

Meadowside Primary School

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Meadowside Primary School Full Governing Body Minutes

Date: 15th July 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), Ashley Clarkson (AC), 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

Our values: - Respect Responsibility Reflection Resilience



1	Welcome and Apologies for absence:
	<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>Apologies: The following apologies were given and accepted: Janet Goodliffe (JGe), Mark Chapman (MC) and Yassine Elhasbaoui (YE).</p> <p>Not present: David Tredrea did not attend the meeting this evening, this was due to a prior agreement with the Local Authority.</p>
2.	Declaration of Pecuniary Interests:
	<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.	Minutes from the previous meeting (13th May 2019):
	<p>The Minutes, and Confidential Minutes of the previous meeting had been circulated in advance. Governors agreed a small number of minor errors which will be amended; the minutes will be re-posted on GovernorHub. A copy will be signed by the Chair of Governors.</p>
4.	Matters arising and Action Log update:
	<p>The Action Log was discussed, and actions were updated.</p>
5.	Chair's Report:
	<p>The Chair's Report had been circulated in advance of the meeting.</p> <p>The Headteacher's Performance Management (HTPM) mid-term review was completed this morning by AP and KM. This was a very positive meeting. The new nursery provision has proved to be a very positive addition to the school since it began in January.</p> <p>The school had a very positive Local Authority (LA) monitoring visit last week. AP attended the feedback session and gave a brief overview of the report. The report is extremely positive, the adviser was extremely complimentary about the learning environment in school, they noted well-focused pupils who all had a clear learning intent, and who are becoming independent learners.</p> <p>The adviser spoke to Subject Leaders who spoke well about their subjects and how they were driving standards, this now needs to be backed up with data. The new Senior Leadership Team (SLT) structure introduced by JGm is working well and has the full support of staff. Middle Leaders are proud to work at the school, and of the role they complete. The Nursery provision is very good and has the benefit of an excellent outdoor space.</p>

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Responsibilities of the Governing Body:

1. Ensuring clarity of vision, ethos and strategic direction;
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Action and next steps include improving the consistency of teaching, teaching is much improved but needs to be consistent across the school. The school needs to complete more work on marking and improve the Early Years outdoor area. The adviser said they can see the school is now a cohesive school. The SLT should be proud of what they have achieved, so far. The report goes as far as stating 'WOW' about the work completed by JGm and ML.

The report notes that governors are well informed, there is a good committee structure which has allowed governors to develop a thorough overview of the school. JW, the new School Business Manager, has done an excellent job in her first year, getting the budget sorted with a fresh pair of eyes and a different approach.

The school is in a much stronger place than this time last year, due to senior leaders, staff and governors. Governors congratulated the school and senior leaders on such a positive report.

6. Headteacher's Report Update:

The Headteacher's report was circulated a week in advance of the meeting.

Numbers on roll
 The number of pupils currently on roll is similar to this time last year. The school had 47 pupils into Reception last September and this number has risen to 51 pupils. Year 3 has spaces as four pupils have left, some due to behaviour issues. Behaviour will be a key focus next year. This cohort will receive good teaching from strong teachers next year.

Attendance
 Attendance is currently at 96.4%, this is slightly above the national figure, JGm would like to get attendance to 97%.

Buttercup Nursery
 The nursery has 22 confirmed pupils for September. Some pupils currently at the nursery will move into Reception. The school is actively pushing for pupils to fill gaps, they have looked at timetabling to ensure they can offer prospective parents 5 mornings a week.

Q – Are all the children attending the nursery moving into Reception.
A – Yes, this is very positive, and will help to ensure Reception class figures continue to rise.

Exclusions
 One pupil received a fixed term exclusion of one afternoon when they were sent home for using a sharp object, to try and hurt staff. It was for their own safety. This exclusion was followed by an internal exclusion the next day. The school held a re-integration meeting with parents who were very supportive.

Staffing
 One member of staff is leaving, they feel it is the right time to take up a new opportunity and are moving to another school. The staffing structure for September is strong, there have been very little changes in SLT structure.

This year, the school has a number of Newly Qualified Teachers (NQTs) who have successfully achieved Qualified status. Therefore, from the next academic year, they are being given the

opportunity to take on Subject Leaders roles and have all been assigned to subjects, they are very excited to take on these new roles.

Q – Does a school have an obligation to take on a percentage of NQTs

A – Schools are not obligated to employ NQTs, but the school will have one NQT next year.

Staff Development

Governors have completed the HTPM mid-term review today. Staff have also had their mid-term performance appraisals, the feedback for these meetings is providing a positive landscape of the school. This year the focus was on ensuring the performance review process was robust and held staff accountable for outcomes. Next year the whole process should be much smoother.

All of the staff development and training relates directly to priorities on the School Improvement Plan (SIP). This shows that there is a direct link between training and improved standards. The school has recently had training from Chris Quigley; additional places were offered to other schools and the event paid for itself.

Some staff have been invited to the Teaching and Learning committee meetings to give presentations. JGm would like the ICT Subject Leader to attend a future meeting. Subject Leaders need to develop a system of reporting to governors, it was agreed this could be completed through two annual reports; one to lay out their annual plan in the autumn term and one at the end of the year to provide a review of progress. JGm may ask Subject Leaders to attend T&L meetings to give presentations, build relationships with governors, enhancing their knowledge of the school curriculum. This is good development for middle leaders.

Teaching, Learning and Assessment

The school has completed T&L assessments throughout the year. The quality of teaching has improved to 89% lessons being Good or better; 18% were Outstanding. Two teachers demonstrated limited impact; one is being supported to improve their practice through a structured improvement plan, the other is leaving.

The school has had a review from StJohn Burkett, the report was very positive and spoke about seeing more interesting and free flowing lessons. He highlighted a number of areas for improvement in the classroom including joined handwriting. He was extremely positive about the new murals in the school, and the Reading Dog initiative with Jeff the Dog.

The Local Authority Report will be circulated once received.

Pupil Outcomes

The school is in a very positive position. The number of pupils reaching Age-Related Expectations (ARE) in Year 6 has increased; the school data is now above national data in four areas which is extremely pleasing.

The combined data which shows the number of Year 6 pupils who reached the ARE in all three areas, Reading, Writing and Maths (RWM) is slightly higher this year. The national figure for 2017-2018 was 64% for RWM, last year the school figure was 44%, this has risen to 61% this year which is close to the national figure.

Governors agreed these results are very pleasing, and above predictions. JGm advised there is still lots of work to do to close the gap in attainment between Pupil Premium pupils and others, and to increase the number of pupils reaching Greater Depth; there is a plan in place to continue to drive standards.

Inclusion

The school has developed a new Inclusion Team this year. there are a lot of interventions and support in place. The website documents are now compliant, the policies are compliant, and the school now has an Equality Statement.

The new Deputy Special Educational Needs Co-ordinator (SENCo) was originally appointed to implement the Blue Hill programme for tracking support; their role has been extended to support behaviour, Lego therapy and they also run sessions in the Retreat.

The Inclusion Team has had a positive impact on pupils' support. The school wrote an Inclusion Action Plan which has just been reviewed; most targets have been met and new targets have already been identified.

Pupils who have English as an Additional Language (EAL) now have interventions in place to support them. This is being delivered by an experienced Teaching assistant (TA). EAL pupils have been added to the Blue Hills programme so the school can produce data and link the costs of this provision.

Staff are currently reviewing summer targets; these will be shared with staff and parents. Class teachers are now responsible for Individual Education Plans (IEPs) for SEND pupils. They have reviewed the Code of Conduct and how to write Specific, Measurable, Achievable, Realistic and Time-related (SMART) targets. This is in the early stages of development and needs refining.

Interventions are now in place for pupils with Social, Emotional, and Mental Health (SEMH) difficulties. The school has created menus of support, across the four SEND areas, with a selection of interventions that have all been pre-written, this will reduce staff workload.

Q – Would NQTs learn these interventions or is this a development opportunity.

A – NQTs have completed lots of training across these interventions and on how to cater for pupils in their classes with specific learning difficulties. The school is committed to continuing to improve staff knowledge through training.

The Inclusion Team have put in place termly timelines of what work should be undertaken, when this work will be completed and by who (what, when, who). These have been shared with staff so they know their actions, these have just been introduced and will need embedding next year. The progress of More-Able pupils is a focus and a register has been created to track this cohort, they will be closely monitored through target tracker.

The school has agreed to join the county-wide SEND Review. The Local authority are partnering schools in triads with a lead School. This school has been put in a triad with a Lead school in Corby and with All Saints in Wellingborough. Th three SENCos will work together to visit each

school to conduct a supportive visit which will include a book scrutiny and a learning walk. A report will be produced to offer feedback, advice and support.

The Retreat is new this year, this is about Inclusion rather than Exclusion and has a specific focus each afternoon on areas such as friendships, social skills etc. These are a part of the SEND intervention offer; pupils are identified for specific sessions and attend for a term. Some pupils will be offered a more nurture-based curriculum, focused on life skills. Historically many parents were very unhappy about the Hub but are very happy with the Retreat. Parents have been invited in to meet staff, and these sessions have been very successful.

Q – How have staff taken to the support from the Inclusion Team.

A – This support is not fully embedded, but they are fully supportive of the work in the Retreat and teachers need to take ownership of their pupils' learning.

Inclusion staff have been supportive, there is a SENCo surgery once a week for staff to drop in and discuss concerns. The team have developed a concern form and are providing help with target writing. The next focus is training staff on how to use ICT in the school to move to an electronic record system of interventions on Blue Hills.

Behaviour and Safeguarding

A confidential item was discussed under this item, this is recorded separately on confidential minutes.

AP asked governors to be aware that there has been one report this term of alleged bullying, this was not bullying but an incident with some girls. The school is working with all stakeholders to resolve these issues as quickly as possible.

There have been two racist incidents recorded. These relate to silly boys singing silly songs they have overheard at the recreation ground. Both have been recorded in the school's Anti-Discriminatory Logbook and signed by AP.

The school was planning a Fire Drill on Friday, but this didn't happen, the drill will be re-scheduled to happen during an assembly.

The school has made a Year 6 leavers DVD, this will be shared with Year 6 once the details on how this can be best shared is agreed; in the past each pupil had been given a DVD, but many homes no longer have a DVD player.

Learning Environment and Curriculum

Colin Slater has completed the mural, the curriculum will include references and work linked to this, wherever possible. The school is creating a personalised curriculum for Meadowside.

The development of the new curriculum will come back to the T&L committee regularly for review. Governors asked if they could be provided with an overview of the new curriculum development, in line with the new Ofsted inspection framework.

Action Point - Arrange a presentation on the new Ofsted inspection framework, for governors, at the November FGB meeting.

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	<p>Staffing One teacher has resigned. Newly appointed staff will be supported to ensure stable outcomes. The Year 4 into 5 and Year 3 into 4 cohorts have not had stable teaching this last year and staff will be made aware of any issues.</p>
7.	<p>Mission Statement – USP:</p>
	<p>The school has held a SLT Strategy Day and invited Anne Davey to work with senior leaders, this was very positive. They looked at the roles of leadership, at the School Improvement Plan (SIP), specifically the priorities still in Red that need further development. (see handout for further information).</p> <p>They looked at the values of the school and tried to bring these all together to bring vision and purpose. This is the foundation on which to develop the school’s Unique Selling Point (USP). Governors agreed the school values including the 4 Rs should be used to develop a USP for the school as part of the school’s vision and values.</p> <p>The next step will be to take these suggestions to staff to involve them and ensure they have ownership of this. This will be done on the September training days. JGm is keen that the school website is really clear about what the school is about, with a clear vision, purpose and values.</p> <p><i>Action Point - Add Mission Statement to the September FGB agenda for further discussion.</i></p>
8.	<p>Self-Evaluation Overview July 2019:</p>
	<p>Th summer outcomes have been added to the SEF and have moved from Requires Improvement to a rating of Good. The SEF overview will be added to GovernorHub.</p>
9.	<p>Governance:</p>
	<p>Report from Committee</p> <p>Finance & Resources The Finance & Resources committee have not met since the last FGB meeting. MC and KM informally met with the new I.T. subject leader to discuss the school’s I.T. needs. The school is purchasing new I.T. equipment which will be ready to use in September.</p> <p>Teaching & Learning The summer outcomes have already been discussed this evening. At the last meeting governors talked about how the school could reduce numbers leaving in Year 3, they also discussed Inclusion, SEND, the teaching strategy and the LA visit.</p> <p>Governor Skills Audit – Results Governors were invited to complete the NGA Governor Skills Audit prior to the meeting. Their individual scores were combined to provide an average score for each question; these were rated Red, Amber, Green (RAGed) to identify strengths and gaps in knowledge and experience that should be considered when appointing future governors and considering training needs for the forth-coming year.</p>

	<p>The results were generally very positive, no questions were rated Red. Governors agreed the areas to reflect on are HR and bidding, and perhaps law and governance. Risk management is an area for improvement for F&R governors.</p> <p>The individual scores need to be looked at to ensure there are at least one or two governors with high scores in each area; and that they are on the right committees to fully utilise their experience and knowledge. Subcommittees are a good way of bringing expertise to core roles.</p> <p>2019-2020 Roles and Responsibilities Governors all agreed to continue on the same committees, and in the same monitoring roles.</p> <p><i>Action Point – Check committee membership to ensure there are sufficient numbers on each.</i></p>
10.	Policies for Ratification:
	<p>Safeguarding Policy The policy is available on GovernorHub. KM asked that all staff are referred to with their correct salutation. The acronym MASH and M.A.S.H. have both been used, this needs to be standardised, governors agreed MASH should be used. The font needs to be checked throughout the policy to ensure it is consistent. JGm assured governors the school has a Designated Safeguarding Lead (DSL) holiday rota in place so a DSL can always be contacted through the summer holidays. Governors unanimously agreed this policy, with the agreed revisions.</p> <p>Dogs in School Policy The policy has one or two typing errors. Governors asked if the school has a risk assessment in place for Jeff when he is in school. JGm confirmed a risk assessment is in place. The Local Authority advisers have met Jeff and are very complimentary about this incentive. Governors unanimously agreed this policy.</p> <p>SEND Policy The SEND Policy will be presented to governors for approval at the September meeting.</p> <p>EYFS Policy The EYFS policy will be reviewed and agreed at the next T&L committee meeting.</p> <p><i>Action Point – Add the EYFS Policy to the next T&L agenda for discussion and approval.</i></p>
11.	Identification of confidential items:
	Governors identified two confidential items under Item 6 and 12.
12.	A.O.B. (24 hours advance notice to chair)
	<p>A confidential item was discussed under this item, this is recorded separately on confidential minutes.</p> <p>Yassine’s term of office finishes on the 30th September, this will be carried forward to the next meeting as he was not in attendance this evening.</p>

AP thanked governors for their hard work this year. Governors congratulated JGm on an excellent first year.

13. Date of next Meeting:

- 2019-2020 meeting dates:**
- Monday 23rd September 2019 at 6pm
 - Monday 18th November 2019 at 6pm
 - Monday 20th January 2020 at 6pm
 - Monday 9th March 2020 at 6pm
 - Monday 18th May 2020 at 6pm
 - Wednesday 15th July 2020 at 6pm

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

SignDate

Running 12-month Record of Governor Attendance

<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</p>	<p>13/05/2019 – FGB Attendance</p> <p>Kirsty Blake</p>

Janet Goodliffe Yassine Elhasbaoui Mark Chapman Emma Hemmings Chris Smith-Haynes Ashley Clarkson David Tredrea Angela Pratt Josie Garnham Kim Mount Sarah Hammond	Janet Goodliffe Yassine Elhasbaoui Mark Chapman Chris Smith-Haynes Ashley Clarkson David Tredrea Angela Pratt Josie Garnham Kim Mount Sarah Hammond
15/07/2019 – FGB Attendance Kirsty Blake Janet Goodliffe Yassine Elhasbaoui Mark Chapman Chris Smith-Haynes Ashley Clarkson David Tredrea Angela Pratt Josie Garnham Kim Mount Sarah Hammond	

..... Attended

..... Apologies Accepted

..... No apologies