

Meadowside Primary School

Executive Head Teacher : Mrs J Garnham
Head of School: Miss M Lewis



Growing at Meadowside Primary School

www.meadowsideprimary.org

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Full Governing Body Minutes

Date: 3rd July 2023 at 6pm

Governors	Role	Present ✓
Josie Garnham	Headteacher (Ex-Officio)	✓
Angela Pratt	Chair of Governors & Co-opted Governor	✓
Jan Goodliffe	Vice-Chair of Governors & Co-opted Governor	✓
Chris Smith-Haynes	Local Authority Governor	x
Kirsty Blake	Co-opted Governor	x
Kim Mount	Co-opted Governor	x
Sarah Hammond	Staff Governor	✓
Mia Lewis	Co-opted Governor	x
Rani Singh	Co-opted Governor	x
Sarah Knight	Parent Governor	✓
Louise Jelley	Parent Governor	✓
Mike Gooch	Co-opted Governor	✓
Non-governors in attendance	Role	
Linda O'Sullivan	Clerk (Syzygy Clerking Services)	✓

The meeting was quorate.

1. Welcome and Apologies for absence

Welcome: Governors were welcomed to the meeting and 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.

The following apologies were given and accepted: Kim Mount, Mia Lewis, and Rani Singh

Absent: Chris Smith-Haynes and Kirsty Blake did not attend the meeting; no apologies were received.

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.

3. Minutes from previous Full Governing Body meeting (24th April 2023)

The minutes, and confidential minutes from the previous meeting had been circulated in advance. Governors reviewed these page by page, and they were agreed as an accurate record of the meeting. Copies 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. A confidential item discussed under this section has been recorded on confidential minutes of the same date.

5. Chair's Report

Angela P read out her Chair's report, this is noted below:

It has been a very busy year and not without its challenges! As I reflect on it the school has moved forward in an interesting and challenging way. Josie is now Executive HT of 2 schools with Heads of School in each. This will be a new and exciting way of working both for the staff and governors of each school.

In preparation, a strategy day was held 4th May which Janet and I attended. This was led by StJohn and included governors from Great Doddington and the LA. Both newly appointed Heads of School also attended. The day focussed on shared vision and values, key priorities, and next steps. It was a thought-provoking day and both schools gained from working together and reached a shared understanding. The term Green Shoots Partnership was considered.

I have continued to meet with Josie regularly, ensuring that work at Meadowside continues.

The HTPM group met and reviewed HT progress towards targets.

I met with Mary (Chair of GD) on 26th June to discuss Memorandum of Understanding. This document is being worked on by BM and will be available for ratification at the FGB in September. It states how the partnership will work and be monitored. Mary and I discussed how we would work together and ensure that EHT workload is manageable. We considered our EHT2C meetings and what this would look like. We also discussed PM. St John will be involved with EHT and both Heads of School. Dates have been set. HTPM will be reviewed by AP/KM for this academic year.

There are five actions in terms of governance in 2023-2024 across both schools, these are noted below:

- Review and agree the Memorandum of Understanding
- Agree a meeting schedule and committee membership
- Agree governance arrangements
- Produce a Risk Management Plan
- Agree the process for the Executive Headteacher's Performance Management (EHTPM)

Josie G suggested the collaboration work between Meadowside Primary school and Great Doddington Primary school be undertaken through a partnership called The Green Shoots Partnership. This was agreed.

Angela P provided an overview of the suggested leadership meetings schedule next year; these include fortnightly as follows:

1. Executive Headteacher and Chair of Governors
2. Chair of Governors (Meadowside), Executive Headteacher and Head of School (Meadowside)
3. Executive Headteacher and Chair of Governors
4. Chair of Governors (Meadowside), Executive Headteacher and Head of School (Great Doddington)

The Green Shoots Partnership will have input from StJohn, specifically to agree and clarify the new roles including the Executive Headteacher role and the two new Head of School roles. StJohn will also be involved in the EHTPM alongside Angela P and Mary Braham (Chair of Great Doddington primary School). The HTPM for the two Heads of School will be completed by Josie G, and StJohn. There was general agreement that the new chain of command really needs to be formalised and clear, so any issues work through this chain before getting to Josie G.

Admiral printers have designed a new school logo for Great Doddington. The buckle in the design is already part of the school's branding. Both schools are very focused on the environment, so it was a nice idea to go with the Green Shoots Partnership. A logo for the partnership has also been designed and was shared. Both schools will have the same four values, these will be added to the bottom of headed paper, alongside the Green Shoots Partnership logo.

Q – Do you need to register the name Green Shoots Partnership.

A – The name would need registering if the partnership work were formalised, but not at this informal stage.

Action Point – Look at what is involved in trade marking the name Green Shoots Partnership. Report back to the FGB.

Q – When is this information, including the new branding, being shared with Great Doddington.

A – On Thursday, the governing body will need to approve the new logo.

Q – How will this impact the school uniform at Great Doddington, and any stationery etc.

A – The new branding will be added to stationery, and the new school logo will be added to their uniform.

A new Green Shoots Partnership email address will be created for the executive headteacher role, to rationalise emails and workload.

6. Headteacher's Verbal Update

Staffing Update 2023-2024:

The school has had more staff movement this year than in previous recent years. These link to maternity and support at Great Doddington. A Year 3 teaching post is being advertised.

Q – What is the likelihood the school will be able to successfully appoint a new Year 3 teacher for September.

A – The school is fully staffed for September, but a member of staff will go on maternity leave in October, so this appointment needs to be in place by that date. Ideally, the school would like to appoint for September, and is optimistic that this will happen.

Number on Roll

The number of pupils on roll has steadily risen. The school has had two appeals for places in September, one was unsuccessful due to a move out of county that they had not informed the local authority about. The intake for September is 59 but is very likely to rise back up to 60.

Staff Appraisal

The school has completed staff mid-year staff appraisals. These were an opportunity to discuss the new leadership structure etc. This term the focus is on putting all of these teams in place and agreeing areas of delegation. The Green Shoots Partnership work is really good for staff at Meadowside who are seeing wider opportunities opening up to them. The work will provide additional Continued Professional Development (CPD) opportunities for staff who may have had to consider roles away from Meadowside.

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.

Staff from both schools have completed moderation across core subjects. The White Rose Maths scheme is being supported too. Pupils have been on a number of trips this term focused on a range of foundation subjects. The school has held a third creative curriculum day. The local authority (LA) visit this week will be focused on RE, British Values and Faiths Around the World.

Progress Data

The Year 4 Multiplication Tables Check (MTC) data is higher than last year. Year 1 Phonics data has fallen slightly from last year, but this is cohort specific, and a number of new pupils joined this year.

The school is waiting for the KS1 and KS2 SATs results to be published. The publication of these statutory results has been delayed by a week due to extra bank holiday linked to the King's Coronation.

Behaviour & Attitudes

The school has made one permanent exclusion this year. Two fixed term suspensions have been made this term and the school will follow the agreed process and inform the LA. The school currently has a small number of pupils with very challenging behaviour. Support, including support from external agencies, is in place for these pupils. This includes support from the Education Inclusion Partnership Team (EIP) which is very helpful. The school works closely with parents, and behaviour is regularly discussed at the 1-1 Chair of Governors / Headteacher meetings.

Attendance

Q – Is the school satisfied with its pupil attendance data.

A – No, but attendance is a national issue. Other local schools have been asking parents their views on attendance and how this can be improved. The school maintains a zero-tolerance linked to term-time holidays, but many families are making up for missed holidays during the Covid-19 lockdowns.

The school does put families forward to the LA for fines linked to holidays, and a third fine linked to term-time holidays triggers a summons to court. The truth is that paying the fine is cheaper than taking a holiday in the school holidays. The focus needs to be on educating parents on the impact of lost learning, and this information is sent out regularly. Holidays are never sanctioned, many parents ask for work for their child to take on holiday, but this isn't the same and isn't provided.

Q – Has the school been disrupted by teacher strikes.

A – No, teachers have been on strike, but this hasn't impacted the school. The school has been able to cover classes internally. The school has seen a small impact on attendance on strike days, when children have siblings at other schools who are at home due to a strike.

The school will have a new School Attendance Support Officer (SASO) in September. They will complete half a day in each school per week. They have completed formal training and this additional capacity will take some workload from Sarah Hammond in terms of tracking attendance patterns, meetings, letters etc.

7. Teaching & Learning Update

Teaching & Learning was reviewed in detail at the recent Quality of Education committee meeting. The minutes had been shared in advance of the meeting; questions were invited.

8. Safeguarding Update

The number of safeguarding concerns is higher than normal. A small number of families whose children have joined this year need additional support. Safeguarding is always more effective when the school is working with social workers who are supportive of families.

9. Governance

Mike G attended Great Doddington's strategic governance day this term, this was an interesting day which was attended by The Chair and Vice Chair of Governors at Great Doddington and other governors including

4

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a senior teacher, and two parents. The new Head of School and other guests also attended the meeting. The day was focused on school improvement, and there were lots of takeaways on what actions are needed at the school to drive improvements and standards. The school needs funding to improve its infrastructure, they have some very old mobiles. Staff and governors were quite excited about the plans, which are good for both schools and staff.

Meadowside will gain financially from the Green Shoots Federation (GSF) work, and Great Doddington will gain from having a strong staff working at the school. This governing body needs to ensure Meadowside continues to be a very strong school. The GSF needs to cultivate Great Doddington while also driving standards at Meadowside. This needs to be a two-way process of collaboration to support both schools, the work Meadowside has done to move from Requires Improvement must be maintained. The GSF work can turn Great Doddington around very quickly to be a Good school, and there then needs to be a focus on ensuring the advantages they have there are brought back to Meadowside. Upskilling staff is part of the long-term strategic plan.

Reports from Committees:

Quality of Education

The Quality of Education committee met two weeks ago. The meeting included an update on staffing for 2023-2024. There was also a discussion about community links, and the work with Great Doddington. The school would like to strengthen its community link with the local Weetabix factory and Sarah K has made contact with someone she knows who is linked to Weetabix. Governors discussed the risk register and concerns about how robust this is.

Finance & Resources

The Finance & Resources committee met this evening, prior to this meeting. The budget deficit is lower than predicted, partly due to the income from Great Doddington and staffing changes. Governors received and reviewed a number of thorough and succinct reports from the School Business Manager (SBM). The budget was reviewed, but it is very early to look at the current budget position given it has only just been agreed.

Fees for the after-school club and nursery were discussed, and governors recommended a 5% increase to both fees from September. The SBM will discuss this further with Sarah H. The committee approved the Financial Management Policy and School Business Continuity Plan.

Governor Vacancies / Terms of Office

There are no governor terms of office ending before 2025.

Governance Manual

This document will be replaced by the new Governance Handbook. The governing body's statutory responsibilities are highlighted in yellow. This document will be in place for both schools. The document includes a strategic calendar and the governors' Code of Conduct alongside committee terms of reference and delegated responsibilities. Governors unanimously approved this document.

Action Point – Change the word board to body across the document.

Action Point – Read the new Governance Handbook in detail and raise any questions or queries at the next meeting.

Governor Skills Audit (overview of results)

Three governors need to complete their skills audit. The completed audit forms should be returned to the clerk at the following email address: Linda@syzygyleisure.co.uk

Link Governor Update

The new GSF arrangements would ideally include a governor from each school serving on the other governing body. These could be as appointed positions (if they are available) or as associate members but

do need to be approved appointments to ensure they work within the Code of Conduct and to avoid any issues with confidentiality. They would attend their own committee meetings and the other school's FGB meetings. Mike G has agreed to complete this role for Meadowside and a governor at Great Doddington has volunteered too. This may leave committees under capacity, and this needs to be considered.

Action Point – Add a change to the governing body's constitution to the agenda in September for consideration following a review of membership for 2023-2024.

Strategic Calendar

The strategic calendar is now in place and includes meetings across the year. Governor meeting next year will all be face to face. The HTPM meetings and other dates for diaries are also included. Link governors will be agreed.

10. Risk Register (SI)

The risk register was discussed in detail at the F&R meeting this afternoon. Current risks include the work linked to the GSP initiative, and the budget deficit. The SBM has agreed to review and update the document and recommend risks to be removed and added. Once risks are agreed, they can be allocated to committees for overview.

Governors agreed this is a valuable document that will keep these risks at the forefront of thinking. Regular review and mitigation will ensure nothing is missed or slides. It should be noted that the GSP isn't only a risk, it has also brought this school and its staff opportunities and challenges and has avoided possible staff redundancies.

Q – Will there also be a school-based risk register or just a GSP risk register.

A – The risk register will be maintained as a Meadowside risk register which looks at risks across the partnership. The document will be stored on GovernorHub.

Action Point – Ensure version control is used on school policies and other key documents. Any changes to policies should be highlighted in yellow to make review easier.

Action Point – Add the risk register to the next FGB agenda for review and agreement.

11. Policies for ratification

The Stress Management Policy and Visitors Policy had been circulated in advance of the meeting and were unanimously approved.

The following policies had been shared in advance of the meeting. Any changes had been noted in yellow. The policies were discussed and will all be updated to reflect the new Executive Headteacher role and Heads of School roles and the agreed chain of command, so all stakeholders are clear on these arrangements.

- Accessibility Policy
- Anti-Bullying Policy
- Exclusions Policy
- Complaints Policy
- Equality Policy
- Pupil Premium Policy
- First Aid Policy (needs to be changed to the working regulations to the 1999)

The statutory policies will be presented to the FGB for approval in September, others will be presented later in the year.

12. Community and Business Links Working Party
Work with Great Doddington Primary School This has been discussed in other sections of the agenda this evening, including the arrangements for the GSP in September, committee memberships, meeting structures, signage, logos, etc.
13. Identification of Confidential Items
Confidential items discussed under Item 4 and Item 12 have been recorded on separate confidential minutes of the same date.
14 A.O.B
None this evening.
15. Date of next meeting
<ul style="list-style-type: none"> Full Governing Body – 6th September 2023 at 6pm <p style="text-align: right;">The meeting closed at 8.10pm</p>

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

SignDate

Meadowside Primary School: Attendance at Full Governing Body Meetings

Governor	<u>09/05/22</u>	<u>04/07/22</u>	<u>07/09/22</u>	<u>14/11/22</u>	<u>16/01/23</u>	<u>06/03/23</u>	<u>03/07/23</u>
Kirsty Blake	✓	✓	x	✓	x	✓	x
Janet Goodliffe	✓	✓	✓	✓	x	x	✓
Chris Smith-Haynes	✓	x	x	x	✓	✓	x
Angela Pratt	✓	✓	✓	x	✓	✓	✓
Josie Garnham	✓	✓	✓	✓	✓	✓	✓
Kim Mount	✓	✓	x	✓	x	x	x
Sarah Hammond	✓	✓	✓	✓	✓	✓	✓
Rani Singh	x	x	✓	x	x	✓	x
Sarah Knight	✓	✓	✓	x	✓	✓	✓
Mia Lewis	✓	✓	✓	✓	✓	✓	x
Louise Jelley	N/A	N/A	N/A	✓	x	✓	✓
Mike Gooch	N/A	N/A	N/A	✓	✓	✓	✓
Tasha Entwistle**	✓	✓	✓	✓	N/A	N/A	N/A

** No longer a governor