

Meadowside Primary School

Head Teacher :Mrs J Garnham
Deputy Head Teacher :Miss M Lewis



Growing at Meadowside Primary School

www.meadowsideprimary.org

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Full Governing Body Minutes Date: 7th September 2022 at 5pm

Governors	Role	Present ✓
Josie Garnham (JGm)	Headteacher (Ex-Officio)	✓
Angela Pratt (AP)	Chair of Governors & Co-opted Governor	✓
Jan Goodliffe (JGe)	Vice-Chair of Governors & Co-opted Governor	✓
Chris Smith-Haynes (CSH)	Local Authority Governor	×
Kirsty Blake (KB)	Co-opted Governor	×
Kim Mount (KM)	Parent Governor	×
Sarah Hammond (SH)	Staff Governor	✓
Mia Lewis (ML)	Associate Member	✓
Rani Singh (RS)	Co-opted Governor	✓
Tasha Entwistle (TE)	Co-opted Governor	✓
Sarah Knight (SK)	Parent Governor	✓
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 first FGB meeting of the academic year. 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 (CSH), Kirsty Blake (KB) And Kim Mount (KM).

Our values: - Respect Responsibility Reflection Resilience



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.

Action Point – Review and update your pecuniary interests on GovernorHub and tick to say these are accurate and up to date.

3. Minutes from previous Full Governing Body meeting (4th July 2022)

The Minutes of the previous meeting had been circulated in advance. Governors reviewed the Minutes page by page. Two minor changes were made, and the minutes 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 were updated.

5. Chair's Report

Angela P continues to meet regularly with Josie G. Their first meeting is scheduled for this Friday. This will be an opportunity to review the Bound Book and to agree the calendar dates for 2022-2023.

6. Terms of Reference (FGB)

The FGB Terms of Reference were reviewed, a small number of minor changes were made, and the document was updated and approved. The Instrument of Governance was reviewed, and governors agreed to increase the number of governors from 11 to 12, this allows for one additional co-opted governor.

Mia Lewis resigned as an Associate Member. She was asked to leave the meeting and governors unanimously voted to appoint her as a co-opted governor for a 4-year term. Mia re-joined the meeting and accepted this appointment.

Kim Mount's term as a parent governor expired. He was not at the meeting but had advised he would be willing to stand again, for a further 4-year term as a co-opted governor. Governors unanimously approved this appointment.

7. Headteacher's Verbal Update

Josie G advised the start to the new academic year has been very positive. Staff have all returned with a positive attitude as they return to a school that is now recognised as a Good school. There were two training days at the beginning of September; staff completed continued professional development (CPD) training for the White Rose Maths programme, for the Read, Write Inc spelling programme and for Safeguarding training and an update to the Keeping Children Safe in Education statutory guidance September 2022. The Staff Handbook has been updated and shared and the Safeguarding policies were shared, staff are required to sign to say they have received and read these key documents. Diabetic training was completed by Year 2 and Year 5 staff. Staff had classroom time in the afternoon.

Number on Roll

There are currently 356 pupils on roll, this is an increase of 20 pupils from 338 last year. An additional 20 pupils equates to around £85,000 in additional funding. There are 25 pupils in the nursery, last year there

was 24 pupils at this point. In total, there are 381 children on site, up from 362 last year. There are 45 pupils in the new reception cohort.

The school has organised a prospective parents presentation evening for the September 2023 intake on the 6th October; this will be followed by an Open Week in October. Promotional flyers are being produced and there is an updated tab on the website for the 2023 intake with new video links etc.

Staffing

The 2022-2023 staffing structure has been shared on GovernorHub. The school has successfully appointed two new lunch time supervisors, both are parents. One has started this week, and the other will start next week. There is also a new member of support staff in the nursery.

Safeguarding

Staff have completed in-house safeguarding training. Safeguarding concerns are now all recorded on the MyConcern database. All staff will read the new KCSIE September 2022 statutory guidance. The school has had one Section 47 safeguarding incident linked to a family, and there is now support in place for this family.

Quality of Education

The headline data from the KS1 and KS2 SATs in the summer term of 2021-2022 are available on GovernorHub. Josie G gave a brief overview of the data. The data for the phonics screening this year was very good.

Q – The results for Maths are very good, is there a specific reason for this.

A – Pupils are enjoying the White Rose Scheme of Work used to deliver Maths learning.

KS2 has previously been overseen by an assistant headteacher. This year they will be working with Year 4, and Mia Lewis and Josie Garnham will be working closely with Year 6 so any issues can be addressed quickly. There is a meeting planned for next week and further meetings will be scheduled around data drops so the school has accurate predictions and there are no surprises in the SATs results in 2023. The results this year were in line with predictions and held no surprises.

Year 6 have been welcomed back; they all now have fountain pens to write with as the school continues to set high expectations while supporting pupils' self-esteem. The Junior Leadership Team (JLT) will continue to work with leaders. Year 6 are a strong cohort and has less behaviour issues. There is a planned Environment Walk next week to ensure classrooms meet the display requirements.

School Led Tutoring

The School-led tutoring programme will run again this year. Last year the government funded 80% of the cost; this year the government will only fund 60% of the cost. The school is required to fund the other 40%. The allocated budget is approximately £10,044 and this will be paid in instalments across the year, The school has met with the same team and has requested the same tutor again this year, to deliver interventions in school, four days a week. There will then be an additional tutor for Year 2 pupils, one afternoon a week. Writing was a focus last year, but this was difficult in these sessions. This year teachers have been asked to recommend pupils who would benefit from additional tutoring focused on Maths and Reading.

Recovery Premium

The school will receive £145 for each Pupil Premium (PP) pupil. There are currently 66 PP pupils which equates to funding of £9570. This year the school will use 40% of its PP funding to cover school-led tutoring and then use the recovery premium to fund Emotional Literacy Support Assistant (ELSA) sessions in the afternoons delivered by support staff, for identified pupils.

Q – Out of the 66 PP pupils, how many have Social, Emotional & Mental Health (SEMH) needs.

A – This information is being collated but a significant number of Year 1 pupils have a SEMH need. Funding will be targeted to ensure there is a focus on pupils being ready to learn.

Q – Has there been a significant increase in the number of pupils who speak English as an Additional Language (EAL).

A – No, the school has welcomed lots of new pupils, but they do not have EAL.

PTA

The PTA are currently organising the annual Summer Fayre, members are very enthusiastic. The Summer Fayre will be held on the 24th September. The school has provided the PTA with a wish list of things that staff would like funded, and this system is working well. The latest request has been for new RE books and a thermometer for the Early Years area, these have been accepted.

Community and Parent Engagement

The Letting Policy has been updated, and the school has agreed a regular letting with a Martial Arts group which will begin after half-term, this will create revenue.

Short term developments

The School Improvement Plan (SIP) has been reviewed. The school is making excellent progress against targets including Leadership, modern Britain, and British Values. There has been a really positive optimistic start to the new academic year.

Q – The school is introducing school ties, could they be funded for PP pupils.

A – The ties and sweatshirts have been ordered and should arrive any day. Year 5 and Year 6 will have a green tie with house colours, these will be available for parents to purchase. Ties and sweatshirts will be optional this year. PP pupils all have a £200 bursary that they could use to purchase these items. This funding can also be used to pay for clubs and the after-school care provision.

Sarah Knight arrived at 5.30pm

8. Safeguarding (Update on KCSIE)

The school has one child being supported on a Child Protection plan. All staff have completed safeguarding training which included a PowerPoint presentation and an interactive session. Governors were invited to training sessions on safeguarding, this is a new statutory requirement this year. Sessions will run in school next Friday at 1.45pm and the following Tuesday at 9.30am. Alternatively, an evening session for governors will be held on the 28th September. Senior leaders attended two safeguarding meetings in the summer holidays and kept up to date with any concerns. Vulnerable pupils were invited to attend the school's holiday club, and attendance was monitored.

Tasha Entwistle arrived at 5.45pm

9 Governance

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

Governor Monitoring – 2022-2023

An overview of governor monitoring for 2022-2023 had been circulated prior to the end of the summer term. Governor roles and responsibilities were reviewed, these will remain the same as last year. Committee membership was also reviewed and will remain the same too.

Governor Vacancies / Terms of Office

Kim M is currently a parent governor, his term of office will end on the 18th September. Sarah H is currently the staff governor, her term of office ends on the 30th September. Governors unanimously voted to appoint Kim M as a co-opted governor for a 4-year term.

Natasha E has advised the governing body that she is moving home and will resign from her role as a co-opted governor on the 14th November. This role will need to be filled, ideally with someone who has H&S experience and / or finance experience.

Action Point – Hold a staff governor election.

Action Point – Hold a parent governor election.

Action Point – Advertise the co-opted governor vacancy, noting that someone with H&S and finance experience would be preferable.

Governance Manual

Angela P will update the Governance Manual to reflect the FGB Terms of Reference and governor roles and reps etc. Committee Chairs will be asked to review and update their sections in the manual.

Risk Register (SI)

Angela P and Josie G will review the Risk Register during their meeting on Friday.

Strategic Calendar

Action Point - Ensure governors have access to an overview of the school's strategic calendar on GovernorHub so everyone is aware of events happening in the school.

10. Policies for ratification

The following policies had been reviewed and shared in advance of the meeting. They were recommended to the FGB for formal approval:

- AUP (Acceptable Use Policy) – a number of minor changes were agreed; the reference to a General-Purpose Committee will be removed and the word board will be changed to body throughout all policies. **Governors unanimously approved this policy**
- Accessibility Policy – **Governors unanimously approved this policy**
- Behaviour Policy – Changes had been highlighted for ease of reference. A word change was agreed and noted in the section linked to mobile phones. The stickers linked to the school values are still

being agreed, and staff voice will be gathered on this too. The initiative will then be updated and will start with stickers and then move on to more cost-effective stamps. Pupils will have a booklet to collect the stickers they earn, reflecting the school's key values. The stickers have been designed by pupils. This initiative will be launched in an assembly on Monday by the Junior Leadership Team (JLT). The Governor Resilience Certificate will be reviewed, this could be retired because governors will be invited into other certificate presentations. There is a section in the policy related to using reasonable force, Josie G confirmed that these very rare incidents are recorded in the Bound Book.

Governors unanimously approved this policy

- Safeguarding Policy – Governors noted the policy is very thorough. It is a large document that reflects the new sections in Keeping Children Safe In Education (KCSIE) and the misuse of mobile phones.

Governors unanimously approved this policy

- Code of Conduct - **Governors unanimously approved this document**
- Equality Policy - **Governors unanimously approved this policy**
- Exclusion Policy - **Governors unanimously approved this policy**
- Induction Guide for New Staff – **Governors unanimously approved this policy**
- Prevent Statement - **Governors unanimously approved this document**
- Pupil Premium Policy – **Governors unanimously approved this policy**

11. Identification of Confidential Items

Discussions under Item 9 and Item 13 this evening have been recorded on separate confidential minutes of the same date.

12. Election of Chair and Vice-Chair

Nominations were invited for the position of Chair of Governors. Angela P was nominated by Janet G; she indicated that she would be willing to stand for a further one-year term. Angela P absented herself for the meeting and governors, through a show of hands, unanimously voted in favour of her election to the role of Chair of Governors for a further one-year term.

Nominations were invited for the position of Vice-Chair of Governors. Janet G indicated that she would be willing to stand for a further one-year term. She absented herself from the meeting and governors, through a show of hands, unanimously voted in favour of her election to the role of Vice-Chair of Governors for a further one-year period.

13. A.O.B

A confidential item was discussed under Any Other Business, this has been recorded on separate confidential minutes of the same date.

14. Date of next meeting

The 2022-2023 meeting dates will all been added to GovernorHub.

- FGB – 14th November 2022 at 6pm

The meeting closed at 6.40pm

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>13/09/21</u>	<u>15/11/2021</u>	<u>24/01/22</u>	<u>07/03/22</u>	<u>09/05/22</u>	<u>04/07/22</u>	<u>07/09/22</u>
Kirsty Blake	✓	✓	✓	✓	✓	✓	x
Janet Goodliffe	✓	✓	✓	✓	✓	✓	✓
Chris Smith-Haynes	✓	x	✓	✓	✓	x	x
Angela Pratt	x	✓	✓	✓	✓	✓	✓
Josie Garnham	✓	✓	✓	✓	✓	✓	✓
Kim Mount	✓	✓	x	✓	✓	✓	x
Sarah Hammond	✓	✓	✓	✓	✓	✓	✓
Rani Singh	✓	x	N/A	✓	x	x	✓
Tasha Entwistle	✓	x	N/A	✓	✓	✓	✓
Sarah Knight	N/A	✓	N/A	✓	✓	✓	✓
Ashley Clarkson**	✓	✓	✓	✓	N/A	N/A	N/A

** No longer a governor

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.