

# Meadowside Primary School

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



Growing at Meadowside Primary School

[www.meadowsideprimary.org](http://www.meadowsideprimary.org)

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## Full Governing Body Minutes

Date: 16<sup>th</sup> January 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	x
Sarah Knight (SK)	Parent Governor	✓
Louise Jelley (LJ)	Parent Governor	x
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, Rani Singh, Kirsty Blake, Louise Jelley and Kim Mount.

**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.

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

## 3. Minutes from previous Full Governing Body meeting (14<sup>th</sup> November 2022)

The minutes, and confidential minutes from the previous meeting had been circulated in advance. Governors reviewed these page by page. Two 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 regularly with Josie G and Mia L; she is also meeting with Jan G next week. Work at Meadowside is continuing in line with the School Improvement Plan (SIP).

The Headteacher's Performance Management (HTPM) has been completed and the pay committee has met and approved the recommended staff pay uplifts.

As a result of these pay increases and salary increases the school is now predicting the budget will close at a deficit figure of approximately £-30,000. Moving forward this deficit becomes considerably higher and will need close review.

The school now needs to resubmit an updated 3-year plan. The Local Authority had advised the school to include a 2.5% pay uplift in the 2022-2023 budget but teachers and support staff have been awarded much higher uplifts between 5% and 10%. The government has not made any additional funding available to meet this difference. The uplifts have used up any predicted carry-forward and have pushed the school into a deficit position.

## 6. Headteacher's Update

The Headteacher's Update had been shared in advance of the meeting. The training day in January was focused on Phonics and the Read, Write Inc (RWI) programme used in school. This training was delivered by a Ruth Miskin trainer who is a facilitator for RWI. All staff have now completed the official RWI training and have been awarded certificates. Twelve members of staff from Great Doddington also attended the training, at a cost of £60 per person which helped support the overall cost of the training.

Josie G has been working with the associate headteacher at Great Doddington to agree a school-to-school support package; this has been shared with Angela P. The package includes Josie G working at Great Doddington for two and a half days a week, and support from the Special Educational Needs & Disability Coordinator (SENDCo) at Meadowside too.

### Number On Roll

The school currently has 371 pupils on roll, and a further 31 children in its nursery provision; this represents a substantial increase in numbers. Josie G had hoped to be able to share the details of Reception class first choice preferences for September 2023 this evening, but this hasn't been shared yet. Senior leaders have conducted school tours for around 50–60 prospective parents, only a small number of these already have children in Buttercups Nursery.

*Q – How do our numbers compare to other local primary schools.*

*A – The data hasn't been released yet, so it is difficult to comment or make a judgement, but the details will be shared when they have been published.*

### **Pupil Survey**

The school has issued a pupil survey, the results from this will be collated and shared.

### **Staffing**

Staffing at the school remains broadly the same. The Nursery Leader will be commencing her maternity leave at the end of this term, and another teacher will return after Easter. The school has planned to have interventions delivered by teaching assistants, but these will now be delivered by a qualified teacher. The school has had a substantive supply teacher in school to cover maternity leave; this role is ending but they are very good and would like to continue to work at the school. This member of staff will continue to work two days a week to provide additional support in classes in the morning and then deliver Year 1 interventions in the afternoon. They will also be working at Great Doddington Primary School; this arrangement is a reflection of the school's ethos for developing staff. This is a cost-effective model.

### **Staff Survey**

The school has completed a staff survey and the results have been compiled and compared to the staff survey completed in June 2018 when Josie G took up her post as headteacher. This overview was shared at the meeting. The 2022/23 results are very pleasing. Just 4% (1 member of staff) of staff disagreed that the school is well led, this equates to one member of staff. The question relating to how the school meets the needs of different pupils, and how it applies policies had a small number of negative scores, possibly equating to three or four members of staff, but these reflect whole school issues rather than a leadership issue. These are being reviewed and will be addressed.

*Q – How many staff do we have in each staff group.*

*A – The school has five / six senior leaders and around fifteen middle leaders, of who just over 50% completed the survey. There was a lower return from support staff. The year-on-year survey results since 2018 have followed a positive trajectory and there is no reason to assume that this trajectory will not continue.*

In 2018 the school received 38 staff responses, this year it received 21. Governors agreed that very often surveys have a higher response when staff are unhappy. The survey is now completed electronically, and all staff, including support staff have access to the survey. The school could consider a paper survey supported with an incentive to complete it, but Josie G is confident that the results are representative.

The survey notes that safeguarding in the school is good, phonics teaching is good, the school has high expectations etc. Governors noted they were very pleased to see that staff recognise the Senior Leadership Team (SLT) focus on staff Continued Professional Development (CPD) and staff wellbeing. The feedback on CPD in 2018 was negative.

Governors were very pleased that staff report feeling proud to work at the school and that they understand the school's goals; this was just 16% in 2018. Behaviour feedback has also improved hugely. Communication is a focus; the school will ensure that letters sent to parents will be sent to staff and governors at the same time so that all stakeholders are aware of these messages. Josie G advised there is always a discussion about communication to parents in staff meetings prior to letters going out, but the school needs to ensure that all staff, including support staff receive these key messages. Support staff have been added to the teaching staff email group. Josie G will look at the weekly calendar and how best this information can be shared. The staff noticeboard needs to be updated and will then be refreshed regularly. The 2018 survey results included low scores for staff wellbeing, school reputation, and behaviour and the 2022 results show just how much the school has improved.

## **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 appraisals have all been completed for 2022-2023 and mid-term appraisals will be completed in February and March to track progress toward these targets. The school's Early Career Teacher is continuing in her second year.

The SCHOOL-TO-SCHOOL support work with Great Doddington continues, Mia L and Sarah H have both visited the school and Angela P is meeting the new Chair of Governors tomorrow.

### **Inclusion**

The school currently has two pupils who have diabetes. Staff have been appropriately trained. The Junior Leadership Team (JLT) has asked, and it has been agreed, that the school's chosen charity this year will be Diabetes UK.

### **Safeguarding**

The vast majority of staff and governors have now completed safeguarding training to ensure everyone is up to date and aware of the Keeping Children Safe in Education (KCSIE) statutory guidance September 2022. Sarah H will be delivering an additional training session for any new regular visitors to the school, and for new governors.

### **Curriculum**

Subject leads are currently reviewing their subject actions plans and writing new ones. The school is updating the curriculum audit. The Senior Middle Leadership Team (SMLT) have met to discuss the focus of the next Local Authority (LA) visit. The visit will form a curriculum health check focused on the curriculum plan, and subjects that have been reviewed for sequencing, this should be a supportive visit rather than monitoring. Subject leads continue to complete monitoring, focused on autumn term formal assessments which will be reviewed in terms of the percentage of pupils who are secure, and progress for vulnerable groups.

### **PTA**

The PTA met last Thursday, this was well-attended, and a new member was welcomed. Mia L attended the meeting to talk about new projects for the forth-coming year. Christmas events went well, and the school was very pleased to be able to welcome parents back into school for these events. Josie G was very pleased to be able to attend all of the Christmas performances. Santa and his reindeer visited the school and KS1 and Early Years parents were invited to a viewing area where they were able to take photographs; these were shared with the Evening Telegraph which ran an article about the event on the 22<sup>nd</sup> December.

### **Events**

This term the school will be holding a presentation on Phonics for parents in KS1 next week. There will be a presentation for KS2 parents the following week to share information about the upcoming Year 4 Multiplication Tables Check (MTC). There are coffee mornings planned and plans for World Book Day.

*Q – What dates have been set for SATs this year.*

*A – The dates for KS2 were published prior to the date for the King's Coronation was announced, the additional Bank Holiday has meant a slight change and the tests will be completed from the 9<sup>th</sup> to the 12<sup>th</sup> of May.*

## **7. Safeguarding Update**

Kim M is the safeguarding governor, he has agreed a date to meet with Sarah H in two weeks.

## **8. Governance**

### **Governor Monitoring – 2022-2023:**

Governors have been completing monitoring as per the monitoring schedule, this is up to date. Further dates for monitoring this term are already agreed. Class assemblies have been reintroduced and governors linked to specific classes are welcome to attend. The schedule has been shared. SK will attend on the 31<sup>st</sup> March.

4

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## Finance Committee

*Q – The finance committee reviewed the 2022-2023 budget; and there is currently a £30,000 deficit, what is the forecast for Year 2 and Year 3.*

*A – The deficit is forecast to rise to between £50,000 and £60,000. However, the school will generate more income through the school-to-school support agreed with Great Doddington, this is being funded by the LA. The figures will be updated and shared.*

The budget deficit is to some extent dependent on the incoming cohort for September 2023. The school needs to ensure it is as close to 60 pupils as possible to balance the 60 pupils leaving in Year 6. There are lots of variables in terms of funding and forecasting in Year 2 and Year 3 is always challenging. Primary schools are always closer to the wire in terms of funding than secondary schools. Currently the school's benchmarking shows the school spends a higher percentage of its budget on salaries than the recommended level. The school's Good Ofsted rating should support the school roll moving forward, senior leaders are still showing prospective parents around for September 2023 places.

## Quality of Education

The Quality of Education Committee met on the 9<sup>th</sup> January. There was a maths presentation, and governors looked at autumn term progress data. The School Improvement Plan (SIP) was discussed, and work focused on the school's Values and British Values. Louise J attended the maths presentation and stayed for the whole meeting.

## Governor Vacancies / Terms of Office:

There is currently one co-opted vacancy. The Instrument of Governance includes a membership of 12 governors in the roles noted below:

- 1 x Headteacher
- 7 x Co-opted Governors
- 1 x Staff Governor
- 1 x Local Authority Governor
- 2 x Parent Governors

## Governance Manual:

Angela P continues to review and update this document, in line with governance at the school.

## Strategic Calendar:

Due to the King's Coronation, the FGB meeting that had been scheduled for the 8<sup>th</sup> May will be moved to 6pm on the 24<sup>th</sup> April, after the Quality of Education committee meeting at 5pm.

*Q – What plans does the school have to celebrate the coronation.*

*A – Josie G had thought about perhaps having a May Queen and will look at other activities and events that could be arranged in the week before the 8<sup>th</sup> May. The infants school will celebrate its 50<sup>th</sup> anniversary in March 2023, and this should be marked too. It was agreed the school would look at any archive material from the last coronation to see how pupils celebrated the Queen ascending to the throne. The Burton Latimer Heritage Society may have photographs and new articles too.*

## Governor Skills Audit:

The governing body completes an annual skills audit, using the National Governance Association's document, this will be circulated for completion.

*Action Point – Complete and return the governor skills audit to the clerk.*

## Link Governor Update:

*Action Point – Book dates for monitoring visits, complete and share any written reports on GovernorHub.*

## 5

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<b>9. Risk Register (SI)</b>
The risk register was reviewed. The FGB had one risk to monitor, this linked to the risk of a poor outcome from an Ofsted inspection. This is no longer a risk and will be removed. The Quality of Education committee governors reviewed the three risks they are responsible for monitoring and agreed these should remain on the register, at the same level.
<b>10. Policies for ratification</b>
None this evening.
<b>11. Community and Business Links Working Party</b>
At the last FGB meeting governors discussed business links within the community. This work has moved forward, but there is potential for more local business links. Jan G had suggested putting together a small governor working to include a senior leader to look at this and drive community links forward. Jan G, Sarah H and Chris S-H all agreed to join a working group, Louise J will be invited to join too. The group will be focused on driving community and business links, and a separate meeting will be an opportunity to agree tasks and actions.
<i>Action Point – Add Community and Business Links Working Party to the next agenda for further discussion.</i>
<b>12. Identification of Confidential Items</b>
A confidential item was discussed here; this has been recorded on separate confidential minutes of the same date.
<b>13 A.O.B</b>
Governors congratulated Mike Gooch and the school’s business manager on their recent marriage.
<b>14. Date of next meeting</b>
<ul style="list-style-type: none"> <li>FGB – 6<sup>th</sup> March 2023 at 6pm</li> </ul> <p style="text-align: right;">The meeting closed at 7.55pm</p>

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

Sign .....Date .....

Meadowside Primary School: Attendance at Full Governing Body Meetings

<b>Governor</b>	<b>24/01/22</b>	<b>07/03/22</b>	<b>09/05/22</b>	<b>04/07/22</b>	<b>07/09/22</b>	<b>14/11/22</b>	<b>16/01/23</b>
Kirsty Blake	✓	✓	✓	✓	✗	✓	✗
Janet Goodliffe	✓	✓	✓	✓	✓	✓	✗
Chris Smith-Haynes	✓	✓	✓	✗	✗	✗	✓
Angela Pratt	✓	✓	✓	✓	✓	✗	✓
Josie Garnham	✓	✓	✓	✓	✓	✓	✓
Kim Mount	✗	✓	✓	✓	✗	✓	✗
Sarah Hammond	✓	✓	✓	✓	✓	✓	✓
Rani Singh	N/A	✓	✗	✗	✓	✗	✗
Sarah Knight	N/A	✓	✓	✓	✓	✗	✓
Mia Lewis	✓	✓	✓	✓	✓	✓	✓
Louise Jelley	N/A	N/A	N/A	N/A	N/A	✓	✗
Mike Gooch	N/A	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

\*\* No longer a governor

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