

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: 14th November 2022 at 6pm

Governors	Role	Present ✓
Josie Garnham (JGm)	Headteacher (Ex-Officio)	✓
Angela Pratt (AP)	Chair of Governors & Co-opted Governor	x
Jan Goodliffe (JGe)	Vice-Chair of Governors & Co-opted Governor	✓
Chris Smith-Haynes (CSH)	Local Authority Governor	x
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	x
Tasha Entwistle (TE)	Co-opted Governor	✓
Sarah Knight (SK)	Parent Governor	x
Louise Jelley (LJ)	Parent Governor	✓
Mike Gooch (MG)	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:

Governors were welcomed to the meeting; Mike Gooch and Louise Jelley were welcomed as new governors and introductions were made. 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.

Our values: - Respect Responsibility Reflection Resilience



Apologies:

The following apologies were given and accepted: Angela Pratt, Chris Smith-Haynes, Rani Singh, and Sarah Knight.

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.

- Mike Gooch's advised his partner is the School Business Manager

3. Minutes from previous Full Governing Body meeting (7th September 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 and Mia L, she has also been to meet staff at the local primary school that Josie G is supporting.

6. Headteacher's Report

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

Q – Can you remind us about Knowledge Workouts.

A – Every year group has Knowledge Organisers, and the school wants pupils to learn and retain this knowledge, long term. Knowledge Workouts are an opportunity for senior leaders to meet with different pupils to find out what they learned last week, this term, last term, last year. These meetings are minuted and the minutes are shared with subject leads and classroom teachers. This is an innovative Assessment for Learning opportunity.

Q – The report mentions extra support for the attendance team, can you provide an update.

A – The school has discussed the capacity within the team and appointing an attendance officer. Currently, Josie G is looking at practice in other schools.

Parent Survey

The results from the recent Parent Survey have been collated and shared. Last year there was 78 responses, this year there were 58 responses; this means one pupil equates to 2%. The survey was sent out just before half-term to give parents time to complete it, the school then sent a further reminder and extended the submission date.

Q – Could you provide an electronic survey option at parents' evenings to capture more responses.

A – Yes, this is something we can look at.

The responses this year were very similar; parents are brutally honest about the school which is good. Josie G is happy to share this feedback, it shows the school is not trying to whitewash the data and has nothing to hide. The response overview would not include any comments that could identify individuals. The feedback will be looked at in the staff meeting tomorrow and staff will start work on actions. Unfortunately, the school cannot address negative comments directly because the form is anonymous.

Action Point – Send any quotes to go home to parents with the responses from the Parent Survey. Send to parents in the next two weeks, with a note to say that parents can still complete the survey.

The school continues to show prospective parents around the school, including a tour of the school. The majority of the parents requesting visits are nor parents of children in the nursery, which is very positive for future numbers, many are from Barton Seagrave. The school is confident that most children currently attending the nursery provision will transfer to the school.

The school were finalists in the Northamptonshire School of the Year Awards, a number of staff attended the awards ceremony which was a fantastic experience. The school didn't win the award but is proud to have been a finalist and sent congratulations to the winners. This was good for staff morale and team building.

7. Safeguarding Update

The Safeguarding Report had been shared in advance of the meeting. The school is facing some attendance issues, these are being addressed. Nearly all stakeholders have now completed the annual safeguarding training, SH is offering one further training session.

Kim M is the Safeguarding Governor, and he will be completing a monitoring visit focused on safeguarding and to check the processes around the Single Central Record (SCR). Josie G provided an overview of what is included in the SCR.

Attendance is a key focus, some families have taken term time holidays, and the school does refer for fining. The school is trying to highlight to parents how much their children miss when they are absent from school. The school does encourage parents to complete a form if they are going on holiday in term-time because at least the school then knows children are safe. Families are still rescheduling holidays booked prior to the Covid-19 pandemic and taking these in term-time is sometimes unavoidable.

There has been lots of coughs, colds, and viruses this year again, these illnesses have impacted attendance, pupils have been quite poorly.

8. Governance

Governor Monitoring – 2022-2023:

Josie G has updated the Governor Monitoring Cycle and circulated the overview at the meeting. This is a very useful document to track monitoring through the year and note when monitoring has been completed. Janet G has met with Claire, the Staff and Pupil surveys will be going out soon.

The Headteacher's Performance Management (HTPM) is scheduled for this Wednesday. There is also a RE Deep Dive on Wednesday. The school is currently completing data drops. External Writing moderation is planned with another local school. Everything on the schedule for November is on track.

Josie G has also updated the Governor Roles overview and the Yearly Monitoring Schedule to include the new governors. There is a safeguarding visit tomorrow. Tasha E completed Health & Safety (H&S) monitoring in September, the next visit is scheduled for January. Staff will be asked to regularly review the schedule and facilitate monitoring. Governors agreed this tracking and working in partnership with the school and staff is excellent practice. Link governors have been updated too. Josie G provided an overview of what a governor monitoring visit usually includes.

Reports from Committees:

Finance & Resources:

The Finance & resources Committee has met once since the last FGB meeting in September and the following information will have changed further from Government changes.

The predicted carry-forward for the 2022-2023 budget in October was £20,000, however it was noted even then that there would be further changes from the LA and Government that would impact this.

When the 3-Year Plan was set the LA had advised allowing for a 3% pay uplift for teaching staff, and a 2% pay uplift for support staff. The Government has now announced a teaching staff salary uplift of between 5-9% and a support staff pay uplift up to 10%.

The school expected some level of increase, but the actual figures were much higher than anyone had expected. This school is not alone in this; all schools will be in the same position. Governors must be mindful that our staff continue to work very hard in trying circumstances and should be rightly remunerated. It is just unfortunate the advice and the budgets don't line up.

The 2022-2023 budget had been looking positive but in light of the aforementioned costs and the increasing costs of everything cost centres need to be closely monitored.

Covid-19 cases are increases again as the weather turns cold, and supply costs have risen, but are being very well managed by the school to minimise use. Some staff are here, there, and everywhere to avoid external supply staff costs which should be noted as in the spirit of team Meadowside.

The School Business Manager (SBM) has created a great presentation to provide financial context to staff on how things are but to be positive that with our growth and development, together we will get through this. This presentation covers both the challenges facing the school but also notes that remuneration increases for staff are only a negative in the eyes of the budget and not at all personal as they continue to all earn their way.

Josie G is supporting Great Doddington which is bringing revenue in which will help balance the budget however this won't last forever; finance needs to be carefully monitored. The school wellbeing lead has shared some financial tools with staff to help manage any personal challenges.

The SBM has finalised bringing the nursery aged debtors under her purview, this will ensure the school engages with parents much earlier linked to any outstanding invoices. The nursery is immensely popular and whilst we are mindful of personal circumstances affecting everyone we have to ensure we have our finger on the pulse re income.

Marketing Update

Unfortunately, the school was not successful at the Northamptonshire Education Awards but to be nominated in two categories is a fantastic achievement. The school is working hard to achieve the Anti-Bullying Quality Mark, the Arts Mark and are investigating the Healthy Schools Award. Pupils' Artwork is being displayed in the local library. The Junior Leadership Team (JLT) produced a Book of Condolence for HRH Queen Elizabeth II.

20 prospective parents have been shown around the school in recent weeks and interestingly only one of them has a child at the nursery. A relatively new school built locally is one of the school's major 'competitors' this school now has its own catchment which will hopefully means less competition. We should be proud that we are a solid first choice for many local families, due to our single year group classes and our values. The school is currently looking at increasing lettings to generate income.

Q – Have we implemented the staff pay uplifts.

A – Yes.

Quality of Education

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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.

The Quality of Education Committee met last Monday, the minutes will be shared once finalised. The committee had a presentation from the new Junior Leadership Team (JLT) which was excellent; they were all very confident.

The National Tutoring Programme is already in place this year; this is much earlier than last year. The school is using the same tutor, there was a lot of positive feedback about them from staff and the results were good. This year there will be a focus on Reading and Maths. The committee also reviewed a very good Pupil Premium (PP) Report, reviewed the School Improvement Plan (SIP), and approved the Relationships and Sex Education (RSE) policy and Early Years policy.

Governor Vacancies / Terms of Office:

The governing body has been successful in recruiting new governors and there are no vacancies. The Terms of Office were reviewed, none ending before 2025.

Governance Manual:

Angela P has been working on this document, it will be shared once finalised.

Risk Register (SI):

The Risk Register will be reviewed at the next FGB meeting, some risks may need to be reduced, increased, or removed, others may need to be added.

Strategic Calendar:

This has been covered elsewhere in the meeting this evening.

9. Policies for ratification

The following policies had been reviewed and shared in advance of the meeting. Any suggested amendments should be raised directly with Josie G via email by the 15th November. The policies were approved, pending any suggested changes via email:

- Bereavement Policy
- Charging Policy
- Special Educational Needs & Disability (SEND) Policy
- Whistle Blowing Policy
- Restrictive Physical Intervention Policy
- Inclusion Policy
- Visitors Policy
- Toilet & Intimate Care Policy
- Send Information Report

10. Identification of Confidential Items

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

11. A.O.B

Governors recently discussed business links at the Quality of Education committee meeting last week. This work has moved forward, but there is potential for more local business links, and this needs revisiting. Jan G advised it would be useful to have a working group working with a senior leader to look at this.

Action Point - Please let Jan G know if you would like to be involved in a working group focused on developing further business links and strengthening the current links.

Governors completed good work on this in the summer term, and that now needs driving forward to grow the existing contacts and find more. It would be good to identify opportunities for pupils to look at and visit local businesses, and foster future career aspirations etc.

Tasha Entwistle was thanked for her work as a governor at the school since March 2021. She has completed really useful work on H&S in the school and pushed this forward.

12. Date of next meeting

- FGB – 16th January 2023 at 6pm

The meeting closed at 7.50pm

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>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>	<u>14/11/22</u>
Kirsty Blake	✓	✓	✓	✓	✓	x	✓
Janet Goodliffe	✓	✓	✓	✓	✓	✓	✓
Chris Smith-Haynes	x	✓	✓	✓	x	x	x
Angela Pratt	✓	✓	✓	✓	✓	✓	x
Josie Garnham	✓	✓	✓	✓	✓	✓	✓
Kim Mount	✓	x	✓	✓	✓	x	✓
Sarah Hammond	✓	✓	✓	✓	✓	✓	✓
Rani Singh	x	N/A	✓	x	x	✓	x
Sarah Knight	✓	N/A	✓	✓	✓	✓	x
Mia Lewis	✓	✓	✓	✓	✓	✓	✓
Louise Jelley	N/A	N/A	N/A	N/A	N/A	N/A	✓
Mike Gooch	N/A	N/A	N/A	N/A	N/A	N/A	✓
Tasha Entwistle**	x	N/A	✓	✓	✓	✓	✓
Ashley Clarkson**	✓	✓	✓	N/A	N/A	N/A	N/A

** No longer a governor