

Meadowside Primary School

Headteacher :Mrs J Garnham
Deputy Headteacher :Ms Mia Lewis



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Full Governing Body Minutes

Date: 16th November 2020 at 6pm (remotely via Zoom)

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)	Co-opted Governor	✓
Yassine Elhasbaoui (YE)	Co-opted Governor	✓
Kirsty Blake (KB)	Parent Governor	✓
Kim Mount (KM)	Parent Governor	x
Sarah Hammond (SH)	Staff Governor	✓
Mia Lewis (ML)	Associate Member	✓
Non-governors in attendance	Role	
Linda O'Sullivan (LO)	Clerk (Syzygy Clerking Services)	✓

The meeting was quorate

1. Welcome and Apologies for absence:

Welcome: Angela P 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.

Apologies: The following apologies were given and accepted: Kim Mount

Our values: - Respect Responsibility Reflection Resilience



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.

Governors all confirmed their pecuniary interest are up to date on GovernorHub, that they have read the KCSIE statutory guidance, and agree to abide by the Governors' Code of Conduct. The clerk will ensure all of these agreements are ticked on GovernorHub.

3. Minutes from previous Full Governing Body meeting (21st September 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 Janet G for the file.

4. Matters arising and Action Log update:

The Action Log was discussed and actions the were updated.

5. Chair's Report:

A member of staff at Hatton Academy has indicated an interest in becoming a governor, they were invited to attend the meeting this evening. Angela P will contact them again to see if they are still interested in joining the governing body.

Angela P meets with Josie G and Mia L fortnightly through Facetime, or in socially distanced meetings. The school continues to operate successfully under the current restrictions. Staff are doing a really great job under exceptionally difficult circumstances.

6. Headteacher's Report

The Headteacher's Report had been circulated in advance of the meeting. Josie G advised the current Covid-19 restrictions may mean pupils don not have access to many of the opportunities planned this year. The school had wanted to build and expand its engagement within the local community and with other local schools. Trips may have to be cancelled. The school is using these restrictions to try and look at alternative opportunities, staff are thinking outside of the usual conventions and are developing a range of ideas that could be continued after Covid-19 restrictions are lifted. Questions were invited.

Angela P commented on the school's exceptional attendance given the current circumstances; this is in the 90% every day. Attendance was discussed in more depth at the recent Quality of Education committee meeting.

On Wednesday, the school had a call from Ofsted announcing a monitoring visit the next day, focused on the school's Covid-19 Recovery Plan, and Risk Assessment. This visit was conducted via MS Teams. Key members of staff attended several meetings throughout the day linked to attendance; safeguarding; behaviour; wellbeing, and the curriculum. Josie G was given an idea of questions prior to these meetings and was able to select the right staff to attend. The meetings all went incredibly well, the school has a very strong team.

The inspector was incredibly impressed by what work the school has done. They made a comment about how much they had personally learned from the visit. The visit was extremely positive and reaffirmed the school is on the right path, driving standards forward.

Many questions were focused on how the school is identifying and supporting its vulnerable pupils, and what interventions have been put in place to support them and diminish the difference in attainment. Another key focus was the wellbeing of pupils and staff; and what new initiatives and processes in place for lockdown will continue after the pandemic.

The school is looking forward to receiving the letter detailing this visit. The school will not be given formal judgements, but the letter is expected to be very positive. Hopefully, parents will receive a copy too because it is a public document. The school will review the letter for positive comments that can be shared with parents through the Meadowside Matters newsletter.

Governors congratulated the school on such an excellent inspection centred on Covid-19 and the school's Recovery Curriculum. The school has now had two successful HMI Ofsted inspections this year; the next inspection will be a Section 5 inspection and is likely to happen next year. Ofsted are planning to re-start inspections again under the current inspection framework from January 2021, but this is unlikely unless the Covid-19 restrictions are removed.

Q – The school has had one teaching staff resignation, has this position been advertised, and has the school had any interest.

A – The school has received one resignation from a member of staff; they are an outstanding teacher, and the school needs to appoint another excellent teacher. They will be leaving at Christmas and the school would like to appoint a new teacher from January, but it needs to be the right candidate. The school posted an advert on Thursday for a permanent teaching post in Year 6 and has had two expressions of interest which is positive.

Josie G has had a call from two Senior School Improvement Partners from the Local Authority who would like the school to be part of their training looking at curriculum development and work with new team members of the LA. They have chosen Meadowside because of how far forward the curriculum has moved in the last 2 years. They would like to work with Subject Leads; if this is managed well it will be a fabulous opportunity for staff development.

The school has also had a request for Mia L to support a Deputy Headteacher in another school in Northamptonshire. This is a very positive opportunity, and it is nice for Mia L to be held in esteem, this is a credit to Mia L and the work she has completed to drive standards at Meadowside. This would be School to School support which is fully funded by the LA.

7. Safeguarding

The Section 8 discussions during the recent inspection went well. A governor monitoring visit is scheduled tomorrow with Kim Mount who is the Safeguarding Governor.

The school has had two safeguarding referrals since September, both of these have been dealt with appropriately following the school's agreed processes and procedures.

8. Recovery Plan

The Recovery Plan had been circulated in advance of the meeting. This was made available to the Ofsted inspector, but it was not requested. The document may have been reviewed prior to the visit; it is available on the school's website. Governors agreed this is a comprehensive document which very clearly lays out the school's plans to plug gaps in learning caused by lockdown.

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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.

9. Covid-19 Update

An update on Covid-19 had been circulated in advance of the meeting. This is a very thorough, easy to read, colour coded document.

The school has only had one positive case, this was a member of staff and parents were informed. The school has updated its risk assessment in line with the additional national restrictions. Parents are now being asked to wear masks while on site and staff are wearing masks while in communal areas. Parent governors reported that other parents have been really positive about wearing masks while on site; people are generally becoming more widely worn anyway.

There was a general discussion about the current level of Covid-19 cases in local schools; Covid-19 seems to be affecting secondary schools more than primary schools. Schools could return to normal more quickly if the vaccines being developed can be rolled out nationally soon.

10. Governance

Quality of Education Committee:

The Quality of Education committee met recently. The last progress data available was captured before Christmas 2019. New data will be reviewed at the next meeting.

Governors reviewed the results from the latest pupil Happiness Survey; a summary will be available for governors on GovernorHub. Pupil Wellbeing is linked to the Personal, Health and Social Education (PHSE) curriculum. The school is having a week focused on wellbeing next week.

Janet G suggested the governing body could create a Governor Award for work in this area. Senior leaders, staff and pupils would be able to nominate pupils. Pupils could be awarded half-termly certificates. The Inclusion Team in school could agree a shortlist, the criteria for being nominated would have to be agreed. This initiative is still being developed, but nominations could be linked to coping with pressure etc. The exact wording will be agreed by the Inclusion Team. Janet G will draft an overview for the school website to highlight this initiative. This would raise the profile of PHSE in the school and foster a better link between the governing body and pupils, so governors have a better understanding of how pupils are dealing with the challenges they face. Governors unanimously agreed this sounds like an excellent plan.

Finance & Resources Committee

The Finance & Resources committee were scheduled to meet but this had to be delayed because of the Ofsted inspection. A new date will be agreed.

Governor Skills Audit:

Governors will complete the NGA skills audit prior to the next meeting.

Action Point – Send out the new NGA governor skills audit and collate the results for discussion at the next meeting.

Term of Office (Kirsty Blake 03/21 & Janet Goodliffe 04/21):

The constitution of the governing body includes 11 governors. Associate members can be invited to join committees to bring additional knowledge, skills and experience but are not formally part of the constitution number.

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The governing body needs to recruit more members. Janet G has been approaching local businesses, but this is difficult under the current restrictions. Governors need to be mindful about appointing too many parents as governors, this is not considered good practice.

Any new governor needs to be appointed on the basis of the skills, knowledge and experience they can bring to the governing body, in line with any skills gaps identified in the skills audit. Governors agreed a good way forward would be to invite any prospective governors to join as associate members in the first instance. An advert will be circulated after the governing body has reviewed the results of the skills audit this term.

11. Policies for ratification

Code of Conduct for Governors:

Governors were reminded to tick the box on GovernorHub to indicate they have agreed to abide by the Governors' Code of Conduct.

Pay Policy:

Governors agreed to delegate the responsibility to review and agree the Pay Policy and this year's pay uplift recommendations to a Remunerations Committee which will meet before the next Finance & Resources committee meeting. The following governors agreed to sit on the Remuneration Committee: Kim M, Ashley C and Janet G. Their decisions can then be reviewed and approved at the F&R meeting and recommended to the FGB for formal ratification.

12. Identification of Confidential Items:

None to be reported this evening.

13. A.O.B:

Janet G advised the Terms of Reference for committees were discussed at the recent Quality of Education committee and the clerk suggested the usual quorum for committee decisions is 50% of current committee members. Angela P confirmed this is what is stated in the Terms of Reference for the FGB.

14. Meeting Dates for 2020-2021

2020-2021 meeting dates:

- Finance & Resources committee – 25th November 2002 at 3.45pm
- Full Governing Body committee – 18th January 2021 at 6pm

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>18/11/19</u>	<u>20/01/20</u>	<u>09/03/20</u>	<u>11/05/20</u>	<u>15/07/20</u>	<u>21/09/20</u>	<u>16/11/20</u>
Kirsty Blake	✓	✗	✓	✓	✓	✓	✓
Janet Goodliffe	✓	✓	✓	✓	✓	✓	✓
Yassine Elhasbaoui	✗	✓	✓	✓	✓	✓	✓
Mark Chapman **	✓	✓	✓	✓	✓	N/A	N/A
Chris Smith-Haynes	✓	✓	✗	✓	✓	✓	✓
Ashley Clarkson	✓	✓	✓	✓	✓	✓	✓
David Tredrea**	✗	✗	✗	✗	N/A	N/A	N/A
Angela Pratt	✓	✓	✓	✗	✓	✗	✓
Josie Garnham	✓	✓	✓	✓	✓	✓	✓
Kim Mount	✓	✗	✓	✓	✓	✓	✗
Sarah Hammond	✓	✓	✓	✓	✓	✓	✓

** (no longer a governor)

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