

# Meadowside Primary School

Headteacher :Mrs J Garnham  
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## Full Governing Body Minutes

Date: 8<sup>th</sup> March 2021 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)	Local Authority Governor	✓
Kirsty Blake (KB)	Parent Governor	✓
Kim Mount (KM)	Parent Governor	✓
Sarah Hammond (SH)	Staff Governor	✓
Mia Lewis (ML)	Associate Member	✓
Non-governors in attendance	Role	
Rani Singh (RS)	Prospective Governor	✓
Tasha Entwistle (TE)	Prospective Governor	✓
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. Rani Singh and Tasha Entwistle were both welcomed, they were attending this evening as prospective governors.

**Our values: - Respect Responsibility Reflection Resilience**



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: CSH sent apologies for the first part of the meeting, she was involved in a different meeting until 7pm.

#### **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.

#### **3. Minutes from previous Full Governing Body meeting (18<sup>th</sup> of January 2021)**

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 Angela P for the file.

#### **4. Matters arising and Action Log update:**

The Action Log was discussed and actions ~~the~~ were updated.

#### **5. Chair's Report:**

Angela P, Janet G, Josie G and Mia L continue to meet regularly, all of their meetings are minuted. Recent discussions have been focused on the Section 8 monitoring visit at the beginning of January. Angela P and Janet G were both attending a Chair of Governors briefing session run by the Local authority (LA) when they were called by Josie G to say the school was going to have a Section 8 monitoring visit that week.

The visit was completed online over two days and both Angela P, Janet G and Kim M were able to speak to the HMI. She was the same HMI who completed the previous visit. The report has been circulated and is very positive, it includes some nice comments about governance at the school too. Governors congratulated the school on a very pleasing report.

St.John has also completed a monitoring visit, and his report has also been circulated. The report was very positive but does note urgent work that needs to be completed focused on the curriculum and management documentation in particular.

Angela P and Janet G have met both prospective governors individually via Zoom. Rani and Tasha would both bring valuable skills to the governing body. Rani is a former headteacher so has an extensive knowledge of education and a particular interest in the Early Years Foundation Stage (EYFS). Tasha works for a large travel insurance company and has a background in estates management and Health & Safety.

#### **6. Headteacher's Update**

A number of documents discussed under this item will be shared on GovernorHub after the meeting.

Members of the Senior Leadership Team (SLT) have completed a number of learning walks and observed remote teaching from the back of classrooms. They looked at remote live learning sessions which were very positive. It was good to see pupils happy and engaged. The quality of education is fantastic, and it is clear that everyone has adapted really well to this way of teaching. Pupils' behaviour and confidence online has grown but it has been very exciting to welcome pupils back to school today. Staff are delighted to see children return.

*Q – What was attendance at school like today, are pupils pleased to be back in school.*

A – Attendance today has been excellent. Pupils were happy to be back. So far, there have been no cases of Covid-19 transmission within the school which is a testament to the processes and procedures in place to mitigate the risk, parents feel that their children are safe in school.

*Q – Have many staff had a vaccine yet.*

A – A small number of staff have received their first Covid-19 vaccination, and more are being booked.

### **Section 8 Additional Monitoring Report:**

The Section 8 monitoring report has been shared with StJohn and he has said that the school can read at least Good into all phrases. The school has had some bullet points from him linked to the curriculum, knowledge, and pupil progress

The report has been shared with staff, it is very supportive and will help staff prepare and plan for the summer term. Josie G is now working on the School's Self-Evaluation (SSE) ready for a Section 5 inspection. The school is expecting a Section 5 visit because it has been graded as Requires Improvement three times, but it is difficult to judge when this will be given Covid-19 restrictions and the impact these have had on Ofsted's monitoring schedule.

The School Improvement Plan (SIP) has been reviewed and slimmed down, this was a recommendation from StJohn and will help the school really focus on and drive the school's priorities.

### **7. Safeguarding**

Safeguarding is going well, although there have been some issues with support and advice from social work partners; this will be discussed in more detail with KM tomorrow during his safeguarding monitoring visit.

### **8. Recovery Plan**

The Recovery Plan was discussed in great depth at the recent Quality of Education committee meeting. The notes from this review and discussion are recorded on the minutes dated the 1<sup>st</sup> of March 2021.

### **9. Covid-19 & Lockdown Update**

The Covid-19 risk assessment has been updated again and shared with staff and parents. The school has conducted wellbeing meetings with staff, some have been anxious about mixing across bubbles, but these concerns have been addressed.

The new arrangements are very similar to those in place in the autumn term. Staff with individual risk assessments are all meeting individually with Mia L tomorrow so their plans can be reviewed. The biggest change is that staff are able to work across bubbles which will make group arrangements easier. Staff are completing the lateral flow tests twice a week.

*Q – The school has reinstated staggered start times in the morning, but are pupils all leaving at the same time, at the end of the day.*

A – The end of the day is staggered for some pupils, and different years are using different gates.

*Q – Is the school making specific accommodation for parents with more than one child at the school.*

A – Yes, parents can drop all of their children off at the earliest time allocated and collect at the latest time.

### **3**

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.

## 10. Governance

### **Investigation Recommendations:**

Josie G and Angela P have met to discuss the investigation recommendations made last year following a parental complaint. The school has, over the last 12 months, greatly strengthened its links with parents and these are now robust.

The school has undergone a full Local Authority Safeguarding Audit, and this indicated that safeguarding at the school is very strong. Recommendations from the audit are being actioned and are reviewed regularly at regular safeguarding meetings. The Emergency Plan is now the only outstanding action.

Recommendations for the governing body have also been addressed; the complaints policy has been reviewed and revised and clearly lays out the processes and procedures to be followed if there are future complaints.

Angela P has attended a Local Authority course on handling complaints. The governing body has a new safeguarding governor who is actively involved and who meets regularly with the safeguarding team in school; safeguarding monitoring is now much more effective. Safeguarding meetings in school have continued throughout lockdown.

### **Reports from Committees:**

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

The Quality of Education committee met last week. The Minutes will be available on GovernorHub by the end of the week. Chloe Caswell attended to provide an overview of remote learning; this has been incredibly successful during this second partial closure. Staff have all completed training on remote learning, and pupil engagement is positive. The SLT have observed some of the remote learning which is high-quality.

The committee reviewed the Catch-up Plan and Recovery Plan, the Catch-up plan is available on the school website. The school has reopened today and there are three school weeks to Easter. In the last week of term pupils will complete the Rising Stars assessments, the results from these will help teachers identify any further gaps and plan effective teaching and learning for the summer term. The results from these formal assessments will be shared with governors at the next meeting.

Governors discussed the Section 8 monitoring visit and reviewed StJohn's report in detail. They also ratified a number of policies. Governors were very pleased with the remote learning offered by the school since the beginning of January, pupils in school and at home have received the same educational diet.

#### **Finance & Resources Committee**

The Finance & Resources Committee last met on the 4<sup>th</sup> of February 2021. Governors reviewed the Financial Report provided by the School Business Manager (SBM). They also reviewed attendance at the Buttercups Nursery and the budget monitoring form which compare the outturn to predictions.

There has been cost savings around staff, but extra costs associated with Covid-19 and governors reviewed the cost centres lines in detail. The PE and Sports Premium funding from 2019-2020 needs to be committed by the end of March to avoid any possible clawback by the Local Authority.

Governors reviewed and approved a number of policies. They discussed the H&S policy and devised a plan to move this forward. There was a discussion about marketing to attract prospective parents to the school to increase numbers. It was agreed a working group of interested governors would meet to draw up and agree a list of actions to raise the profile of the school in the local community and this has now been shared.

*Q – What are the provisional numbers for September 2021.*

*A – The school has 41 confirmed places for September, this is still quite a low number but may well rise.*

*Action Point – Look at agreeing an additional date for the F&R committee to meet in April. The committee needs to discuss the 2021-2022 budget and SFVS.*

#### **Governor Vacancies / Terms of Office:**

Two governor terms end shortly. Janet G and Kirsty B both said that they would be willing to stand for a further term of office; they were asked to wait outside of the meeting and by a show of hands, governors unanimously voted in favour of electing Janet G and Kirsty B for a further term, both as co-opted governors.

*Action Point – Begin the process for electing a new parent governor.*

#### **11. Policies for ratification**

##### **Risk Management Plan:**

**This relates to the Covid-19 risk assessment**, the document will be sent to governors for reference.

*Action Point – Send the updated risk assessment to governors for reference.*

#### **12. Risk Register:**

At the last meeting governors discussed drawing up a risk register to monitor risks to the school. Mia L has drawn up a draft risk register based on a number of best practice exemplars; this had been shared in advance of the meeting and questions and comments were invited. This is draft document and suggestions for improvements are welcome.

Governors agreed the risks listed are a good starting point, and these now need to be assigned owners, and governors need to agree which committee will oversee this risk. The agreed committee can then monitor each risk to mitigate and reduce it. Column 2 notes the causes of risks, and column 3 needs to include a bullet point linked to each on how each will be counteracted.

A next step would be to agree and add a scoring process to try and identify risks in order, this could be numerical or as a colour rating. Checks and balances would then be needed to get each risk down to a target risk number or level which reflects an acceptable level of risk.

The governing body needs to know what its risk appetite is. For example, governors could agree there is no appetite for risk linked to the quality of education, but other areas could accept a higher risk. These points could be discussed further at the next FGB meeting. AC agreed to provide an overview of these processes.

Governors were all broadly in agreement with the risks identified. 10 is about the right number to manage, and the risks fall into the remits of the two existing committees. The school is responsible for managing risks and the governing body is responsible for challenging the school. A column will be added to show the owner and risk register will become a standing item on all future agendas.

*Action Point – Add Risk Register presentation to the next FGB agenda on the 10<sup>th</sup> of May (delivered by AC).  
Action Point - Meet with Mia L and Josie G in advance of the next meeting to progress the discussions from this evening.*

### 13. Identification of Confidential Items:

None this evening.

### 14. A.O.B:

#### Mid-Year Review

The mid-year review document had been sent out to governors in advance of the meeting. This has been created by the Q of E committee and provides a useful overview of the role of governors and what they do all on one document and included updates. Janet G asked that governors all review this document and contribute to it, across the different sections.

*Action Point – Review the mid-year review and send any comments, contributions, changes, errors for correction, and updates to Janet G by the 1<sup>st</sup> of May, she will then update the document.*

CSH arrived at the meeting at 7.10pm.

#### New governors:

Rani Singh and Tasha Entwistle attended the meeting this evening as prospective co-opted governors. They both gave a brief overview of their skills, knowledge, and backgrounds, what they can bring to the role and why they would like to join the Governing Body. Rani has an education background which would be valuable, and Tasha has a background in finance, H&S and property management which are currently gaps in the governing body. Both said they were still interested in becoming a governor.

***Rani and Tasha were asked to wait outside of the meeting and by a show of hands, governors unanimously voted in favour of electing them as co-opted governors.***

*Action Point – Write a brief pen portrait for the school website, there are examples on the website for reference. Send to Josie G with a photograph.*

*Action Point – Update the Governor Section on the school website to reflect the appointments this evening and add any pecuniary interests for Tasha and Rani to the website overview.*

*Action Point – Complete your pecuniary interests form on GovernorHub.*

*Action Point – Arrange safeguarding training, Female Genital Mutilation (FGM) training and PREVENT training in 15 minutes sessions to be delivered before the next FGB meeting in May.*

*Action Point – Create new school email addresses for Rani S and Tasha E*

### 15. Meeting Dates for 2020-2021

#### 2020-2021 meeting dates:

- Quality of Education – Monday 19<sup>th</sup> of April 2021 at 6pm
- Full Governing Body – Monday 10<sup>th</sup> of May 2021 at 6pm (5.30pm for training)
- Finance & Resources – Thursday 17<sup>th</sup> of June 2021 at 5pm
- Quality of Education – Monday 21<sup>st</sup> of June 2021 at 6pm
- Full Governing Body – Monday 12<sup>th</sup> of July 2021 at 6pm

The meeting closed at 7.30pm

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

Sign .....Date .....

Meadowside Primary School: Attendance at Full Governing Body Meetings

<u>Governor</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>	<u>18/01/21</u>	<u>08/03/21</u>
Kirsty Blake	✓	✓	✓	✓	✓	✓	✓
Janet Goodliffe	✓	✓	✓	✓	✓	✓	✓
Chris Smith-Haynes	x	✓	✓	✓	✓	✓	✓
Ashley Clarkson	✓	✓	✓	✓	✓	✓	✓
Angela Pratt	✓	x	✓	x	✓	✓	✓
Josie Garnham	✓	✓	✓	✓	✓	✓	✓
Kim Mount	✓	✓	✓	✓	x	✓	✓
Sarah Hammond	✓	✓	✓	✓	✓	✓	✓
Yassine Elhasbaoui **	✓	✓	✓	✓	✓	N/A	N/A
Mark Chapman **	✓	✓	✓	N/A	N/A	N/A	N/A
David Tredrea**	x	x	N/A	N/A	N/A	N/A	N/A

\*\* (no longer a governor)

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