

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: 6th September 2023 at 6pm

Governors	Role	Present ✓
Josie Garnham	Executive 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	✓
Kim Mount	Co-opted Governor	✓
Sarah Hammond	Staff Governor	✓
Mia Lewis	Co-opted Governor	✓
Rani Singh	Co-opted Governor	✓
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 first meeting of the new academic year and were reminded that any items discussed this evening should remain confidential until the draft minutes have 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: Chris Smith-Haynes.

2. Declaration of Pecuniary Interests (for this meeting and annual)

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 declared.

Our values: - Respect Responsibility Reflection Resilience

*Action Point – Update your pecuniary interests on GovernorHub and tick the box to say these are accurate.
Action Point – Tick the agreement on GovernorHub to say you will abide by the Code of Conduct 2023.*

3. Minutes from previous Full Governing Body meeting (3rd July 2023)

The minutes, and confidential minutes from the previous meeting had been circulated in advance. Governors reviewed these page by page, and with a small number of minor amendments they were agreed as an accurate record of the meeting. An updated version will be shared on GovernorHub, and 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. Election of Chair and Vice-Chair of Governors for the academic year 2023-2024

Nominations had been invited for the position of Chair of Governors. Angela P was nominated, and she 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 Chair of Governors for a further one-year term.

Nominations had been invited for the position of Vice-Chair of Governors. Sarah Knight indicated that she would be willing to stand for a 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 one-year term.

6. Chair's Welcome

Memorandum of Understanding:

The Chair welcomed governors to a new academic year. The school is beginning this year in a very different position with a new Head of School and an Executive Head Teacher working across this school and Great Doddington Primary School. 2023-2024 promises to be a year of opportunities to drive this partnership forward; share staff and expertise; and build on the partnership work undertaken last year. She is looking forward to working with senior leaders in their new roles.

The Chair has met with the Chair of Governors at Great Doddington and together they have drawn up a Memorandum of Understanding outlining the arrangements between Meadowside Primary School and Great Doddington Primary School. Each school will retain its own governing body

The document had been shared in advance of the meeting on GovernorHub and while it is not legally binding it usefully sets out the arrangements for monitoring through the executive headteacher, chairs of governors and the local authority who will meet half-termly. Staffing and finance arrangements have not been included in the document.

A small number of typing errors were noted and will be amended. The agreement will be updated to reflect the arrangement commenced in May 2023 for three years. Governors unanimously approved the Memorandum of Understanding.

7. Terms of Reference (FGB and Committees)

The 2022-2023 Meadowside Handbook for Governors includes the Terms of Reference for the full governing body and for committees; this had been shared in advance on GovernorHub. The FGB terms of reference were approved and will be transferred to the 2023-2024 handbook. Committees will review their own terms of reference.

8. Executive Head Teacher's Verbal Update

The autumn term has started successfully. Staff have returned with a positive attitude and are already working in their new groups and with staff at Great Doddington.

There were two training days at the beginning of the term. The first training day was held as a joint training day with staff from both schools focused on the curriculum, with sessions in the morning led by the Curriculum Lead.

There was safeguarding training in the afternoon, led by Sarah Hammond. The School Business Manager led a session with staff at Great Doddington focused on the Staff Handbook. Governors from both schools had been invited to the safeguarding training session followed by a BBQ, unfortunately governors from Great Doddington didn't attend, the details were shared on GovernorHub, and this will be reviewed.

The second training day included some housekeeping focused work, and staff meetings chaired by the Head of School to cover timetables, schedules, the strategic calendar etc. Seven members of staff from both schools also completed first aid training. Staff had classroom time for planning and preparation in the afternoons.

The school currently has 375 pupils on roll, this is an increase from 356 last year. Governors agreed this increase in numbers is very impressive, and the number of pupils is still rising. The school said goodbye to 60 Year 6 pupils in July and has welcomed 60 pupils into Reception class this week, Reception teachers are prepared and excited. This is the first time in several years where the number leaving and joining has balanced and is a much more positive picture than many schools this year. The school continues to receive enquiries from prospective parents every week, for places in other year groups too.

Senior leaders will be holding a presentation evening for new parents, this is currently being arranged, alongside open weeks in October for prospective parents for September 2024.

The staffing structure for 2023-2024 had been shared in advance on GovernorHub. The school successfully appointed a Year 3 teacher on the last day of the summer term, they are currently working as supply. but the school will consider offering a permanent contract.

Statutory Results – Summer 2023

The school was very pleased with its statutory results in the summer term. The KS2 SATs data is particularly pleasing, with results above 2022 data, and above national data, with the exception of the combined data. Year 4 pupils completed the Multiplication Tables Check (MTC) with improved results from last year.

KS1 SATs data was also pleasing, especially considering the number of mid-term starters the school welcomed in the summer term. New pupils included those who have English as an Additional Language (EAL), pupils who had been out of education for an extended time, and pupils with a Special Educational Needs & Disability (SEND). Maths didn't quite reach the 85% attained last year but all areas were well above national data.

Phonics is a strength at the school and the Year 1 results this year were very good. 83% of pupils passed the Phonics Screening, and while this is lower than last year, it is still above national data.

Year 6 staff will continue to attend update meetings, with the Executive Head Teacher and / or the Head of School. Year 6 class teachers will have Planning, Preparation and Assessment (PPA) time with the Year 6 team across both schools. A member of staff from Meadowside will be working at Great Doddington and will support their Junior Leadership Team work etc, and Sarah Hammond will work with the Junior Leadership Team at Meadowside this year.

There are already lots of moderation opportunities and work being organised with Great Doddington.

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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 school has successfully been awarded the Bronze Healthy Schools Award and the Bronze Award from the Anti-bullying Alliance. Work toward the Silver awards will continue this year.

The school has moved its school meal catering service from Dolce to Love Food. The food today was amazing, well cooked, and consistent. The team were well organised and has a supportive structure.

The Head of School provided an overview of the first day today for pupils. Most arrived confidently and settled quickly. Sarah Hammond and the Head of School completed a walkaround, and pupils all looked super smart. The majority of Year 5 and Year 6 pupils are now wearing ties and look very smart. The first day has been settled, and teachers are all very positive. Reception staff have started their home visits.

The Head of School chaired a staff meeting, this was an opportunity to look at class assemblies, and dates are now in place for these. When link governors are agreed the assembly dates will be shared, and governors will be invited to attend these when they can.

9. Safeguarding (Update on KCSIE September 2023)

Staff have completed annual safeguarding training, and any governors who were unable to attend the session will be offered an alternative date. Two dates will be available. Sarah Hammond will be offering extra safeguarding training sessions at Great Doddington too.

The Keeping Children Safe in Education (KCSIE) statutory guidance has been updated over the summer, there are a small number of changes this year linked to attendance and updated descriptions. There is also further guidance around online safety, and how this is reported. Everyone is responsible for safeguarding, including online safety. The government is proposing new legislation that will make reporting safeguarding concerns a legal requirement for anyone who has information that may put a child at risk, for example information about forced marriages, or children under the age of 18 being sent to a different country. Staff often hear information through children talking.

Action Point – Complete the safeguarding training for governors and read the updated Keeping Children Safe in Education (KCSIE) 2023 statutory guidance and tick the box on GovernorHub to note these actions.

Q – Is it possible that staff at Great Doddington are under reporting safeguarding concerns, the number of concerns logged is much lower than at Meadowside.

A – This is unlikely. The school is much smaller than Meadowside and there is a lot of work happening there to support pupils through Early Help Assessments (EHAs) etc. Great Doddington safeguarding concerns are often referred directly to the Multi-Agency Safeguarding Hub (MASH) team, while concerns here are referred through the Early Help coordinator. Practice is similar across the schools. Safeguarding can also be very cohort specific. There are no concerns about safeguarding at Great Doddington.

10. Governance

Governing Body Constitution:

At the last meeting there was a discussion about increasing governor numbers, linked to the proposal to have link governors in both schools. Any appointments must be approved by the governing bodies to ensure all governors are bound by the code of conduct and confidentiality.

Governor Vacancies / Terms of Office:

The school now has two members of staff who attend meetings as ex-officio members, and this would leave a co-opted vacancy and increase the number of governors to 13. The clerk will look into this in more detail and report back at the next meeting.

Action Point – Contact the Local Authority about the changes to governance at the school and seek their advice. Report back at the next FGB meeting.

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There was a robust discussion about increasing the number of governors, or appointing governors from opposite schools as associate members. There was a concern that this would create extra workload for those governors, and it may spread capacity too thinly for governors to complete their duties effectively. The Finance & Resources Committee already needs strengthening at Meadowside and historically there has been an issue with recruiting governors.

It was agreed that work would be undertaken this year to develop link governors between the two schools to facilitate joint monitoring opportunities, and this can be reviewed later in the year.

Committees & Link Governors:

The following committee membership was agreed for 2023-2024, committee chairs will be appointed at the first committee meeting of the academic year:

Finance & Resources Committee:

- Kim Mount
- Angela Pratt
- Jan Goodliffe
- Head of School
- Chris Smith-Haynes
- Executive Head Teacher

Quality of Education Committee:

- Sarah Hammond
- Sarah Knight
- Mike Gooch
- Kirsty Blake
- Head of School
- Executive Head Teacher

Link Governors

Governor links to key priority areas and subjects was reviewed and updated directly on GovernorHub. Please see GovernorHub for updated information. The executive Head Teacher will contact link teachers / staff to facilitate introductions and agree monitoring dates.

Reports from Committees:

The Finance & Resources committee met this evening, in advance of the FGB meeting. This was an extraordinary meeting to review and approve the updated 3-year budget plan.

The partnership work being undertaken with Great Doddington has significantly reduced the school's budget deficit, and Year 2 of the 3-year plan is now predicting the school will move out of a deficit position and back into the black. The revised 3-year plan was approved and will be submitted to the local authority. The School Business Manager (SBM) will be meeting with Cathryn Walker from the local authority's Schools Finance team on the 18th September to review and confirm the plan.

Risk Register (SI):

The SBM has agreed to take on responsibility for reviewing and updating the school's risk register. They have started to review the current risk register over the summer and the updated version will be presented to the FGB at the next meeting so the delegation of risks, to committees, can be agreed.

Handbook for Governors:

The Handbook for Governors had been shared in advance of the meeting and will be updated with any decisions this evening. There was a discussion at the last meeting about the seemingly generous governor

expenses, but governors agreed to leave these the same this year. Committee membership etc will be updated.

Strategic Calendar/Governor Monitoring 23-24:

The Executive Head Teacher will liaise with staff and link governors and send out an email with proposed dates for monitoring. The strategic calendar is already in place and will be shared.

11. Policies for ratification

The following policies had been circulated in advance of the meeting, for formal ratification this evening:

There was a general discussion about version control and tracking changes. Annual changes are highlighted in yellow to make reviewing them easier but the highlighting in then removed and changes can no longer be tracked. Mid-year changes are tracked, and this practice needs to be adopted for all changes.

Action Point – Design a policy template to improve tracking changes and version control, this needs to include a process for updating the date annually.

- **Accessibility Policy** – A number of changes need to be actioned.
- *Action Point – Look for a suitable accessibility policy on The Key for Governors that can be personalised to the school. Present this or the updated policy at the next meeting for approval.*
- **Anti-Bullying Policy** – A query about rules being individual to classrooms or whole school rules was discussed. This will be amended in the policy to reflect whole school rules. References to the executive headteacher and Head of School will be updated accordingly. **Governors unanimously approved** the policy, with the agreed amendments
- **Complaints Policy** – **Governors unanimously approved** the policy, with a small number of amendments noted at the meeting
- **Equality Policy** – **Governors unanimously approved** the policy, with a small number of amendments noted at the meeting
- **Pupil Premium Policy** – A couple of typing errors will be corrected. **Governors unanimously approved** the policy
- **Safeguarding Policy** – The policy has been amended in line with the KCSIE 2023 statutory guidance. The names of the current Designated Safeguarding Lead will be updated. **Governors unanimously approved** the policy
- **ECT Policy** – The references to the headteacher will be updated to Head of School or Executive Headteacher as appropriate. **Governors unanimously approved** the policy
- **Health & Safety Policy** – An item that has been crossed through will be removed. **Governors unanimously approved** the policy
- **Admission Arrangements** – This will be reviewed at the next meeting

12. Identification of Confidential Items

None this evening.

13 A.O.B

Q – Is the school aware of any issues with the concrete in its buildings.

A –None that the school is aware of, but the local authority will be completing a structural review of the buildings next week.

14. Date of next meeting

- Finance & Resources Committee – 9th November 2023 at 4.45pm
- Quality of Education Committee – 13th November 2023 at 6pm

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- Safeguarding Training for Governors (for those not completed yet) 13th November 5pm in the school.
- Full Governing Body Meeting – 20th November 2023 at 6pm

The meeting closed at 8.10pm

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

SignDate

Meadowside Primary School: Attendance at Full Governing Body Meetings

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

** No longer a governor

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