

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: 6th March 2023 at 6pm

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	x
Chris Smith-Haynes (CSH)	Local Authority Governor	✓
Kirsty Blake (KB)	Co-opted Governor	✓
Kim Mount (KM)	Co-opted Governor	x
Sarah Hammond (SH)	Staff Governor	✓
Mia Lewis (ML)	Co-opted Governor	✓
Rani Singh (RS)	Co-opted Governor	✓
Sarah Knight (SK)	Parent Governor	✓
Louise Jelley (LJ)	Parent Governor	✓
Mike Gooch (MG)	Co-opted 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:

Governors were welcomed to the meeting. 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.

The following apologies were given and accepted:

Jan Goodliffe and Kim Mount. Kirsty Blake sent her apologies; she will be slightly late.

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 (16th January 2023)

The minutes, and confidential minutes from the previous meeting had been circulated in advance. Governors reviewed these page by page. A small number of minor changes were made, and the minutes 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.

5. Chair's Report

Angela P continues to meet with Josie G regularly. At the moment most of her work as the Chair of Governors is focused on the work at Great Doddington Primary School and she will provide a more detailed overview of this work later in the meeting. Meadowside Primary School continues to run smoothly.

6. Headteacher's Report

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

Number on roll

The school has received information about first choices for September, this number is currently 64 which means the school will be oversubscribed if all of the pupils start in September. These figures mean the school is ahead in terms of its marketing plan. Senior leaders should be congratulated on their work to promote the school; this has been really successful.

Early Years

Josie G has spoken to Foundation Stage staff about September; they need to be prepared for an intake of 30 pupils and the school will press ahead with the work to develop the covered area for Early Years.

Attendance

Pupil attendance is lower than usual but is still higher than national data. The school's target is 97% which is aspirational. The number of pupils with Persistent Absence (PA) above 10% is higher than usual, much of this is linked to term time holidays. One family has been fined and is now being taken to court for non-payment. The school has a clear and consistent message on attendance.

The school will be hosting another local authority meeting led by Neil Goddard from North Northamptonshire Council. This is scheduled for 4.30pm on the 14th March, governors are welcome to attend.

7. Safeguarding Update

The Single Central Record (SCR) was checked this morning and there were no issues. As part of general housekeeping staff DBS checks are updated every 10 years, a small number of DBS checks will be renewed. Kim M completed a walkaround this morning focused on safeguarding; he saw pupils working hard on the creative curriculum.

8. Health & Safety

Mike G has completed a Health & Safety (H&S) monitoring visit which included a walkaround the site. His report has been shared with Karen Tomkins. The visit identified a small number of actions, one of which was linked to a piece of electrical equipment that will potentially need investigating and replacing. There were no other issues, and previous actions have been completed.

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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.

9. Governance

Governor Monitoring – 2022-2023:

Louise J has completed a monitoring visit focused on Maths. She observed all year groups and saw different aspects of maths teaching; she also completed some pupil voice.

Sarah K has completed a monitoring visit focused on Science. She met with the Science Lead and observed three different lessons. This was a very good visit, she visited Science lessons for both of the Year 6 classes, and this provided an interesting contrast.

Reports from Committees

The Finance Committee met on the 9th February. The school is in a deficit budget position, this is linked to the higher pay uplifts over and above the budgeted increases. The finance committee will monitor the budget closely, the Local Authority (LA) Finance Team have completed a visit and are happy. The school-to school support with Great Doddington is creating income. The next meeting will be focused on the 2023-2024 draft budget. Any posts that become vacant will be considered carefully before any re-appointments. A lot of work has been completed by the School Business Manager around aged debtors which is reducing this debt. The minutes are available for review on GovernorHub.

Q – Is there a possibility that the government will fund these pay uplifts and is there extra money available for increasing energy costs.

A – There is some additional funding, but not specifically for staff pay uplifts. The school is likely to be oversubscribed in September which is very positive especially when the budget is challenging.

Quality of Education Committee:

The Quality of Education Committee met last Monday. There was a presentation on Art from the new Art Lead. There was an overview of the arrangements for catch-up sessions. The data from this extra support is very positive. The Infant part of the school is approaching its 50th anniversary, the Junior part of the school has its 50th anniversary next year. There has been some discussion about if both these anniversaries should be celebrated individually or as a joint celebration this year. The minutes are available for review on GovernorHub.

Governor Vacancies / Terms of Office:

Mike G has recently been appointed as an associate member, but a co-opted governor vacancy has now become available. Governors unanimously voted in favour of appointing Mike G as a new co-opted governor, and he agreed. The governing body is now full, with no vacancies.

Governance Manual:

This item will be rolled forward to the next meeting.

Strategic Calendar:

The monitoring overview for governors is in place. Governors were invited to attend any or all of the assemblies being planned this term. there is a celebration assembly on the 17th March at 9.20am, and other dates will be shared on GovernorHub.

10. Risk Register (SI)

Action Point – Review and update the Risk Register, include any risks associated with the arrangements with Great Doddington.

11. Policies for ratification

General Data Protection Regulations (GDPR) Policy:

The GDPR policy had been shared in advance of the meeting. The school has a new Data Protection Officer (DPO), and they will be asked to provide an annual report of their activities to governors.

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12. Identification of Confidential Items
A confidential discussion under this item has been recorded separately on confidential minutes of the same date.
13 A.O.B
None this evening.
14. Date of next meeting
<ul style="list-style-type: none"> Quality of Education - 24th April 2023 at 5pm Full Governing Body – 24th April 2023 at 6pm <p style="text-align: right;">The meeting closed at 7.30pm</p>

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>07/03/22</u>	<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>
Kirsty Blake	✓	✓	✓	x	✓	x	✓
Janet Goodliffe	✓	✓	✓	✓	✓	x	x
Chris Smith-Haynes	✓	✓	x	x	x	✓	✓
Angela Pratt	✓	✓	✓	✓	x	✓	✓
Josie Garnham	✓	✓	✓	✓	✓	✓	✓
Kim Mount	✓	✓	✓	x	✓	x	x
Sarah Hammond	✓	✓	✓	✓	✓	✓	✓
Rani Singh	✓	x	x	✓	x	x	✓
Sarah Knight	✓	✓	✓	✓	x	✓	✓
Mia Lewis	✓	✓	✓	✓	✓	✓	✓
Louise Jelley	N/A	N/A	N/A	N/A	✓	x	✓
Mike Gooch	N/A	N/A	N/A	N/A	✓	✓	✓
Tasha Entwistle**	✓	✓	✓	✓	✓	N/A	N/A
Ashley Clarkson**	✓	N/A	N/A	N/A	N/A	N/A	N/A

** No longer a governor