

**MEADOW VIEW PRIMARY SCHOOL  
MEETING OF THE FULL GOVERNING BODY  
19TH NOVEMBER 2019 AT 4.45PM**



**MINUTES**

Present:- K Smith, T White, N Lee, J Newbolt, A Boyle

In Attendance:- A Blench, T Keenan, J Logan

**FGB1.APOLOGIES FOR ABSENCE**

- 1.1 To accept apologies for absence. Apologies for absence were received and accepted from B Vickerage, J West and K Bromley.

**FGB2.DECLARATION OF PERSONAL AND BUSINESS INTEREST**

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

**FGB3.ITEMS OF URGENT BUSINESS**

- 3.1 Chair to determine any items of urgent business for consideration under FGB10 below. None proposed.

**FGB4.EXECUTIVE LEADERS TERMLY UPDATE (including the following)**

- 4.1 Review of School's Vision - KS
- 4.2 Overview of ASP and ISDR Data Report - KS
- 4.3 Staffing update - KS
- 4.4 Curriculum update – KS/JL

KS added comments and received questions from governors in relation to her previously circulated Head teachers report. KS advised that she would be handing over the compilation of the report to JL as Head of School. This is a good time with a new Head of School and new Chair of Governors to review the format and make sure that it meets everyone's needs.

Census data – it was noted that the overall numbers of pupils was continuing to decline. 10 years ago there were 290 pupils attending MVP. 5 years ago this was 250/260. This is now 192. This is a trend which all school in the learning community are experiencing. When school proposed a change of its PAN to 30 RMBC objected and said that it needed the capacity in Rotherham schools as other areas were over

capacity. Thorpe Hesley School is full and a new housing estate is being built nearby. This may cause an increase in admissions for us and BLP. SEN pupils we are 10 lower and the ones we do have are getting more complex.

Governor question – when was the staff assault? September 2019. Governor question – is the member of staff ok? Yes they are ok now. They were injured and the parents are working with school positively to address the behaviour.

September 2019 was the lowest pupil attendance in 3 years. There is no particular reason for this. Right now school is experiencing high levels of sickness with a flu type virus doing the rounds. This is replicated in other schools with one having 6 pupils off in each class. Governor question – is there anything we can do to reduce this absence? No we are doing all that we can. Governors had been given attendance statistics by groups and KS warned governors that some groups such as SEN are small so its easy for the % to be skewed. In terms of comparing our attendance with other Rotherham Schools we are in the middle of the table. We were the only learning community school with increased attendance in 2018 19. P.A. is at 9.3%. Governor question – what happens if a pupil is late due to a medical appointment? This depends upon how late they are. We follow the learning community policy regarding lateness. Medical appointments are still recorded as absences and count towards our %.

Staffing – two part time job share teachers have just resigned. They are leaving teaching completely. They have given work life balance as a reason. They have young families and are spending too much of their non-contracted time on PPA. They want a job where they can stick to their contracted hours. ABL reminded governors that the Teacher Workload Challenge and Work life Balance were now part of the new Ofsted Inspection Framework and also mentioned in the Governance Handbook. Governors have to address these issues and show how they are doing this and the impacts. It was agreed that this would be a topic for discussion at the January 2020 meeting. Governor question – how does TK taking a temporary teaching commitment affect her SEN/Safeguarding work? TK will be picking up 5 sessions and will cover PPA in Y6. KS warned governors of the pressures on the school budget and that the next budget will require a fresh look at the staffing structure. Every school leader now has 2 subject areas to focus on and the new inspection framework encourages this focus. Governor question – is there scope for subject specialist support across JMAT into MVP? Leadership cant be shared but systems and data can.

ASP and ISDR – it was explained that the ISDR is the only data that Ofsted inspectors will look at before visiting a school. Our data is not looking strong.

Governor question – what have you put in place for the 7 pupils? We have put in a package of support which is recorded and can be explained. These were very vulnerable pupils. Governor question- what lessons were learned from last year and how are these being incorporated this year? We need to argue that school having an inclusive way of working effects data. Governor question – what is ‘inference’? Where you have to infer or interpret something to get to the answer. Governors discussed the use of cursive writing. Governor question – how many of the 7 pupils have spent their entire school career at MVP? All have but there have been detrimental changes to their home lives over this period. Governor question – why is SEN 28% on one report and 27% on the other? Depends upon when the data was gathered.

Curriculum update – JL has updated the latest curriculum summary to the school website and governors were encouraged to look at this and feedback to JL.

GIAS – it was mentioned that BV is no longer Chair of governors. KS will update GIAS and TW has taken this role.

Review of Vision – KS has not covered this in her report as the focus this term is on the curriculum. This will be picked up in January 2020.

Actions – ABL to include workload and work life balance in the agenda. Governors to feedback their comments on the curriculum document to JL. KS to update GIAS.

## **FGB5.GOVERNANCE UPDATE**

- 5.1 To receive reports from any governor structured enquiry visits – ALL. There had been a Pupil Premium walk about and governors remarked upon how they could see the PP strategy in action in school. On 6<sup>th</sup> November TW and JW came into school for a Maths and Reading focus visit. They stayed for lunch and also saw parents who had been invited in. The day was well organised, the food was good. They also met 2 new members of staff who commented, unprompted, that they loved working at MVP.
- 5.2 Governors awards review of arrangements – ALL. Governors discussed how the governors awards might now need to be amended as there are fewer pupils in school chasing the same number of awards. Those not getting awards are feeling disappointed. The feedback from the Parent and Student Councils is that they like the awards. Governors asked if we could record how many awards each child gets across their school career to ensure fairness. Governors agreed to think further about how they want this to work in future. It was agreed that this would be an agenda item for the January 2020 meeting. Governor question – how often do pupils get information about the awards? They have an assembly once per term, there is also a board in the dining area. Students like the awards and they are inclusive in the sense that they recognise academic, sports, arts and community achievements.
- 5.3 Chairs termly report – TW. TW mentioned what she has done in her first month as chair. Visited school on 6<sup>th</sup> November, visited Winterhill Academy on 18<sup>th</sup> November. It was good to see where our pupils transition to when leaving us. On 21<sup>st</sup> November TW will be meeting with a prospective new governor. It was agreed that if this meeting goes well he will be invited to the December 2019 meeting as an observer. TW will be attending the community café w/c 25<sup>th</sup> November and will be meeting ABL on 4<sup>th</sup> December 2019. TW will seek an opportunity to meet with D Sylvester soon. Looking ahead we have the new Ofsted Inspection Framework and a possible inspection visit. We also have academy conversion happening soon. We need to be the best governing body we can be, so we will review our work using the NGA 20 questions document we completed previously at the December 2019 meeting. We need to review our individual responsibilities as governors and ensure that everything is covered. For example JN is our temporary safeguarding governor and we need to make a permanent appointment. Training needs – TW mentioned that she had only received 3 completed skills audit forms back from governors and agreed to send the audit out again. It was noted that the work of the governing body will change after academy conversion. Governors were encouraged to think about what works well and what could be improved.

Actions – Governors to think further about governors awards and bring ideas to the January 2020 meeting. ABL to put this on the agenda. ABL to ensure that 20 questions document is on the agenda for December 2019. TW to send skills audit template to governors again.

## **FGB6.ACADEMY UPDATE**

- 6.1 Update on plans for academy conversion – KS. There was no news to report from Ellis House and we are working towards a 1<sup>st</sup> February 2020 conversion date.

## **FGB7.SAFEGUARDING UPDATE (HEADLINES)**

- 7.1 Brief update on any safeguarding action or concerns – TK. We now have 1 new child on a protection plan. We made a social care referral after a disclosure. This pupil now lives out of area which has effected their attendance. E-safety, we are sending out information to parents, we have tips on the school website and booklets available. Y6 get a lesson on e-safety and this was covered in assemblies last week as part of anti-bullying week. British values is being tracked in the curriculum. WE are working through the safeguarding audit. It was agreed that TK will share some safeguarding case studies with governors.

Actions – TK to share safeguarding case studies with governors.

## **FGB8. POLICIES FOR REVIEW AND APPROVAL**

- 8.1 Governors to review updated policy tracker document – KS&JL. This was not available at the meeting. JL to email to ABL for circulation to governors.
- 8.2 Approval of Pay Policy – KS. This has now been received from the LA and KS will circulate to ABL.
- 8.3 Review of the impact of the Performance Management Policy – KS. JL shared that 12 teachers had a review of which 6 met their targets, 2 did not meet their targets. UPS – 2 are at this level, 1 deferred their application and another has just returned from Maternity leave. TW and JW met with KS and JL to review pay progression decisions. Governor question – are teachers targets standardised? 1 is based upon teacher assessment, 2 MPS teacher standards, 3 subject related. IF they are UPS they will have 2 leadership related targets. This years targets are set around quality first teaching, subjects, PP and multiple needs. When we say targets are not met we do not mean that all of them are not met. Just overall judgement. Governor question – was it flagged up with the teachers who didn't meet their targets that this might be the case at the half year review? Yes it was.
- 8.4 Overview of the SEF document – KS. The SEF document has been revised around the new inspection framework definitions. It also includes a section around the actions from the last inspection visit, how these were addressed and where school is at now. KS to send to ABL for circulation to governors.
- 8.5 Review and approval of Fees and Remissions Policy – it was noted that most parents contribute to school trips and that since school moved to online payments the contributions coming in from parents had increased. School always expresses these as voluntary payments. There are 1 to 2 trips per year per year group. Governor question – do you do residential trips? Yes Y6 have one and go away from Wednesday to Saturday. Governors approved the Fees and Remissions Policy.
- 8.6 Review and approval of GDPR Policy – this is based upon the generic RMBC policy document. Governor question – have you had any subject access requests? We have had one SAR which our DPO dealt with. Governor question – is staff training up to date? Yes, this was covered in a staff meeting and is also covered at induction. Governor question – how is physical security reviewed each term? This is the physical security of data and isn't the building. This is done more than termly as part of our daily inspections. Governors approved the GDPR Policy.

- 8.7 Review and approval of H&S Policy – this is based upon the generic LA policy and the only thing which is changed is staff names. Governors approved the H&S Policy.

Actions – JL to circulate to ABL revised policy tracker. KS to send Pay Policy to ABL. KS to send revised SEF to ABL.

### **FGB9.MINUTES OF THE LAST MEETING & MATTERS ARISING**

- 9.1 Approval of the minutes of the meeting of the full governing body – 15<sup>th</sup> October 2019. It was noted that JL name was wrong in the list of attendees. The minutes were approved, pending the adjustment to JL name, and signed by the chair.
- 9.2 Matters arising
- \*GDPR governors to return signed copy of privacy statement (cfwd from 21<sup>st</sup> May) – update KT, cfwd again.
  - \*Safeguarding governor school visit, written report received? (cfwd from 18<sup>th</sup> June) – update JN. The notes have not been written up – cfwd again
  - \*DEP – agreed that JL would take the abbreviations out of the DEP or at least include a key to them – 15/10 this has been done and now needs circulating to governors - update JL. Not circulated to ABL yet, cfwd again.
  - \*JW and PW meet with JL to look at Quality of Teaching and data – update JL – we met 11/10, notes to be circulated? Not circulated to ABL yet, cfwd again
  - \* Governors to make themselves familiar with the new Keeping Children Safe in Education Sept 2019 document – update governors. Completed.
  - \* PW to contact KB to see if everything is ok – update PW. Completed.
  - \* ABL to arrange for NL to have a contact with Friends of Blackburn group – update ABL. ABL has contacted J Sanderson at BLP who has agreed to this but has not as yet shared the contact details. To be cfwd.
  - \* PW to send governors NGA skills audit for completion and return by 31/10. Update PW. PW to send out again.
  - \* KS to ask JMAT if they could assist with the filling of our governor vacancy – update KS. Completed and JMAT have no one who can help at the moment.

### **FGB10.ANY OTHER URGENT BUSINESS**

- 10.1 To discuss any urgent business as agreed by the meeting chair at FGB3 above.

General election – 12<sup>th</sup> December – School will be used as a polling station and doesn't need to close for the day due to the use of a separate entrance. Governor question – do we have a risk assessment in place for this? JL to investigate this and report back.

KS confirmed that the internal door leading from the community room to the rest of the building is kept locked when the room is used as a polling station and also at other times when the public use the room during school hours.

Dates – Friday 6<sup>th</sup> December School Christmas Fayre  
Tuesday 10<sup>th</sup> December 9.15 and 2.15pm FS Nativity  
Thursday 12<sup>th</sup> December 9.15 and 2.15pm KS1 Nativity  
Monday 16<sup>th</sup> December 2.15pm KS Carol Concert  
Governors are welcome to attend.

Actions – JL to see if a risk assessment exists for the use of school as a polling station.

## **FGB11. CONFIDENTIALITY**

11.1 To determine any confidential items. None identified.

## **FGB12. DATES OF FUTURE MEETINGS**

12.1 Full Governing Body Meeting – 10<sup>th</sup> December 2019 @ 4.45pm. NL sent her apologies for this.