

**MEADOW VIEW PRIMARY SCHOOL  
MEETING OF THE FULL GOVERNING BODY  
21 st MAY 2019 AT 4.45PM**



**MINUTES**

**Present: T White (Meeting Chair), K Smith, J West, J Newbolt, A Boyle,  
N Lee**

**In Attendance: A Blench, K Taylor, T Keenan**

**FGB87.APOLOGIES FOR ABSENCE**

87.1 To accept apologies for absence. Apologies for absence were received and accepted from B Vickerage and K Bromley.

**FGB88.DECLARATION OF PERSONAL AND BUSINESS INTEREST**

88.1 Individual governors to declare any personal or business interests on any item On the agenda. No declarations were made.

**FGB89.ITEMS OF URGENT BUSINESS**

89.1 Chair to determine any items of urgent business for consideration under FGB84.1 Below. It was agreed that a religious observance item would be discussed under AoB.

**FGB90.MINUTES OF THE LAST MEETING & MATTERS ARISING**

90.1 Approval of the minutes of the meeting of the full governing body – 9th April 2019. The minutes of the last meeting were approved and signed by the chair.

90.2 Matters arising

\* GDPR – KT to circulate governor privacy notice for signature once approved by KS.cfd from 13/3/19. The governors' privacy notice was distributed at the meeting. Governors to read and return a signed copy to KT as soon as possible.

\* Safeguarding governor job description – KS to obtain from JMAT. KS to share with AB for publishing on governor's area of website. It was agreed that this will be carried forward to the next meeting.

\* KS to check PP and FSM % in attendance report – KS. It was agreed that this will be carried forward to the next meeting.

\* AB to ensure that the link to the benchmarking tool is sent to governors – AB. This has been completed.

\* AB to ensure the release of KS to work with JMAT is on the agenda for the next meeting. This is on the agenda today.

Actions – Governors to return a signed copy of the Governors Privacy Notice to KT.

## **FGB91. D.E.P. 2018 19**

- 91.1 To receive an update on progress towards the DEP objectives – KS  
A report was shared at the meeting and displayed on the LCD screen in the room. KS explained the significance of the updates and answered governor's questions. The report was RAG rated. School has done a lot of CPD on the use of Pirate. Will be having a staff meeting where ideas will be shared. 2.7 is in the red because we won't see this progress until the end of the summer term. There will be a maths staff meeting after half-term. The Maths showcase has not happened yet. Training is planned for September for Maths – Bar Modelling. Governor question – what is this? It's a method used in Singapore which school will be trailing.  
2.12 Science – more work will be done after half term and this half term is just 4 weeks.  
2.14 KS has carried on with this work.  
Section 3 – school has had careers type talks but not had a careers advice focus. Governor question – do you use Gatsby Benchmarking? This is an assessment tool for careers guidance in schools.  
3.3 The newsletter will go out to parents next half term. We will be setting up Parent Workshops to support parents. The community café has recently covered debt management.  
3.4 Governor question – are we targeting parents of children with challenging behaviour? School does a lot of targeted work through Bev. This is very time consuming and parents don't always want formal help. Governor question – have the e-Safety Workshops that we talked about happened? We haven't been able to set dates for them yet as we are waiting to confirm A Foxley-Johnson availability to support us with them.  
4.4 This work will be completed in the summer term.  
5. Outcomes – Y2 and Y6 are shown their position at autumn 2018 and spring 2019 in terms of attainment levels. It was agreed that AB will post this report to the governor pages on the school website. Governor question – are you hopeful that the areas in RED will move by the summer term? Yes these will.

- 91.2 To receive an update on Pupil Progress and Attainment Data – KS

KS shared a report in the meeting which was displayed on the LCD screen and took questions from governors. Progress is strong across all stages. More than 1 step in all areas. Attainment in Maths – the first columns show the number of pupils in each year group. The next two columns show the number of pupils at ARE in the autumn and spring school assessments. Governor question – it looks like we were higher in autumn term than we are now? There was a discussion around the format of this report. Governors found the format difficult to interpret and stated that they would prefer to see a % at ARE for each term as well as the numbers of pupils at ARE. Governor question – why has data at Year 5 gone down and what has been done about this? What caused this to improve in the spring term? SLT looked at this with the teachers and identified that there were 4-5 boys who were unsettling the whole group. TK went into the class for the term to help settle the boys down to learning. Governor question – is it a bid change to move from Year 4 to Year 5? Yes KS2 is a

big jump. Governor question – do we use setting? No school teaches in age levels as that is how Maths works at the moment. Reading – governors expressed a wish to know about pupils who are joining or leaving school part way through the year. Governor question – will there be a correlation between teachers assessments and SATS outcomes? Yes, but it needs to be borne in mind that SATS is a one occasion paper. Teacher assessments are over a period of time. The test for reading this year was very hard, 2 pupils walked out as they were overwhelmed by it. It hit the borderline pupils very hard. Governor question – Maths for Year 5, will there be things put in place for next year? Yes TK is working on this. There are a lot of pupils with SEMH/SEN concerns in this cohort and they are not particularly academic. Governor question – if not visited by Ofsted before we academise could our results trigger a visit? Yes, they could but we have all of the evidence of our interventions with pupils. Governor question – has there been any engagement with the parents of disaffected Year 5 pupils? Yes the parents come into school and talk about their children, but we are not sure if this then translates into supporting the child's education. Writing – Year 2 group who were ARE in autumn but aren't now. We are targeting our support to improve this. School has been chosen for moderation in Year 6 this year.

Actions – AB to post DEP update to website. KS to use a % at ARE as well as numbers of pupils at ARE for future updates to governors.

## **FGB92.SAFEGUARDING**

92.1 To receive a brief update on safeguarding, SEND in school - TK

Since April 2019 governor meeting we have had a staff meeting and covered Prevent and FGM training. JN has met with TK in her role as Safeguarding Governor. School has also had a safeguarding audit visit from JMAT. The audit covers 196 areas and for us only 7 of these were RED. These are small points such as not explaining what the DSL role is on the school website. This is explained in the safeguarding policy which is available on the school website. We now need to add this as a separate statement on the website. Another point was that staff had not received training in homelessness and how to identify children who may have issues. Also the DSL poster needs to be displayed on external doors. School was pleased with the outcome from the audit and thought that there was nothing major to address.

Governor question – are there safeguarding posters on the inside of toilet cubicles? No but there are NSPCC posters on the corridors. Governor question - when will we be audited again? This will happen annually and JMAT are very pleased with us. Ofsted when inspecting have been asking about things such as safeguarding context e.g. do you know what the issues are for your community. CSE. County lines. EDL. We have been advised to put N/A in the training column of our single central register for non-teaching staff. Governor question – where do we record training completed? This is all held in a separate document. JN said that her visit went very well.

Actions – TK to add working on role of DSL to school website.

## **FGB93.GOVERNANCE UPDATE**

93.1 To receive reports from any governor structured enquiry visits – NL mentioned that she had visited school to review EYFS. A visit report will appear on the website after the meeting. The focus of the visit was to look at section 4 on the DEP with JL. There

were just 2 areas in RED, which were not a cause for concern. Governor question – can target dates for actions be put on DEP at the start of the year? NL has asked about CPD for EYFS staff and had seen their position statement. EYFS staff had visited Kiveton Park recently and found this helpful leading to some changes in practice being introduced at MVP. School is part of RoSiS so can benchmark its practice with other local schools. GLD is down compared with previous years. There are just 17 children this year with a high % of SEND. Governor question – do we send out staff surveys to gather ideas for improvements? How do governors know what is happening in school? Results in F2 will be below national this year. 2 pupils are ASD and because of this some elements of GLD won't get to standard. NL mentioned the three is of a broad and balanced curriculum. This is being mapped now and will be brought to the next meeting. Governor question – do you still produce position statements? Yes school does these for EYFS, phonics, reading, writing, and maths, SEND, EAL, LAC, and Science. We will make sure these are discussed at the July 2019 FGB Meeting. Governor question – who writes the position statements? This is the subject leads.

- 93.2 To receive an update on governance related training and development – TW. This was discussed at the Strategic Planning Committee Meeting last week. TW asked all governors to think about what CPD they would like to access next year. Governors to let TW know. JN, TW and ABoyle met to review the NGA 20 Questions for governing bodies. This will be put into a readable format. We need to have something we would be happy to share with Ofsted. It was suggested that governors could have a one-off meeting to dig deeper into some of the questions. TW will email governors to arrange a date for this.

Actions – KS to include target dates for completion of actions into next year's DEP. KS to look into what surveys can be used with staff. AB to add Position Statements to July FGB Meeting agenda. Governors to let TW know what CPD they would like to access next year. TW to arrange a date for a deeper discussion around some of the 20 questions.

## **FGB94.FINANCIAL PERFORMANCE**

- 94.1 To receive an update on the 2018 19 budget outcome. KT mentioned that the LA Finance Officer will be in school on 22/5/19 to conduct the close down of 2018 19 financial year. This will then give us the final carried forward balance. KT will bring this to the June meeting.  
2019 20 school budget – KT stated that the carried forward figure is more likely to be £73k rather than the £78k previously suggested. The £16k carried forward balance at 31/3/20 is now likely to be £15.5k and KT sought governor's approval to send a budget into the LA using these revised figures. Governor question – why has this changed and what is the tweaking that has been done? These are small changes around staffing. KT reminded governors that school has lost £83k of funding this year due to having less pupils. Governor question – are we going to be in financial difficulty this year? No we will not be. Governors agreed the revised 2019 20 budget forecast.
- 94.2 To receive an update on any premises related developments – KT. Governors have had sight of the life cycle report from Engie which shows what maintenance will be completed and when. Governor question – KT do you keep an eye on things to ensure they do what they say they are going to do? Yes, all work scheduled come to KT who then checks these against the life cycle plan. School can request that other items are added if something comes up before it is due. Governor question – has the

roof been mended? KT clarified that the problem wasn't with the roof but with the false ceiling inside school. This was repaired at Easter. School will be having a system installed which will allow school to use a different signal for a lock down procedure. This will be refitted to the fire alarm system at spring bank. The fire plan has been shared with governors for information. Governor question – who is the fire safety manager? This is KS and there is contingency in school for when KS isn't in school. Governors were impressed with the regularity of fire drills and efforts made to include all staff. The compliance tracker had also been shared with governors. Governor question – Has the inspection of the fire door been completed? Yes, this will turn green on the compliance tracker when the work completion report is received, but the work has been done.

## **FGB95.ACADEMY UPDATE**

- 95.1 Update on plans for academy conversion – KS. KS had contacted J Oliver from JMAT who has not received any updates from the solicitor. It was mentioned that KS and BV will need to see and sign off the Commercial Transfer Agreement and Land Transfer Deed soon in order to secure the 1<sup>st</sup> September 2019 date. This date is now looking doubtful.
- 95.2 To receive an update on proposal to release KS to JMAT – KS. KS explained the proposal which is for KS to be deployed for 2 days per week to JMAT schools needing support from September 2019. This is similar to the work which KS has been doing for some time now for RoSiS as an Associate Head teacher. This will be funded by JMAT. The school budget balanced last year due to the monies which KS and the SLT bring into school from their system leadership roles. Is this proposal goes ahead a staffing structure will be produced which will include TK being out of class. Someone will need to pick up KS duties. The budget implications will be looked at very carefully. Governor question – how will this work if you are out for school for 2 days a week? Shouldn't the head teacher always be in school? KS explained that she is already out of school on a regular basis. School has a strong SLT which supports this. KS agreed to bring the revised management structure to the June FGB Meeting for approval. Governor question – what are the benefits of doing this other than the money? What does JL do? How often is JL out of school? It was agreed that these points will be covered at the next meeting.

Actions – KS to bring a revised management structure to FGB Meeting in June.

## **FGB96.ANY OTHER URGENT BUSINESS**

- 96.1 To consider any items of urgent business identified at FGB89.1  
KS explained that at a school in our learning community a pupil had attended school wearing a ceremonial dagger. This is blunt and is called a mercy knife and is part of a Sikh traditional dress. This has hit the media and things had been exaggerated as a result. A policy is being discussed at cabinet this week. It has also been discussed at Head teachers meetings as well. There is divided opinion on this issue. If there is an outright ban put in place this runs the risk of being accused of race discrimination. Governors will need to make a decision once the LA cabinet policy is known.

## **FGB97. CONFIDENTIALITY**

- 97.1 To determine any confidential items. The discussion at 95.2 to be treated as confidential.

## **FGB98. DATES OF FUTURE MEETINGS**

98.1 Next meeting – Full Governing Body 18<sup>th</sup> June 2019 4.45pm.

It was agreed that the FGB Meeting on 18<sup>th</sup> June would start at 4pm. AB mentioned that he would not be able to attend until 4.30pm but would prepare all the papers as usual. KT agreed to manage the meeting arrangements until AB can get to the meeting.

Full Governing Body Meeting – 16<sup>st</sup> July 2019 @ 4.45pm