<p>12/07/2018 – FGB Attendance</p> <p>Daryl Ede-Collis Wendy Thorne Kirsty Blake Janet Goodliffe Yassine Elhasbaoui Mark Chapman Emma Hemmings Chris Smith-Haynes Ashley Clarkson David Tredrea Angela Pratt Josie Garnham</p>
<p>19/09/2018 – FGB Attendance</p> <p>Kirsty Blake Janet Goodliffe Yassine Elhasbaoui Mark Chapman Emma Hemmings Chris Smith-Haynes Ashley Clarkson David Tredrea Angela Pratt Josie Garnham Kim Mount</p>	<p>12/11/2018 – FGB Attendance</p> <p>Kirsty Blake Janet Goodliffe Yassine Elhasbaoui Mark Chapman Emma Hemmings Chris Smith-Haynes Ashley Clarkson David Tredrea Angela Pratt Josie Garnham Kim Mount Sarah Hammond</p>
<p>14/01/2019 – FGB Attendance</p> <p>Kirsty Blake Janet Goodliffe Yassine Elhasbaoui Mark Chapman Emma Hemmings Chris Smith-Haynes Ashley Clarkson David Tredrea Angela Pratt Josie Garnham Kim Mount Sarah Hammond</p>	<p>04/03/2019 – FGB Attendance</p> <p>Kirsty Blake Janet Goodliffe Yassine Elhasbaoui Mark Chapman Emma Hemmings Chris Smith-Haynes Ashley Clarkson David Tredrea Angela Pratt Josie Garnham Kim Mount Sarah Hammond</p>
<p>13/05/2019 – FGB Attendance</p> <p>Kirsty Blake Janet Goodliffe Yassine Elhasbaoui Mark Chapman Chris Smith-Haynes Ashley Clarkson David Tredrea Angela Pratt Josie Garnham</p>	

Kim Mount Sarah Hammond	
----------------------------	--

..... Attended

..... Apologies Accepted

..... No apologies