

# 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: 24<sup>th</sup> April 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	✓
Chris Smith-Haynes (CSH)	Local Authority Governor	✓
Kirsty Blake (KB)	Co-opted Governor	✓
Kim Mount (KM)	Co-opted Governor	✓
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	x
Non-governors in attendance	Role	
Donna Astley (DA)	Assistant Headteacher	✓
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:** Mike Gooch.

### 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. None were made.

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

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

The minutes, and confidential minutes from the previous meeting had been circulated in advance. Governors reviewed these page by page. The minutes were agreed as an accurate record of the meeting. A copy of each will be signed by Angela P for the file.

The minutes from the last Quality of Education committee meeting had been circulated in advance. Governors reviewed these page by page. The minutes 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 FGB Action Log was discussed, and actions were updated. The Quality of Education Committee Action Log was also discussed, and actions were updated.

### 5. Chair's Report

Angela P continues to be involved in the work with Great Doddington and the creation of a new Executive Headteacher role. Mike G has also supported this work too, and Angela P asked that her thanks were noted to him. There is a strategy day next week to review where the schools are with this process. Angela P and Josie G continue to be in regular contact.

### 6. Headteacher's Verbal Update

#### Number on Roll

The school had 350 pupils on roll last year; this has risen and there are currently 374 pupils on roll. An additional 24 pupils on roll has attracted an additional £82,000 in funding. The school was oversubscribed for first choices this year and has already had an appeal for a place in September.

*Q – Could the school be asked to increase one class to 31 to accommodate this pupil.*

*A – Possibly, but the school isn't supposed to move to over 30 pupils per class.*

The school will be holding the first of its planned Parents' Information Evenings on the 24<sup>th</sup> May for Reception parents, and work is underway to ensure the work needed on the outside canopy is completed.

**Attendance** - Attendance is improving and is steadily moving toward 95%.

#### Staffing

The school has appointed a full-time Teaching Assistant (TA), they have a roll focused on the Recovery Premium catch-up work. Mr Draper is no longer teaching in Year 4 but is working at Great Doddington and also delivering recovery intervention work too.

The school has appointed another full-time TA as part of the apprenticeship scheme, and she has also taken a lunchtime supervisor role too. This apprenticeship will run for two years and will include the opportunity to train toward a Level 3 TA qualification; they will be based in Year 1.

A confidential item was discussed this evening under this item, this has been recorded separately on confidential minutes of the same date.

#### Safeguarding

A number of confidential items were discussed under this item this evening, these have been recorded separately on confidential minutes of the same date.

### **Quality of Education**

KS2 have completed a very successful trip to complete the Faith Tour in Bedford; they learned a huge amount from this visit. KS1 and Early Years Foundation Stage (EYFS) pupils have visited local churches in Burton Latimer. A previous headteacher at another local school has been working with the school on its creative mission.

### **SATs**

The SATs predicted outcomes data had been shared in advance of the meeting. Governors have been invited to complete monitoring during SATs week; this will be an opportunity to ensure robust processes around papers and tests.

### **Staff Appraisals**

Mid-term staff appraisals are currently being completed. These will include book scrutinies and classroom observations. Subject Leads continue to complete work around this.

### **Parent / Teacher Association (PTA)**

The PTA met on the 27<sup>th</sup> March. The PTA have organised a very successful Easter Egg Hunt, and a number of other events are being organised for the summer term. The PTA will be organising and funding Year 6 leavers gifts.

### **Community and Parental Engagement**

The school has received food donations from local businesses, and local churches. The Year 6 team have said they don't want a Prom this year but would like to use the money raised to go on a trip to Hunstanton. Governors all agreed this will be a lovely way for them to create memories of their time at the school.

### **The King's Coronation**

The school has organised for a whole school photograph to be taken on the 17<sup>th</sup> May, this will be available to pupils and will enter the school's archives as part of its documented history. The school will be holding a Garden Party to celebrate the coronation. Pupils have written a letter to King Charles. Every child will be given a commemorative coin.

### **Executive Headteacher Role (EHT)**

The consultation period for this new role has now ended. The assistant headteacher at Great Doddington has applied to be the new Head of School there and an interview is scheduled for the 2<sup>nd</sup> May. Mia L has been successfully appointed to the Head of School role at Meadowside Primary.

A further Strategy Day linked to this arrangement is scheduled for the 4<sup>th</sup> May. The agenda for this meeting will include the school's vision, values, and next steps. There will also be a presentation from StJohn Burkett. Josie G met with staff at Great Doddington today to discuss the local pre-school located nearby, this is a very good pre-school with elements of outstanding practice, and there may be an opportunity to make it part of the school.

### **Governance Model**

The EHT role and Head of School roles will commence on the 1<sup>st</sup> May. The proposal from September 2023 is that there will be a Head of School update in Term One and a Headteacher's Report in Term 2 in each school. The format of governing body meetings will need to be agreed for next year and what these will look like.

There also needs to be careful thought around Josie's workload. The strategy group will look at staffing structures and how staff can be used across both sites. Staff here have taken these changes in their stride. Staff at Great Doddington are possibly more concerned about having a EHT for only two days a week and how this is going to work successfully to drive the school forward. However, the two schools will be working together under the guidance of a strong and experienced headteacher. Generally, staff have been positive.

## **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.

Parents at Great Doddington are very positive about this new arrangement and have made some very positive comments. Staff at Meadowside have been supportive and congratulatory.

## 7. Teaching & Learning Update

### Progress Data:

Donna A circulated an overview document relating to progress data at the meeting. The data has been streamlined to make it more useful and accessible. Donna A provided an overview of what pupils' data is included and gave examples of why a pupil's data may not be included. Reception pupils don't have Summer Data 2 unless they were at the nursery, so progress data is used instead.

Writing is still a key focus area in terms of progress data. Data is robustly moderated to ensure it is accurate. There is historically a drop in data at the beginning of the autumn term, due to the summer break, and the school looks to gain this back by the spring term.

Year 6 entry data was very high, and this had been a concern. However, the progress data for this cohort is still positive and pupils are continuing to make progress. There are a number of pupils who attain well in all areas and are aiming toward Greater Depth (GD). Accelerated progress is particularly noticeable in Year 5, and this will be drilled down into further.

Year 2 Maths data was a concern, and although it hasn't returned to Year 1 summer term data yet, but it is now much more positive. Gaps in learning are being looked at, these will need plugging to ensure pupils have the building blocks they need to further their maths knowledge and ability. Staff will complete further training on the Rising Stars data and how this is used to support teacher judgements. More moderation will also be completed across year groups to ensure consistency and accuracy. Data reports will be shared with staff as part of Pupil Progress meetings, to support discussions and future planning.

### Pupil Premium (PP)

The PP data provides an overview of progress measured against Non-PP pupils. On the whole progress is generally in line with Non-PP pupils. The gap does seem to have widened but this may be for multiple reasons, and not necessarily because PP pupils are making less progress. The school is expecting further progress in the summer term.

### Special Educational Needs and Disability (SEND)

The SEND progress data provides a similar measure between pupils with SEND and pupils with no SEND. 12% of the current pupils on roll are on the SEND Register. Progress seems to fluctuate more subject to subject for pupils with SEND but overall progress is good. Pupils with SEND have bespoke progress targets and these work well and support confidence and self-esteem.

*Q – The reading data for all SEND pupils in Spring Term 2 has dropped to 6.9%, why.*

*A – This relates to pupils' summer data; some pupils may have been working at GD and have then dropped back for a number of reasons.*

### National Tutoring Programme (NTP):

Mia L provided an update on the school's NTP work. 53 pupils from across Year 3 to Year 6 have accessed extra tutoring sessions in either Maths or Reading. Over the spring term 100% of pupils made progress, and 85% of pupils made a 10%+ increase from their previous assessment data. Those that didn't make 10%+ progress either have additional needs or have missed sessions.

In Year 4 and Year 5 100% of pupils made 10%+ progress, and in Year 6 83% of pupils made 10%+ progress. 17% of pupils made less than 10%+ progress. The school has used the same tutor it had last year and has had very positive feedback about them. The school will continue to offer NTP session next year, but these will be subsidised by the government at a lower rate next year and the school will have to meet the additional costs. The costs can be topped up through PP funding.

## 8. Safeguarding Update

A number of confidential items were discussed under this item this evening, these have been recorded separately on confidential minutes of the same date.

## 9. Governance

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

There were no governor reports to note this evening. Josie G will update the governor monitoring schedule and reissue it on GovernorHub.

### **Reports from Committees:**

The Finance & Resources committee has not met since the last FGB meeting. The minutes from the last Quality of Education committee meeting have been reviewed and agreed this evening.

### **Governor Vacancies / Terms of Office:**

There are no terms of office ending imminently.

### **Governance Manual:**

Work on the Governance manual is on-going; this has been overtaken by work on the EHT arrangement with Great Doddington.

### **Strategic Calendar:**

Josie G will review the strategic calendar after the next strategy day in early May to align work at both schools.

### **Governor Skills Audit (overview of results):**

An overview of the results from the recently issued Governor Skills Audit will be presented at the next meeting.

## 10. Risk Register (SI)

Josie G and Mia L will review the risk register, in the light of the newly announced roles, and Great Doddington. There may be risks identified at the strategy group meeting that will need adding. The strategy group meeting will be attended by two governors from each governing body.

## 11. Policies

### **Low Level Concern Policy:**

The policy had been circulated in advance of the meeting. This is a new policy recommended by inspectors at the recent Ofsted inspection. **The policy was unanimously approved.**

*Action Point – Check every reference to the Keeping Children Safe in Education (KCSIE) statutory guidance to ensure it relates to 2022.*

*Action Point – Think about how every policy can best be updated in line with the new senior leader roles and appointments.*

## 12. Community and Business Links Working Party – take off agenda and replace with GD as a SI

Governors agreed that the item related to Community and Business Links will be removed from future agendas and will be replaced by a standing item linked to the work with Great Doddington Primary School.

**13. Identification of Confidential Items**

A number of confidential items discussed this evening have been recorded separately on confidential minutes of the same date.

**14 A.O.B**

*Q – What is happening about the school’s hot meals provider.*  
*A – The school will be moving to Love Food as its hot meals provider. This move is underway.*

The Head Boy and Head Girl from Meadowside visited Great Doddington to meet the Head Boy and Head Girl there and this was an opportunity for them to eat a meal together and for Meadowside pupils to sample food from Love Food. They agreed the meals were much nicer, and better quality. They shared their feedback; the meal choices are very good, and portions are ample for both hot food and packed lunches. The new contractor will start in September. There have been some issues with Dolce (the current provider) this week, linked to their IT system. Staff will move from Dolce to Love Food through the Transfer of Undertakings (Protection of Employment) Regulations 2006. The school will have a designated cook responsible for producing meals.

*Q – Is there a member of staff at Great Doddington who completes the same role as Sarah H at Meadowside.*  
*A – Yes, they are currently part-time. Sarah H will be delivering some safeguarding training at Great Doddington next week and this will be an opportunity for them to meet.*

**15. Date of next meeting**

- Full Governing Body – 3<sup>rd</sup> July 2023 at 6pm
- The meeting closed at 7.20pm

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>09/05/22</b>	<b>04/07/22</b>	<b>07/09/22</b>	<b>14/11/22</b>	<b>16/01/23</b>	<b>06/03/23</b>	<b>24/04/23</b>
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	✓	x	✓	✓
Mike Gooch	N/A	N/A	N/A	✓	✓	✓	x
Tasha Entwistle**	✓	✓	✓	✓	N/A	N/A	N/A

\*\* No longer a governor

**6**

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