

# Meadowside Primary School

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



Growing at Meadowside Primary School

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

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## Full Governing Body Minutes Date: 20<sup>th</sup> November 2023 at 6pm

Governors	Role	Present ✓
Josie Garnham	Executive Headteacher (Ex-Officio)	✓
Mia Lewis	Head of School & Co-opted Governor	✓
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	✓
Sarah Hammond	Staff Governor	✓
Rani Singh	Co-opted Governor	✓
Sarah Knight	Parent Governor	x
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, they were advised there would be a short presentation at 7pm in the meeting, and at that point the meeting will be joined by governors from Great Doddington.

Governors 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.

**Our values: - Respect Responsibility Reflection Resilience**

**The following apologies were given and accepted:** Sarah Knight, and Kirsty Blake.  
**Absent:** Chris Smith-Haynes did not attend the meeting; apologies were not received.

## 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.

## 3. Minutes from previous Full Governing Body meeting (6<sup>th</sup> September 2023)

The 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. 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 with Josie G at regular 1-1 Chair to Executive Headteacher (EHT) meetings; these are sometimes joined by Mia L as the Head of School. There has been one executive governor meeting since the last FGB meeting, this was held on the 16<sup>th</sup> October and minutes are available. The meeting was an opportunity to discuss the collaboration between Meadowside and Great Doddington, including what is going well; how things are working; and anything that isn't working so well. Staff at both schools have welcomed the wider opportunities this arrangement is offering.

Angela P has also met with Eliza Hollis to talk about how a possible federation might work, Eliza will be presenting an overview of federations this evening. It is becoming obvious through committee meetings etc where there are duplications, in particular the number of meetings Josie G is attending as the executive headteacher over both schools. A federation would dissolve the two current governing bodies in favour of one overarching federation FGB, and this would reduce workload and streamline work.

Kim M and Angela P met with StJohn to complete the Headteacher's Performance Management and agreed targets for 2023-2024. The Pay Committee also met today. The Chair of Governors from Great Doddington and Angela P have met with StJohn to agree the executive headteacher's targets for 2023-2024; these are linked across both schools. Governors are aware of the need to be mindful of the EHT's workload and wellbeing; they do now have some protected time working at home and this is being used; meetings are numerous as they attend meetings at both schools.

Josie G and Angela P attended a governors' seminar on the 3<sup>rd</sup> October and delivered a presentation to other chair of governors about Meadowside Primary School's journey to Good and the current collaboration work.

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

## 6. Executive Headteacher's Report

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

## 7. Safeguarding Update

The Safeguarding Report had been shared in advance of the meeting. Sarah H has met with Jo Tonda, the Local Authority (LA) School Improvement Adviser (SIA), Kim M who is the safeguarding governor, and Mrs Moore. It has been agreed that following some further safeguarding training the school will provide staff with some regular Questions & Answers related to safeguarding at regular points throughout the year to keep

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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
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safeguarding at the forefront of everyone's thinking, the safeguarding information covered at the beginning of the academic year will also be revisited.

The impact of Adverse Childhood Experiences (ACE) was discussed at a recent staff meeting, this was very informative. The more adverse childhood experiences a child has is often linked to more adverse effects in adulthood, and possibly a higher level of need in terms of support. Governors agreed it is really good to hear that the school is proactively thinking about its children and what impact these ACE may have. It's important to recognise these, and support children appropriately. The training was an opportunity to look at some examples of ACEs, and this raised staff awareness. Tea Break Questions & Answers will be regular items.

## 8. Governance

### Reports from Committees:

#### Finance & Resources

Angela P chaired the recent F&R meeting. There was a comprehensive report from the School Business Manager (SBM). The site supervisor is retiring, and the school is looking at alternative cover. Nursery staffing was discussed. The aged debtors linked to the after-school club and the nursery were discussed, much of this debt will be covered by vouchers, governors sought assurance that better procedures are now in place to keep debts to a minimum, one long-standing debt was written off.

The budget cost centres were reviewed, and the SBM will be splitting out the work at Great Doddington to better reflect the costs so these can be reported more accurately. Health & Safety was discussed; the school is planning a rolling programme of refurbishment to replace some areas of flooring and will utilise some of the energy grant funding if possible.

The school will generate a healthy profit from the nursery and from the after-school club again this year, these are important income streams. The KS1 Hall floor is used very regularly and is in need of some maintenance work to ensure the parquet flooring is stable and does not represent a trip hazard; this will be reviewed during the next Health & Safety visit. Governors agreed the parquet flooring in the hall is beautiful, it is now 50 years old and must be looked after and maintained.

#### Quality of Education

The Junior Leadership Team attended the meeting to talk to governors. They were nervous, but settled quickly and were keen to talk about the projects they are involved in and fundraising. The committee discussed the risk register, and Sarah K has agreed to review the current risk register and compile comments and suggestions from other governors so the document can be updated to accurately represent the current risks.

There was a very positive LA review of RE in July, this included a discussion about Personal, Health and Social Education (PHSE) and British Values.

The committee discussed the National Tutoring Programme (NTP) funding and plans for the year. Attendance was reviewed. The school is working toward a number of nationally recognised quality marks and awards, there is a lot to be proud of at Meadowside and this is being built on further this year.

Sarah H advised the school has been invited to be involved in a marketing / advertising campaign event for Weetabix. She was interviewed as part of the campaign launch on Radio Northampton last week. Weetabix are a local company and have launched a new advertising campaign based on lobbying to have Northamptonshire renamed as Weetabixshire to reflect the fact that the wheat they use to make their products is all grown within 50 miles of Burton Latimer.

The school received an email from a PR company working with Weetabix on the campaign and was invited to get involved. Weetabix temporarily changed the school logo outside of KS1 / Reception and five children were photographed with the new sign and interviewed on the radio. Burton Latimer Football Club and Cricket

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Club were also invited to get involved. Governors agreed this is very good news, working with Weetabix has been something the school has wanted to do for some time, and this is a great opportunity to build connections.

The committee reviewed progress data from 2022-2023, and this was very positive. Gaps in attainment between Pupil Premium (PP) and Non-PP are very small, and in some cases the gaps are positive.

**Governor Vacancies / Terms of Office:**

The governing body currently has once vacancy for a co-opted governor.

**Risk Register (SI):**

As discussed earlier in the meeting, Sarah K has agreed to review the current risk register and compile comments and suggestions from other governors so the document can be updated to accurately represent the current risks.

**Handbook for Governors:**

The Governors Handbook has been updated with terms of refence, committee memberships etc.

**Strategic Calendar/Governor Monitoring 23-24 (Links Governors):**

The 2023-2024 strategic calendar is in place. Governors were thanked for contacting their link teachers to arrange monitoring. Some governors are waiting for replies from staff and Josie G will look into this.

**9. Policies for Ratification**

**Admission Arrangements:**

The school's Admissions Arrangements had been shared in advance of the meeting; school admissions are managed by the LA. **The arrangements were unanimously approved.**

*Q – The school is getting quite full, should we now be considering an update to the current admissions criteria to add the children of staff as a criterion. This would support staff recruitment and retention.*

*Action Point – Look at the mechanism for updating the school's admissions criteria, and if this is possible as a LA maintained school.*

The Accessibility Policy is a model policy from The Key. The plan covers three years. The document was reviewed at the meeting, and actions from the accessibility audit have been included. **The policy was approved.**

**10. Update on the Green Shoots Partnership**

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

**11. Marketing**

Marketing had been covered in the executive headteacher's report this evening, questions on marketing were invited.

**12. Identification of Confidential Items**

Confidential items were discussed under Item 5 and Item 10 this evening; these have been recorded on separate confidential minutes of the same date.

**13 A.O.B**

None this evening.

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<b>14. Date of next meeting</b>
22 <sup>nd</sup> January 2024 at 6pm
The meeting closed at 8.02pm

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

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

Meadowside Primary School: Attendance at Full Governing Body Meetings

<u>Governor</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>	<u>06/09/23</u>	<u>20/11/23</u>
Kirsty Blake	x	✓	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	✓	✓
Sarah Knight	✓	x	✓	✓	✓	✓	x
Mia Lewis	✓	✓	✓	✓	x	✓	✓
Louise Jelley	N/A	✓	x	✓	✓	✓	✓
Mike Gooch	N/A	✓	✓	✓	✓	✓	✓
Tasha Entwistle**	✓	✓	N/A	N/A	N/A	N/A	N/A

\*\* No longer a governor

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