

**MEADOW VIEW PRIMARY SCHOOL  
MEETING OF THE FULL GOVERNING BODY  
19<sup>th</sup> MARCH 2019 AT 4.45PM**



**MINUTES**

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

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

**FGB64.APOLOGIES FOR ABSENCE**

64.1 To accept apologies for absence. Apologies for absence were received and accepted from K Bromley.

**FGB65.DECLARATION OF PERSONAL AND BUSINESS INTEREST**

65.1 Individual governors to declare any personal or business interests on any item on the agenda. None given.

**FGB66.ITEMS OF URGENT BUSINESS**

66.1 Chair to determine any items of urgent business for consideration under FGB73 below. None identified.

**FGB67.MINUTES OF THE LAST MEETING & MATTERS ARISING**

67.1 Approval of the minutes of the meeting of the full governing body – 12th February 2019. Minutes were approved with a small amendment – 56.2 2<sup>nd</sup> bullet point should say 'internal school data' and not 'IDSA'. The minutes were signed by the chair.

67.2 Matters arising

\* GDPR – KT to update governors on DIA, Governors Privacy Notice and any other recommendations from the recent audit. The privacy notice is with KS for approval. Once approved this will be circulated to governors for signature. Governors were issued with badges.

\* TK to check if posters are displayed for pupils having any concerns. TK has checked and these were not on display. TK will download, print and display NSPCC & ChildLine posters around school.

\* Clarification regarding DE and also Safeguarding Governor role. DE has definitely resigned and was very pleased to have received a letter of thanks from BV. This creates a vacancy for a co-opted governor. TW agreed to place an advert with

Governors for Schools. AB will inform the LA of DE resignation. JN agreed, as a temporary measure, to take on the role of Safeguarding Governor until a permanent governor can be found for this role. KS agreed to obtain a job description for the role of safeguarding governors from JMAT.

\* KS to suggest dates for governors to meet for Ofsted preparation. A date has not been set. KS to meet with new governors after the meeting to agree a date.

\* SFVS statement – on agenda item 71

\* KT to share annual lettings report. It was agreed that this would be carried forward to the April 2019 meeting.

\* Governors with interest in getting more involved in finance matters to let TW know. TW reported that no-one had come forward.

Actions: - TW to advertise for a co-opted governor. KS to obtain role description for a safeguarding governor. AB to advise the LA that DE has resigned. KS to meet with new governors after the meeting to agree a date for Ofsted prep session.

## **FGB68.SAFEGUARDING**

68.1 To receive a termly update on safeguarding, SEND in school - TK

School had an internet safety focus w/c 7<sup>th</sup> February, with classes and assemblies having activities in this area. Anne Foxley-Johnson had been into school and delivered assemblies and workshops for pupils on e-safety and bullying. The feedback from pupils afterwards suggests that they know how to keep themselves safe online. School has talked about how it can involve parents more in this area. There was a community café in school this morning where Bev showed parent's guides to video games and apps and how to keep pupils safe. This covered the 7 questions to use with your child, settings to use and how to monitor your child's use. Governor question- would school get a better attendance at these events if the topic to be discussed was made known in advance? School has handed out leaflets to parents, will place links on the school website to e-safety information and will promote this at parents meetings as well. School will do an e-safety newsletter as well. School deals with incidents between pupils which have happened online, outside of school time. School can't control what happens at home such as being given access to age-inappropriate material. Screen addiction is a recognised condition and there is advice available in relation to this. Governor question – do you have issues with mobile phones in school? No school doesn't have issues. Mobile use is banned in school. Snapchat causes issues between pupils when they don't invite each other into their groups. There was a discussion regarding holding an e-safety meeting for parents. A time of 6pm was suggested for this. School agreed to canvass parents regarding their interest and date/times. NSPCC were in school on 2<sup>nd</sup> July doing an assembly with KS1 and workshops with KS2 called 'speak up stay safe'. Governor question – have there been any new safeguarding concerns raised since our last meeting? Any change in LAC numbers? No there haven't. 1 LAC will be leaving school this year from Year 6.

Actions: - TH to look into arranging parent e-safety evening workshop.

## FGB69. EXECUTIVE LEADERS TERMLY REPORT

### 69.1 To receive the Spring Term Update – KS

KS expanded on her previously circulated report and answered governors' questions. The number of pupils in F2 is 8 less than last year and this is impacting the budget position as lower pupil numbers move up through the school. School has £86,000 less funding in 2019 20 as a result. F1 and F2 entitlement to 30 hours top up from the government has attracted more working parents to the unit. PP numbers overall are declining. Year 6 this year has a high number of PP pupils but once they have left this will affect the budget. Year 6 last year had 55 PP, We have got 3 in Y6 this year. Governor question – do we get PP for pupils in EYFS? Yes school does get £100 per pupil. PP numbers are taken from the Census data and pick up pupils using the Ever 6 definition.

Governor question – what is Fula? This is an African dialect.

School has had 1 escalated complaint and has used restorative practice to resolve this. This was done by bringing the parents and member of staff together with support from SLT to talk things through. This worked well. Governor question – did the member of staff feel supported through this process? Yes – they said that they felt supported. It was acknowledged that this approach to resolving a complaint wouldn't be appropriate in all circumstances.

Pupil attendance – it was noted that for the last 5 months school had been in the green. School had a bad start in September but is getting there now. The year to date figures were up to January 2019. Governor question – what can we do about the pupil who isn't attending? School has managed to get an EHCP in place now and they will be moving to more appropriate special provision once a place is available. Whilst ever they are on school roll this will bring the overall % down. Governor question – are these monthly figures or a rolling total? What is our current, to date %, as these figures are only up to January 2019? Why not report up to February 2019 or to today's date using data from SIMS? KS agreed to include both LA verified data and schools SIMS data in next report. Governor question – do we received Persistent Absence data as well? School receives termly data on PA from the LA. It was agreed that KS will include PA data in future reports. Governors also asked if they could see attendance data broken down by student categories as well e.g. PP, SEND, EAL

### 69.2 To receive an update on Staffing – KS

KS reported that the situation had changed since the report had been written. A permanent teacher had handed in their resignation today and wishes to be released in May 2019. KS will need to look at the budget position and assess the impact of agreeing to an early release date. Governor question – does this affect Year 6? No this is EYFS/KS1. KS mentioned that due to this change the job share proposed may not happen now.

Staff absence – governor question – are staff returning to work after illness too soon? KS explained that absences had been due to a wide range of unconnected factors. Not all had been viral illness.

### 69.3 To receive an update on Curriculum Developments – KS

KS mentioned that there is a proposed new Ofsted Inspection Framework which if agreed would be rolled out next year. This would look for a broad and balanced

curriculum looking at the 3 Is of Intent, Implementation and Impact. KS stated that school is well ahead with this.

School trips – it was stated that school is careful to not do too many in response to feedback from parents who stated that finding the parental contribution can be difficult if asked for too many times over a year. Governor question – do you map the 50 things that a child should do list? Yes, we do at curriculum level but not at individual child level. Governor question – will the 3 Is still apply when we become an academy? Yes this applies to all schools. KS stated that school staff have not seen the 3 Is statement yet as KS wanted to consult with governors first. We will add in 'wellbeing' as we do a lot as a school. Also careers needs adding in. We will need to develop the model, brief staff so they can talk about this.

Governor question – Rock stars, is this a hook? Yes it's used with Year 3-6 for timetables. Governor question – will teachers use the 3 I's to plan lessons? No, but staff need to be able to articulate how this is built into the curriculum. KS explained a proposed new way of working with the Ofsted inspector in relation to time spent in school and notice periods. This has not been agreed yet.

Actions: - KS to include SIMS attendance data (to date) as well as LA data. KS to include PA data in future reports. KS to include pupil category data for attendance as well.

## **FGB70.GOVERNANCE UPDATE**

- 70.1 To receive reports from any governor structured enquiry visits – none had taken place since the last meeting.
- 70.2 To receive Chair's Termly Report – BV. Had been into school for a meeting with KS and D Sylvester from JMAT. BV has also been into school for a change of contract appeal meeting. School had not followed the proper procedures a meeting had taken place with the member of staff and trade unions. This has been resolved informally. TW had also assisted Winterhill Academy with an appeal.

## **FGB71.FINANCIAL PERFORMANCE**

- 71.1 To review and approve SFVS assurance statement – KT

KT explained that she had drawn up the assurance statement with TW. This is an annual statement of assurance to the LA. It needs to be agreed and with the LA by 31<sup>st</sup> March 2019. It is governors' assurance that financial controls are in place and working effectively. It has been updated to remove the reference to the Finance Committee which no longer meets. It talks about the use of Financial Benchmarking data and it was agreed that this would be an agenda item at the April meeting.

Governor question – what has changed since the last statement? We have asked ENGIE to supply as statement which backs up our statement that we are 100% compliant from a H&S point of view. If governors have any comments these need to be with KT by the end of the week. It was mentioned that a former governor FC had plenty of financial experience and that DE had completed the governors finance training. Both have now left the governing body and there is a need to find another governors with finance expertise by December 2019 ideally. The person does not need to be an accountant. The SFVS statement was approved and signed by TW.

Actions: - AB to include Financial benchmarking as an agenda item for next month.

## **FGB72.ACADEMY UPDATE**

### 72.1 Update on plans for academy conversion – KS

KS gave governors an update. Not much has changed and we are looking at 1<sup>st</sup> September or 1<sup>st</sup> October 2019 as a conversion date... There has not been any communication from legal dept. School is working on the finances and setting of a budget. JMAT will support with budget setting. This will be covered in more detail at our next meeting. Our levy as an academy will be £32,000. School is meeting with the Financial Director at JMAT tomorrow. JMAT have stated that schools coming into the trust which aren't PFI schools can usually achieve savings equivalent to the cost of the levy through bulk purchasing. The positive impact of working with JMAT has already been seen. Governor question – how are staff about this? No comments all seems to be well.

## **FGB73.ANY OTHER URGENT BUSINESS**

### 73.1 To consider any items of urgent business identified at FGB66.1

KT mentioned that a freak gust of wind had dislodged some internal ceiling tiles which had fallen down on the corridor. Fortunately no one was hurt. The roof has had a temporary repair and we are waiting for the permanent solution to be put in place.

### 73.2 Science Day – the external funding has been used to fund a day of science related activities. The children really enjoyed this. This was on Wednesday 6<sup>th</sup> March 2019. Governor question – did all pupils get involved? Yes. This was funded by Governors in Schools when TW made an application. This was £1,000.

## **FGB74. CONFIDENTIALITY**

### 74.1 To determine any confidential items. None identified.

## **FGB75. DATES OF FUTURE MEETINGS**

### 75.1 Next meeting – Full Governing Body Meeting 9<sup>th</sup> April 2019 4.45pm.