

Meadowside Primary School

Headteacher :Mrs J Garnham
Deputy Headteacher :Ms Mia Lewis



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Meadowside Primary School

Full Governing Body Minutes

Date: 20th January 2020 at 6pm

Chair: Angela Pratt (AP)

Headteacher: Josie Garnham (JGm)

Clerk: Linda O'Sullivan (LO) - Syzygy Clerking Services

Members: Janet Goodliffe (JGe) Mark Chapman (MC)
Ashley Clarkson (AC) Chris Smith-Haynes (CSH)
Sarah Hammond (SH) David Tredrea (DT)
Kirsty Blake (KB) Yassine Elhasbaoui (YE)
Kim Mount (KM)

The meeting was quorate

	Introductions:
	Present: Josie Garnham (JGM), Angela Pratt (AP), Janet Goodliffe (JGe), Mark Chapman (MC), Chris Smith-Haynes (CSH), Ashley Clarkson (AC), Sarah Hammond (SH) and Yassine Elhasbaoui (arrived at 7.55pm). 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: Kim Mount (KM) and Kirsty Blake (KB).</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 (this meeting and annual):
	<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 (18th November 2019):
	<p>The Minutes, of the previous meeting had been circulated in advance. Governors reviewed the Minutes, page by page, a small number of minor amendments were agreed, and the Minutes were agreed as an accurate record of the meeting. A copy will be signed by the Chair of Governors.</p> <p>The Confidential Minutes were circulated at the meeting. Governors reviewed the Minutes, page by page, and agreed them as an accurate record of the meeting. A copy will be signed by the Chair of Governors.</p>
4.	Matters arising and Action Log update:
	The Action Log was discussed, and actions were updated.
5.	Chair's Report:
	The Headteacher and Chair of Governors met this morning to discuss a number of school and governor related items. Due to personal circumstances AP has not produced a written report for this meeting but there will be a report for the next meeting.
6.	Headteacher's Verbal Report:
	<p>Ofsted Monitoring: On the first day of the new term in January Ofsted announced the school would receive an HMI Section 8 monitoring. This went well and will be discussed further, later in the meeting.</p>

Staffing:

A Year 4 teacher resigned and left at the end of the autumn term. A new Year 4 teacher has been appointed and will begin in March; the role is currently being covered by two members of staff.

The Special Educational Needs Coordinator, (SENCo) and Deputy SENCo have both resigned. Both of these roles have been advertised. Until successful appointments can be made the deputy head Mia Lewis is completing the role.

The school has appointed a new Early Years Foundation Stage (EYFS) teacher; they completed two transition days in the autumn term and have settled in well since the start of term.

Training Day:

The 3rd January was a designed training day in Northamptonshire, the school has chosen to disaggregate this training day into 5 hours of twilight sessions. This was approved by the Chair of Governors and was a decision based on staff well-being.

Number on Roll:

There are currently 372 pupils on roll.

Q – Have pupil numbers declined.

A – Pupils are not leaving mid-term but the Year 6 cohort who left in the summer was larger than the new Reception cohort who started in September, this reduced the overall number.

Attendance:

Attendance across the whole school is currently 96.9%, the school's target for attendance is 97%.

September 2020 Intake:

33+ families of prospective pupils have been shown around the school this year. This is a much higher number than in previous years; last year 19 families were shown around. The feedback from prospective parents is very positive. The first-choice numbers will be released at some point in February.

Buttercups Nursery:

The Buttercups Nursery provision on site is celebrating its first birthday; this provision is very popular. All of the morning spaces are now full and there are only a few places available in the afternoons.

Q – Does the nursery have a waiting list.

A – Yes, most children who attend the Buttercups are expected to transfer to the school, this will be very positive in terms of numbers.

Racist Incidents:

Since the last meeting there have been two racist incidents, these have both been shared with the Chair of Governors and with the HMI inspector during the recent Section 8 monitoring.

Health & Safety:

Since the last meeting there have been no Health & safety referrals. The school held two fire drills on Friday the 17th January, both during assemblies to test this situation. On this occasion staff were informed in advance so they could organise exit routes. In future drills during assemblies they will not be informed. Both were timed and this information will be shared in the next HT report.

Section 8 Monitoring Inspection:

This monitoring was focused on the quality of teaching and outcomes.

Q – What is a Section 8 monitoring visit.

A – A Section 8 inspection is not a full Ofsted inspection. It is a one-day visit to re-inspect schools in the Requires Improvement (RI) category to check progress against actions from last inspection. Section 8 visits are usually completed around 6 months after a full inspection. There is currently a keen Ofsted focus on RI schools who have been RI for a number of inspections.

Governors and the Senior Leadership Team (SLT) attended the feedback session; inspectors were able to see the school is making effective progress which is much more positive than the previous inspections.

Monitoring:

StJohn will be completing a 'Deep Dive' focused on Science and I.T. on the 25th February. DH and Curriculum Lead are both attending Deep Dive training in February, they will then be able to cascade this knowledge to staff and complete Deep Dives in-house.

School Improvement Plan:

The School Improvement Plan (SIP) has been updated and is available on GovernorHub.

Parent / Teacher Association (PTA):

The PTA is thriving, some of the events held this academic year include a BBQ at the Christmas Lights switch-on, a KS1 and KS2 Disco at Christmas which was very good, and a Christmas Fayre. The PTA are applying for charity status, they have requested governor support to complete the application. AC offered to help with this task. Future events planned include Community Bingo at the Band Club in Burton Latimer and a Coffee Morning on the 14th February.

7.	Safeguarding:
	<p>Safeguarding:</p> <p>The day after the Section 8 monitoring visit the school had the first part of a Local Authority (LA) Safeguarding Audit. This had been scheduled in December but was postponed. KM is the Safeguarding Governor and was available throughout the audit. Representatives from the LA included the School Improvement Manager for governance, and the school's own School Improvement Manager.</p> <p>The audit included a thorough review of the school's Single Central Register (SCR), a review of school policies, training linked to safeguarding, they also completed a walk around the perimeter of the grounds and looked at a pupil's behaviour at lunchtime. The auditors met with a range of pupils, and a range of staff. Feedback was very positive.</p>
8.	Governance:
	<p>Reports from Committees:</p> <p>Resources Committee:</p> <p>MC advised the Resources committee met at an additional meeting in December to look at the school's financial position in more depth. Overall the school budget looks healthy, compared to the budget predictions at the beginning of the year. The budget is currently forecasting a carry-forward of £116,000. These numbers have been checked and agreed by the School Business Manager (SBM) and finance representatives from the Local Authority.</p> <p>The school had been predicting a carry-forward of around £40,000 so the current carry-forward estimate is substantially higher; MC will complete a further double-check to ensure this figure is accurate, given the discrepancy. However, the SBM is confident in the figures, and the LA have supported the school and signed off on the numbers.</p> <p>Financial reporting is being streamlined, to make data and figures easier to review at governor meetings. It is now much clearer and easier to understand, and track. It is now at the point where governors are able to look at finance with a wider view; this is very helpful. The 2020-2021 budget needs to be submitted in April; this will be the focus for the next Resources meeting.</p> <p><i>Q – What percentage of the overall budget is spent on staffing.</i></p> <p><i>Action Point – Confirm what percentage of the budget is spent on staffing costs to governors.</i></p> <p>Achievement Committee:</p> <p>The Lead for Phonics was invited to speak to governors about Phonics; she provided a detailed overview of how the school teaches Phonics. Year 1 parents have also been invited to attend a meeting about Phonics, so they are able to support their children's' learning in this area.</p>

Governors discussed the school's Junior Leadership team and have invited them to come and speak to the FGB in March; this will be a 15-minute item at the beginning of the meeting. They will talk about their role and the team's achievements.

Governors were provided with feedback from the Section 8 inspection. They were updated on the changes to the curriculum being made. They also discussed governor visits. Last year the school shared the events calendar so that governors could plan to attend, this was requested for this year so that governors can ensure as many events as possible have a governing body representative in attendance. The committee's Terms of Reference were reviewed and updated; they are now available on GovernorHub. Staffing was discussed, and progress data was scrutinised. The finalised data will be shared on GovernorHub.

Action Point – Add the school's events calendar to GovernorHub.

Term of Office (Yassine Elhasbaoui):

Yassine Elhasbaoui's term of office expired in September. He has recently attended committee meetings and confirmed his wish to continue as a co-opted governor. Yassine was asked to leave the meeting so governors could vote on electing him for a further term. There was a discussion about expectations in terms of regular attendance at meetings, and this will be made clear to Yassine. Governors voted to elect Yassine for a further term as a co-opted governor, he was invited back into the meeting.

Pen Portraits (for website):

The feedback from the recent Parents' Survey suggests parents would like to know more about governors and the role they complete as strategic leaders of the school. JGm suggested pupils could complete interviews with governors and then write reports that could be shared.

Action Point – Complete and submit your pen portrait to JGm by the 14th February at the latest.

ML suggested that one governor pen portrait could be shared in the Meadowside Matters publication each fortnight, starting after February half-term, to promote the work of the governing body and ensure parents have more information about who governors are. Governors agreed this is a very good idea and that the first pen portrait shared should be of AP as Chair of Governors, followed by JG as Vice-Chair of Governors and so on. Raising the profile of governors, and the work of the governing body was a recent recommendation.

Safeguarding Governor:

KM is now the Safeguarding governor and attended the recent Safeguarding audit. He has also completed three other visits to review the Single Central Record and website compliance. The school has a list of actions from the safeguarding audit completed by Northamptonshire County Council (NCC).

	<p>Training:</p> <ul style="list-style-type: none"> • KM will complete Safer Recruitment training and Safeguarding training as soon as these are available • AP will complete training on Complaints on the 24th February 2020 and Safer Recruitment training • CSH and JG will complete Pupil Premium training in May • AP and JG both attended this year's annual Governors' Conference <p><i>Action Point – Write up the notes from the Annual Governance Conference and share on GovernorHub.</i></p>
9.	<p>Policies for ratification:</p>
	<p>Safeguarding Policy:</p> <p>The HMI inspector suggested that the Safeguarding policy is reviewed at every update on guidance, and annually in September to align with the Keeping Children Safe In Education (KCSIE) statutory guidance update. The policy would then need to be ratified by the FGB. The policy has been reviewed and updated in line with statutory guidance. The only reason it was not due for review in September each year is that it was immediately reviewed and updated by JGm when she was appointed in May 2018, the review then fell into an annual review pattern.</p> <p>Governors unanimously agreed this policy.</p> <p><i>Q – Is it okay to change / update policies through the year, should some updates be notified to parents; if there are changes in processes or procedures that directly affect them / pupils.</i></p> <p><i>A – Yes, policies can be reviewed through the year as required, but they need to be presented to the FGB for ratification, the updated policy would be published on the school website until ratification as a draft. Each policy should indicate the last date it was updated.</i></p> <p>Anti-bullying Policy:</p> <p>Governors suggested a number of minor changes linked to the wording in the policy linked to the signs and symptoms of poor mental health; ML made a note of the agreed wording changes for revision. This policy, and all the other school policies need to be checked to ensure they follow an agreed format which includes the school's mission statement, review information, dates etc. Governors unanimously agreed this policy.</p> <p>Data Protection / GDPR Policy:</p> <p>The policy needs to be personalised to the school and formatted. Governors unanimously agreed this policy.</p> <p>Attendance Policy:</p> <p>Governors asked that the policy is updated to include a reference to mental health and wellbeing under the illnesses section. Governors unanimously agreed this policy.</p>

	<p><i>Q – At what point does absence become a more focused concern where the school takes action.</i></p> <p><i>A – Every child's attendance is monitored monthly, the school look at absences, and why pupils have been off school. From there actions in line with the policy are added as required.</i></p> <p><i>Action Point – Update the Anti-bullying Policy and Attendance Policy in line with agreed wording changes noted by ML.</i></p> <p><i>Action Point – Ensure all policies are correctly formatted.</i></p>
10.	Identification of confidential items:
	A number of confidential items were discussed under AOB, these have been recorded separately on confidential minutes of the same date.
11.	A.O.B. (24 hours advance notice to chair):
	<p>Roof Replacement:</p> <p>Work to replace parts of the school roof has been put out to tender through the Local authority. Once a contractor is in place a schedule of work will be agreed. The school will draft a Business Continuation plan and parents will then be informed. Some classes will need to move during the work, and these will be relocated to the hall spaces. A contractor will be removing asbestos during half term. It is hoped all of the work will be completed by the end of the Easter holidays.</p> <p>Confidentiality:</p> <p>AP stressed that the FGB is a corporate body and as such confidentiality is of the utmost importance. <i>Governors will only be given very brief overviews of any future parental complaints to ensure the GB can form a panel to hear complaints at a future point.</i> This is best practice, the school should not share the personal details of pupils or parents with other governors; if there is a complaint details should <i>only be shared with a minimal number of key governors</i>, if required.</p> <p>Marketing:</p> <p>The deadline for parents to apply for a Reception school place is next month.</p> <p><i>Q – Is the school reconnecting with parents who have visited the school who may apply for a place.</i></p> <p><i>A – The school is unique in that prospective parents have all been shown around by the headteacher or deputy headteacher and visits always involve pupils. Other schools don't have this. Parents come to their own conclusion, and the school can't afford to look desperate. However, once the choices have been released the school could contact parents who haven't chosen Meadowside to get feedback on why, which will be useful for the future.</i></p> <p>Often parents of children at an on-site nursery provision assume they will be allocated a place at the school automatically. This is the same for parents who already have a child at the school, some assume a sibling link automatically assures them a place without the need to apply.</p>

	<p><i>Action Point – Send a letter to parents of Nursery children at the Buttercups provision on site to ensure they have applied for a place at the school, before the application closing date. Produce a flyer and text the siblings list.</i></p> <p>Last Thursday JGm met with the headteacher at St Mary's to look at how the two schools can work together more collaboratively and share local information.</p> <p>The two schools would both like to raise their profiles in the local community and are planning a number of joint events. These will include a concert in the community centre or Band Club which will be either a recital, or some type of musical theatre. The Junior Leadership team and School Council will be working collaboratively, the schools are sharing local business opportunities and contacting different places to share this workload. There will also be Year Group picnics in the summer, reading links and curriculum links. This is all positive public relations work.</p> <p><i>Q – Could this link be extended to sport events and opportunities.</i></p> <p><i>A – Sport competitions and links are already in place through the Kettering sports events</i></p> <p>JGm would like to develop a school network for joint moderation opportunities, unfortunately St Mary's is part of the PDET academy chain which has its own moderation in place. JGm will continue to look at other schools to collaborate with.</p> <p>Change of date: Governors agreed to change the FGB meeting date in May from the 18th of May to the 11th of May.</p>
12.	Date of next Meeting:
	<p>2019-2020 meeting dates:</p> <ul style="list-style-type: none"> Monday 9th March 2020 at 6pm Monday 11th May 2020 at 6pm Wednesday 15th July 2020 at 6pm

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

Sign

Date

Running 12-month Record of Governor Attendance

<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 Kim Mount Sarah Hammond</p>	<p>15/07/2019 – FGB Attendance</p> <p>Kirsty Blake Janet Goodliffe Yassine Elhasbaoui Mark Chapman Chris Smith-Haynes Ashley Clarkson David Tredrea Angela Pratt Josie Garnham Kim Mount Sarah Hammond</p>
<p>23/09/2019 – FGB Attendance</p> <p>Kirsty Blake Janet Goodliffe Yassine Elhasbaoui Mark Chapman Chris Smith-Haynes Ashley Clarkson David Tredrea Angela Pratt Josie Garnham Kim Mount Sarah Hammond</p>	<p>18/11/2019 – FGB Attendance</p> <p>Kirsty Blake Janet Goodliffe Yassine Elhasbaoui Mark Chapman Chris Smith-Haynes Ashley Clarkson David Tredrea Angela Pratt Josie Garnham Kim Mount Sarah Hammond</p>
<p>20/01/2020 – FGB Attendance</p> <p>Kirsty Blake Janet Goodliffe Yassine Elhasbaoui Mark Chapman Chris Smith-Haynes Ashley Clarkson</p>	

David Tredrea Angela Pratt Josie Garnham Kim Mount Sarah Hammond	
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Attended



Apologies Accepted



No apologies