

# Meadowside Primary School

Headteacher :Mrs J Garnham  
Deputy Headteacher :Ms Mia Lewis



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## Full Governing Body Minutes

**Date:** 9<sup>th</sup> March 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)

### Introductions:      The Meeting was Quorate

#### Present:

Josie Garnham, Angela Pratt, Janet Goodliffe, Mark Chapman, Ashley Clarkson, Sarah Hammond, Kirsty Blake, Kim Mount and Yassine Elhasbaoui.

#### Non-governors in attendance:

Mia Lewis (ML) – Deputy Headteacher  
Linda O’Sullivan – Syzygy Clerking Services

### Junior Leadership Team presentation to Governors

Governors introduced themselves to the School’s Junior Leadership Team and gave them a brief overview of the roles they complete as governors.

## Our values: - Respect Responsibility Reflection Resilience



The Junior Leadership Team (JLT) spoke about an initiative they would like to begin; they have submitted a request to the headteacher. They would like to start selling fruit at breaktimes, in a bid to ensure all pupils have a healthy balanced diet which includes regularly eating fruit.

The JLT have met several times over the last few weeks, and these meetings are going well. Each meeting has an agreed agenda, and someone takes written notes. They have discussed plans to raise money linked to Sports Relief (Red Nose Day). The team has an elected Chair and Co-Chair. Meetings are well organised; everyone takes turns to speak and contributions are valued.

The JLT are planning different events to raise money for less fortunate children around the world; for example they would like to raise awareness of how many children have to fetch water daily because they don't have clean running water. They have discussed the school's Sports Crew supporting younger pupils in the Early Years Foundation Stage (EYFS) and Buttercups Nursery to participate in the Walk for Water event.

The JLT will ask pupils to pay a 50p contribution each to wear sports clothes on Red Nose Day, they will collect and count this money which will be sent off to the BBC Sports Relief Team.

They meet every week to discuss events and ideas, and keep up to date. This term they have met with the Ofsted Inspector and the Local Authority Safeguarding visitor. The school is looking at how they can be involved in showing prospective parents around the school; they are fantastic ambassadors for the school.

The JLT chair meetings to listen to other pupils' concerns, support the smooth running of the school, help to support other pupils, iron out any issues, and lend advice. Pupils all enjoy their role immensely, they are clearly articulate. They have spoken at a recent Quality of Education committee meeting and at a recent Parents Evening.

The JLT are now looking at opportunities to have joint meetings with St Mary's, another local primary school in Burton Latimer. They would like to work in Year Teams and collaborate on tweets etc to share good lessons and engage with co-learning opportunities. Both schools are keen to reduce the historical rivalry between them. There are already sporting events with local schools, and this is being built upon.

**1. Welcome and Apologies for absence:**

**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.

**Apologies:** The following apologies were given and accepted: Chris Smith-Haynes

**Not present:** David Tredrea did not attend the meeting this evening, this was due to a prior agreement with the Local Authority.

## 2. Declaration of Pecuniary Interests (this meeting):

### **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.

## 3. Minutes from the previous meeting (20<sup>th</sup> January 2020):

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 the Chair of Governors.

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.

## 4. Matters arising and Action Log update:

The Action Log was discussed, and actions were updated.

*Action Point - Let Jacinta know if you can attend governor training on the 6<sup>th</sup> May training, this was booked for JG, but she can no longer attend.*

## 5. Chair's Report:

The Chair's Report had been shared in advance of the meeting on GovernorHub. AP and JGm meet every two weeks to discuss any issues that have arisen. They discuss staffing; AP has been involved in the appointment of the new Special Educational Needs & Disability Coordinator (SENDCo) who will be starting after Easter. The new Deputy SENDCo will be starting on the 23<sup>rd</sup> March.

AP, KM and JGm have met with two parents who were the administrators for the Facebook page discussed at the last meeting. The page had included a number of negative comments about the school, and specific members of staff but had already been taken down before the meeting. The meeting was positive, the administrators of the page accepted that the posts were not acceptable and had taken action to remove them. The minutes of the meeting have been shared with them and have been agreed.

One point that was raised in the meeting was a concern that parents don't have enough information about school leaders and governors, and the roles they play. This is a valid point and crystallises the need to for governors to ensure they have an up to date pen portrait and photo on the school website; these will also be shared through the Meadowside Matters newsletter this term.

AP has attended a Handling Complaints in School training course this term; the Complaints Policy will be reviewed and updated in line with guidance from the training. It was a very informative course run by a National Leader of Governance. AP gave a brief overview of the key points and these will all be

shared on GovernorHub. In the future, the governing body could consider using independent governors from other schools for complaint panel hearings, if required. The school policy needs to be tightened, the course included a discussion on the difference between a concern and a complaint and the merits of de-escalation.

KM and AP will be completing Safer Recruitment online training this term. The school continues to drive standards, this is evident in the recent Section 8 Ofsted inspection report.

## 6. Headteacher's Report:

The Headteacher's Report had been circulated in advance of the meeting; it builds on the format from the Autumn Term One report. JGm advised there has been a number of staff changes through restructuring, which have been very positive. These have been supported by staff and parents. A member of staff has left through ill health, and this has been dealt with sensitively.

The school is looking forward to welcoming the new SENDCo and Deputy SENDCo. The new SENDCo has been appointed with a Teaching & Learning Responsibility (TLR) rather than as an Assistant Headteacher and this has helped re-balance the Senior Leadership Team (SLT).

Staff have been empowered by the recent Section 8 Ofsted inspection, they enjoyed the deep dive process and having to work together in different teams has unified staff as they have learned from others' experiences. The school will complete further deep dives next term, and these will all be useful for the next Ofsted inspection, to show that Teaching & Learning is improving. The Quality of Education in terms of teaching is very high, some teachers are strong and others outstanding; the overall teaching profile in the school is improving.

JGm advised parental engagement with the school is improving, parent attendance at recent events such as the Christmas performances has been very good. JGm has met with members of the SLT at St Mary's primary school in Burton Latimer to forge stronger links, and diminish the historical rivalry between the two school, this is work being completed by the JLT too.

*Q – The Health & Safety report from the Spring One term reflects an issue, was this linked to asbestos.*  
*A – No, this wasn't a concern, the information related to the fire drills undertaken and was only for information.*

Governors thanked JGm for her report, they commented on the new format which is very helpful.

## 7. Safeguarding:

### Safeguarding Audit:

The Safeguarding Audit Report had been circulated in advance of the meeting. This audit was completed the day after the Section 8 Ofsted inspection, it could have been postponed but it was agreed it should go ahead because safeguarding is extremely important to all stakeholders.

The report is very positive, and very detailed. A safeguarding action plan has been drawn up with all of the actions. The SLT have shared this, the plan will be rated Red, Amber Green (RAGed) to track and show progress, most will be quickly actioned. KM, as the Safeguarding Governor, will be completing the Designated Safeguarding Lead (DSL) training in June.

The school needs to agree and then practise its Lockdown process. How the alarm is raised in the event the lockdown process needs to be implemented, will be agreed, this cannot be the same as the fire alarm sound. The lockdown procedure is being drafted; the school is looking at a wide range of scenarios. The site supervisor has already done a great deal of research on best practice in this area.

*Action Point – Add Lockdown Procedure to the next FGB agenda for further discussion / agreement.*

The Single Central Record (SCR) is now in a secure area, rather than being password protected. The school must be able to evidence that the number of people with access is appropriate, this has been undertaken and only six members of the admin / office staff team have access to the SCR.

## **8. Governance:**

### **Reports from Committees:**

#### **Resources Committee:**

Plumsun have been commissioned to complete a full Health & Safety (H&S) audit, this is now underway. The committee discussed the school roof and this work has begun. Governors discussed the new SENDCo and Deputy SENDCo appointments.

Governors discussed the budget. Funding for 2020-2021 has increased this year in terms of the Age-Weighted Pupil Unit. The school has 41 confirmed pupils for September so far, the figures will be updated in April. There are more second choices this year which is positive. The School Business Manager is working on the 3-Year budget plan which must be completed and submitted to the Local Authority by the 1st May.

There was a discussion about possibly increasing the charges for the Meadowside After-School Club (MASC), this has run for two years with no increase. The MASC and the Buttercups Nursery provision are both supported by the school's admin team and as numbers increase so does the level of admin support required.

Governors also discussed whether or not to ask parents for regular termly parental contributions rather than smaller but more frequent contributions to reduce the administration of these payments. They discussed how often parents might be asked for a contribution, and of how much. The next step would be to ask parents for their thoughts, in some cases it may be much easier for parents to make less frequent overarching payments which would reduce admin time and better support school events.

SH advised any plans to request larger termly donations from parents need to consider that 24% of pupils are Pupil Premium (PP) and come from families that are already financially disadvantaged; this

is much higher than the national average. Governors and the school must also be mindful that many other non-PP families have low incomes, and many have multiple children at the school. A £1 donation, as and when, will be more manageable for many families. MC advised this is in the very early stage of discussion, the school pantomime at Christmas ran at a loss which sparked the discussion, any decision would include a consultation with parents.

*Q – How does the school plan to spend income from the MASC. Should this be discussed and agreed more formally, currently spending is very adhoc. Would it be beneficial to complete a full review of the club to look at all aspects of the provision.*

*A - PP pupils can access the MASC through PP funding for three full days across the year, including school holidays. The School Business Manager is compiling a summary of costs and spending, a meeting can be arranged following this work, to plan future charges, costs and spending.*

The school has received a Subject Access Request for a child, these are very time consuming, and the process for redacting documents is difficult, the school is looking at how it can make this process easier, less expensive and less time-consuming.

#### **Quality of Education Committee:**

The Q&E committee completed a mid-year review of where the Governing Body and school are in terms of the Leadership & Management section of the School Improvement Plan and governors' responsibilities. Much of what was discussed at the meeting has already been discussed this evening in earlier sections linked to safeguarding, the Section 8 inspection and staff changes.

#### **Pen Portraits (for website):**

AP asked governors to review and where necessary update their pen portraits. These should be written in the first person and submitted to JGm. Photographs to accompany these will be taken this evening.

The pen portraits for AP and JG, including photographs, will be shared in the next Meadowside Matters newsletter to increase the profile of governors with parents. The following newsletter will feature KM and MC, then YE and AC, and finally KB, CSH and SH. Meadowside Matters newsletters are published every two weeks.

### **9. Policies for ratification:**

#### **Behaviour Policy:**

The Behaviour Policy has been reviewed, and the paragraph about exclusions has been made more robust. The policy needs an additional section about the Reflection Room and what type and level of behaviour would trigger pupils spending time in the Reflection Room; this is a new but successful initiative which should be reflected in the Behaviour Policy. The policy needs formatting in line with other school policies. ***Governors agreed the policy, with the discussed amendments.***

### **Cyber Bullying Policy:**

*Q – Where has this policy been sourced from; it has some odd wording about who to contact if there are issues.*

*A – These wording issues will be addressed; the policy is from another school. The policy will be formatted in line with other school policies and the word ‘programme’ needs standardising throughout the policy too.*

*Q – Will the school be holding a Parents Information Evening on E-Safety.*

*A – Yes, this is already scheduled.*

*Action Point – Review the policy further following the discussion this evening.*

**Governors unanimously agreed the policy**, KM will complete the necessary revisions and changes.

### **Complaints Policy:**

The Complaints Policy has been reviewed, a name needs changing, and the policy needs to be formatted in line with other school policies. There was a general discussion about a number of different sections and the wording therein. JGM and AP noted the agreed changes and JGM will update the policy to reflect these. Governors agreed that the amended draft policy should be shared on the website and will be the reference policy, until it is ratified in May.

*Action Point – Update the Complaints Policy and share with governors by the 20<sup>th</sup> March.*

*Action Point – Read the update Complaints Policy and respond to JGM with any further queries or suggested changes within 10 working days so that a final draft can be published and ratified at the May FGB meeting.*

*Action Point – Add Lockdown Procedure to the next FGB agenda for further discussion / agreement.*

### **Sex & Relationships Policy:**

The Sex & Relationships Policy has been reviewed, the date needs changing, and the policy needs to be formatted in line with other school policies. It reflects the new Sex & Relationships curriculum which becomes statutory in September 2020. **Governors unanimously agreed this policy.**

### **10. Identification of confidential items:**

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

### **11. A.O.B. (24 hours advance notice to chair):**

#### **School Roof:**

The contractors had indicated the roof would be finished by Easter, and before SATs but there has been a delay. Preparation work has now commenced and work on the roof and internal work will be completed next week starting with the library.

A risk assessment for each year group has been written and shared with the School Business Manager and the Site Supervisor. The school is waiting for a risk assessment from the contractors.

The roof work will be completed one class at a time, each class will be moved into the school hall. There will be a meeting with stakeholders about the use of the school hall. The roof sections above communal areas of the school will be completed in the Easter holidays.

The school has DBS checks in place for the roofing team, and scaffolders, and are awaiting details for other contractors. Until DBS checks are provided contractors will be signed in, issued with luminous lanyards and supervised by the site supervisor. The staff car park is out of bounds; staff are car-pooling where possible. The neighbours have been informed, and there have been no issues.

**Coronavirus:**

JGm has met with staff at a briefing to discuss the current concerns linked to the coronavirus. Staff have been signposted to the Department of Education (DfE) guidance. Pupils are washing their hands at least 5 times a day, the school is providing tissues on every table, and hand gels. A contingency plan will be drafted laying out plans for a possible closure. All of the safeguarding system is online and accessible offsite. The system for paying salaries can also be accessed online, and offsite. Documents related to a closure of the school have already been written and are ready to be sent. The school will continue to follow national guidance.

*Q – Has the school asked parents to look at guidance when returning from other countries.*

*A – The coronavirus has been discussed in several staff meetings, and pupils have been given lots of information and advice. The Meadowside Matters newsletter has been used to signpost parents to DfE guidance. The school will also be providing guidance about SATs should they need to be delayed, or the school is closed.*

JGm asked governors to keep up to date with the numerous school events via the school newsletters available on GovernorHub.

**12. Date of next Meeting:**

- 2019-2020 meeting dates:**
- Monday 11<sup>th</sup> May 2020 at 6pm (apologies for JG)
  - Wednesday 15<sup>th</sup> 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>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 David Tredrea Angela Pratt Josie Garnham Kim Mount Sarah Hammond</p>
<p>09/03/2020 – 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>	

..... Attended      ..... Apologies Accepted      ..... No apologies

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.