

# Meadowside Primary School

Headteacher :Mrs J Garnham  
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## Full Governing Body Minutes

Date: 15<sup>th</sup> November 2021 at 6pm (held at the school)

Governors	Role	Present ✓
Josie Garnham (JGm)	Headteacher (Ex-Officio)	✓
Angela Pratt (AP) (via Ms Teams)	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	x
Kirsty Blake (KB)	Parent Governor	✓
Kim Mount (KM)	Parent Governor	✓
Sarah Hammond (SH)	Staff Governor	✓
Mia Lewis (ML)	Associate Member	✓
Rani Singh (RS)	Co-opted Governor	x
Tasha Entwistle (TE)	Co-opted Governor	x
Sarah Knight (SK)	Parent Governor	✓
Non-governors in attendance	Role	
Linda O'Sullivan (LO)	Clerk (Syzygy Clerking Services)	✓

The meeting was quorate

### Junior Leadership Team Presentation

In advance of the meeting there was a presentation for the Junior Leadership Team. They provided governors with an overview of the role of ambassadors. There are friendship ambassadors who support and look after other pupils at playtimes, they provide a friendly face and someone to talk to about worries

Our values: - Respect Responsibility Reflection Resilience



or concerns. They will soon be trained by Mr T to referee sports. The JLT are keeping a written record about their role and the work they complete this year, and this was shared.

Year 1 and Foundation Stage pupils will be invited to become involved in the JLT after Easter 2022, this is a decision made following a presentation from Chris S-H who came into school to speak to pupils about democracy.

The JLT spoke about some of the fund-raising initiatives they have completed. Over the last year JLT members have been involved in new staff interviews, and they meet regularly with Josie G with formal agendas to discuss. The JLT were interested in the role of governors, and an overview of the role was provided.

The JLT has an Action Plan, which outlines its work this year, term-by-term. It lists the different initiatives undertaken or being planned; this is a working document and copies were shared and can also be found on the school website. On Friday, the JLT attended the Cenotaph to lay a Poppy Wreath with pupils from St Mary's Primary School. There was a minute's silence to commemorate Remembrance.

### 1. Welcome and Apologies for absence

**Welcome:** Angela P welcomed governors to the meeting. Sarah Knight was welcomed as the new parent governor. Governors were reminded that any items discussed this evening should remain confidential until the draft minutes had been approved. 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, Rani Singh, and Tasha Entwistle.

### 2. Declaration of Pecuniary Interests (for 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 (13<sup>th</sup> September 2021)

The Minutes of the previous meeting had been circulated in advance. Governors reviewed the Minutes, and they were agreed as an accurate record of the meeting. A copy will be signed by Janet G for the file.

There was a query about pupils' numbers at the last meeting, and the number the school is funded for. There are 342 currently on roll, and this will rise to 345 by the end of the term. Other questions around pupil numbers will be addressed in the Headteacher's Report this evening.

There was a question about pupil attendance, and if the percentage figure is changed by one or two pupils with a higher rate of absence. Josie G advised pupil attendance is above 95%.

#### Staff Absence

There are a small number of long terms absence in the staff body, staff are well-supported and have regular contact with HR including regular meetings are held to touch base with them. Accurate details of any absence are kept. When staff return they attend a return-to-work meeting and are offered a phased return, if required.

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

The Action Log was discussed, and actions were updated.

#### 5. Chair's Report

Angela P continues to meet regularly with Josie G and Mia L, these meetings cover all aspects of school life and are held fortnightly. Discussions include the School Improvement Plan (SIP), staffing, Covid-19, parents, governance, pupils, and any other issues. These meetings are an excellent way to keep in touch and up to date.

The local Evening Telegraph recently printed an article about 'stuck schools' and this included Meadowside; this was a shock and difficult. Josie H and Angela P have both written to Jo Hutchinson at the Local Authority (LA) to complain about the article and comments made, the article was extremely disappointing. They have had a letter back who didn't know an article was going to be published, and she has apologised for any issues this has caused the school. A copy of the letter has been shared.

Jo Hutchinson made a presentation to cabinet members which is where this information has come from, but she did not mention any specific schools. It was not good at the time, but there is nothing more that the school or governing body can do other than to register their disappointment.

The school has had very positive feedback from parents, one has written to the Evening Telegraph about their misleading comments. It is difficult when the school is trying to attract more parents and increase pupil numbers. The recent Parents' Survey was really positive, there were some really nice comments from parents and some of these will be published on the school website alongside quotes from the Chair of Governors as a response.

#### 6 Headteacher's Report

The Headteacher's Report had been shared in advance on GovernorHub, and questions had been invited in advance of the meeting.

The school has had quite a lot of new joiners over recent weeks, and the Senior Leadership Team (SLT) have been showing lots of prospective parents around over the last 5 weeks; the school still has parents enquiring about places.

Showing parents around the school this year is very exciting, in previously years the SLT have had to talk about future plans to improve the learning environment and facilities, but all this work has now been completed. The school environment looks very strong, there is a new library which is impressive, and recently a new Art Studio, staff have had lots of positive comments from parents as they tour the school. Janet G and Rani S completed a learning walk last week and they have commented on how well behaved and engaged pupils are and this is a reflection of how supportive parents are at home too.

#### School Improvement Plan

The SIP has been updated in line with comments from StJohn during the Headteacher's Performance Management (HTPM). The Ofsted folder is ready and includes the SIP and other key documents and information.

The SIP is now rated Red, Amber, Green (RAGed) to a finer level of detail. The Pathfinder audit identified a number of actions the school needs to take to get to the next level, the school was very pleased because these had already been identified; some are quick fixes to move the school to a rating of 5. Pupils should be rated as 5, they are wonderful and appreciate being in school and the learning environment. They all reflect the school's values, as do staff.

The Deep Dive with national leaders focused on Science and History was very useful, and very accurately represented what a deep dive during an Ofsted inspection would be like. Staff involved have gained from this experience and are more confident. They are going to share what they have learned about the process with other staff in a future staff meeting in a session which will include role play activities. All of the actions have already been completed, and History is now rated as a strength.

StJohn has asked Josie G to add more information about progress and attainment from the current in-house data to future FGB meetings; this is information governors need to be familiar with. The school held a mock Phonics assessment in Autumn term 1, and there will be a data from assessments in Autumn Term 2. Pupil Progress meetings will be held at the end of this term. There are now three pupil progress meetings a year instead of the previous six, to reduce workload and support staff wellbeing. These meetings are with subject leaders for core subjects and are held with each year groups to discuss pupils in terms of progress and identify any additional support needs.

*Q – There was a query on the numbers of pupils on the report, currently there are 342 pupils in the school and a further 25 attend the nursery, is this correct.*

*A – Yes, the school's Published Admission Number (PAN) is 420 in the main school, plus nursery places. The school is currently running at 82% capacity. The average primary school class size nationally is 20.6% and this school is just above that percentage.*

Pupil recruitment is a key priority. The school is being well promoted through its website which is regularly updated, and a high number of parents are coming in for escorted tours with the SLT to gain a full overview of the site. It is important for prospective parents to have access to members of the SLT and ask questions. The school can work on other elements such as the SLT having more contact time in the classroom, this would support the budget, but while the school remains in the Requires Improvement category driving improvements must be the priority. The school will continue to build links with the local press once the expected Ofsted inspection has been completed.

## **Staffing**

The school currently has 17 class teachers, including the nursery; there are 14 full-time teachers and three part-time teachers.

*Q – How does the school compare in terms of its profile for pupils who are entitled to Free School Meals (FSMs), pupils with a Special Educational Needs & Disability (SEND) and pupils who have English as an Additional Language (EAL) against national data.*

*A – The number of pupils entitled to FSMs is generally in line with the national profile, SEND and EAL percentages are below national.*

## Health & Safety (H&S)

There have been a number of trips, none of these were out of the ordinary and are the sort of trips that you would expect in a primary school. The school has written a Child Action Protocol to follow if a member of staff feels an ambulance school be called; this will be added to the H&S policy.

*Q – Have you completed a Parent Survey this term.*

*A – Yes, the overview will be added to the school website.*

*Q – Some parents have been unhappy that they are not allowed back on site, has the school made it clear to them that this is Covid-19 related.*

*A – Yes, this has been explained, other parents feel the school has too many people on site. The school does understand that parents like to walk their child to the door but walking in without parents is promoting independence.*

*Q – Parents have asked about face-to-face meetings with class teachers, these are currently online, when might this change.*

*A – The school can still facilitate face-to-face meetings if there is a specific need. Parents can contact staff through the class email address to request a meeting. The next parents' consultation is in the spring term, so it is difficult to say what the national or local Covid-19 picture might be. Online meetings can be a better option for many parents. The school could look at offering a hybrid solution in the future. Face-to-face meetings and the class email addresses can be things that are highlighted in the next Meadowside Matters.*

*Q – Does the school only have one disabled toilet across both sites.*

*A – Yes, there is only one across both sites, but this hasn't been an issue raised in any previous Accessibility audits.*

The school needs to consider any negative comments from the survey, these don't need to be published but we should be realistic about these and plan how these areas can be improved.

*Q – Does the school create an action plan based on the survey results laying out how it is going to improve and address any negative feedback, and how do you share any actions with parents.*

*Action Point – Write an article for the Meadowside Matters publication with an overview of Frequently Asked Questions and an overview of how actions from the survey will be addressed through the SIP.*

## 7. Safeguarding

Most governors have completed their annual safeguarding training, Tasha E will complete a final half session. Josie G thanked governors for sending their read receipts confirming they have received and read key safeguarding documents including Keeping Children Safe in Education (KCSIE) statutory guidance and other key policies.

Kim M is the safeguarding governor and will be attending a safeguarding meeting tomorrow in school.

## 8. Recovery Plan

There are three separate streams of catch-up funding coming into school. There is an amount left over from last's years catch-up funding to be spent, then there is the School Led Tutoring Grant funding and the Recovery Premium funding. The Recovery Premium and Catch-up Funding from last year can be spent as

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the school sees fit. The School Led Tutoring Grant is calculated at 60% of the total number of Pupil Premium (PP) pupils in the school, and must be spent on either PP pupils, or those identified with a Special Educational Need or Disability (SEND), or because they are a Looked After Child (LAC) or a Previously Looked After Child (PLAC) or have another vulnerability. This funding will be closely monitored and audited.

A qualified teacher who was secured through an employment agency to work in the school as a Teaching Assistant (TA) to support a pupil 1-1 has been very good and they will now continue in this role in the mornings, and then delivering small group tutoring sessions in the afternoons for Reading, Writing and Maths in Year 5 and 6 for the rest of the year, in 30-minute weekly sessions.

The school is also trying to source a second tutor to deliver catch-up support in school. The online tutoring last year wasn't successful and didn't produce the results the school had hoped. This second tutor will deliver tutoring sessions in Reading, Writing and Maths for Year 3, and Reading and Writing for Year 4. Baseline assessments will be completed so the impact of tutoring can be measured. If possible, the school would like to extend this scheme into Year 2 using the remaining catch-up premium because this cohort has missed a great deal of their early years' education due to Covid-19. An extra TA will deliver focused interventions and class support. The school has also put a TA into Year 4 to provide extra support for Reading, Writing and Maths in the mornings. Key vulnerable pupils have been identified and will be supported in the area they are most behind in.

*Action Point – Remove the Recovery Plan as an agenda item, this is something that is looked at closely by the Quality of Education committee and can be reported through their update.*

## 9. Remuneration Committee Meeting

The Remuneration Committee needs to meet to review the Teachers' Pay Policy, staff performance appraisals, and pay recommendations. This was discussed last week at the Finance & Resources committee meeting.

*Action Point – Agree a date for the Remuneration Committee (Ashley C, Janet G, and Kim M) to meet to discuss pay recommendations and to review and agree the pay policy.*

## 10. Nursery Provision

*A confidential item was discussed under this item.*

## 11. Governance

*A confidential item was discussed under this item.*

### F&R Terms of Reference

The Finance & Resources Terms of Reference have been reviewed and updated, they are available on GovernorHub. These were unanimously approved.

### Q of E Terms of Reference

The Quality of Education Terms of Reference have been reviewed and updated in line with the latest version of the Governance Handbook, they are available on GovernorHub. These were unanimously approved.

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## Reports from Committees

### Quality of Education Committee

The committee reviewed the school's catch-up plan, this has already been discussed this evening; the minutes will be shared once finalised. There was a discussion around the SIP and monitoring which is linked. The SIP is updated following any monitoring.

### Finance & resources Committee

Ashley C met with the SBM to review school finance prior to the meeting. Staffing costs are huge this term and securing supply staff is difficult and expensive. The committee discussed the recovery plans in detail. The aged debtors at the nursery were discussed, there is now a tab for these on the financial overview and a process will be agreed to recover these and track debts in the future. Governors discussed marketing and pupil recruitment. Tasha E has completed a H&S audit as part of her monitoring role and is confident in what she saw, there were some actions but nothing significant. The KS2 work is being quoted for and the longer-term plan for IT will need to be addressed.

### Governance Manual

The clerk provided a description of what a governance manual might include, and how it can be used to track the organisation and work schedule of the governing body. A proforma will be shared for review.

*Action Point – Share a manual proforma and add this as an item for discussion on the next FGB agenda.*

### Governor Skills Audit

*Action Point – Send out the Governor Skills Audit from the National Governance Association (NGA), complete and return ready for collation and sharing at the next FGB meeting.*

### Risk Register

The risk register was discussed earlier in the meeting.

### Mid-term Review Document

The mid-term review document was reviewed at the last FGB meeting, Janet G will update it again and share it on GovernorHub.

## 12. Policies

The following policies had been circulated in advance on the meeting:

- Assessment Policy (approved by the Quality of Education Committee)
- RSE Policy – please share any comments, next meeting agenda
- SEND Policy (unanimously approved this evening)
- SEND Information Report (this report was noted with thanks)

*Action Point – Share the RSE and Wellbeing policies on GovernorHub for review and added them to the next FGB agenda for approval.*

**13. Identification of Confidential Items**

Two confidential items were discussed this evening, these have been recorded on separate confidential minutes of the same date.

**14. A.O.B**

None this evening.

**15. Date of next meeting**

The 2021-2022 meeting dates have all been added to GovernorHub.

- FGB is on the 24<sup>th</sup> January 2022 at 6pm in the school.

The meeting closed at 8.10pm

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>16/11/20</u>	<u>18/01/21</u>	<u>08/03/21</u>	<u>10/05/21</u>	<u>12/07/21</u>	<u>13/09/21</u>	<u>15/11/2021</u>
Kirsty Blake	✓	✓	✓	✓	x	✓	✓
Janet Goodliffe	✓	✓	✓	x	✓	✓	✓
Chris Smith-Haynes	✓	✓	✓	✓	✓	✓	x
Ashley Clarkson	✓	✓	✓	✓	✓	✓	✓
Angela Pratt	✓	✓	✓	✓	x	x	✓
Josie Garnham	✓	✓	✓	✓	✓	✓	✓
Kim Mount	x	✓	✓	✓	x	✓	✓
Sarah Hammond	✓	✓	✓	✓	✓	✓	✓
Rani Singh (RS)	N/A	N/A	N/A	✓	✓	✓	x
Tasha Entwistle (TE)	N/A	N/A	N/A	✓	✓	✓	x
Sarah Knight	N/A	N/A	N/A	N/A	N/A	N/A	✓
Yassine Elhasbaoui **	✓	N/A	N/A	N/A	N/A	N/A	N/A

\*\* (no longer a governor)