

**MEADOW VIEW PRIMARY SCHOOL  
MEETING OF THE FULL GOVERNING BODY (VIA ZOOM)  
8TH DECEMBER 2020 AT 5.30PM**



**MINUTES**

Present: T White (Chair), J Logan, J West, A Boyle, K Bromley (17:45 onwards),  
T Davidson-Hague, M Khan

In Attendance: A Blench (Clerk), K Taylor (present until 18:30), T Keenan,  
P Haynes (CFO JMAT) present until 18:10

**FGB1.APOLOGIES FOR ABSENCE 5.30pm to 5.32pm**

1.1 To accept apologies for absence. There were no apologies as all were present.

**FGB2.DECLARATION OF PERSONAL AND BUSINESS INTEREST 5.33pm to 5.35pm**

2.1 Individual governors to declare any personal or business interests on any item  
On the agenda.

No declarations were made.

**FGB3.ANY OTHER URGENT ITEMS (To be agreed by the Chair) 5.36pm – 5.38pm**

3.1 Chair to determine any items of urgent business for consideration under FGB9  
below.

TW will be bringing a short item.

**FGB4. RESOURCES UPDATE 5.39pm to 5.59pm**

4.1 Staffing Update – JL

JL announced that there will be a few staffing changes from January 2021 onwards.  
JL mentioned that she had received TK resignation, and this will be TK last governing  
body meeting as she is leaving school at the end of the year.

This has caused JL reflected upon where school was in terms of its actions since the  
Ofsted inspection visit of December 2019, where we are with teaching and learning  
and what is the best staffing structure to have in place from January to move the  
school forward.

JL proposed a temporary change to the staffing structure from January 2021 to governors. JL will continue as Head, and rather than having 1 Assistant Head we will move to a temporary position of having 2 Assistant Heads until the end of the academic year. 1 will focus upon Inclusion and EYFS and the other on SENCO and teaching and learning. We want to put the SENCO role into teaching and learning, so that teachers don't see SENCO as something separate. It's part of good quality teaching and learning and should be seen in every class. This will address two of the issues which were highlighted in the Ofsted report, EYFS and behaviour. The changes have been discussed with D Sylvester (CEO JMAT), Jo Davenport (Teaching and Learning Lead for JMAT) and TW as chair of governors. JMAT will second 1 of the Assistant Heads to us. Going out to the open jobs market was not thought to be an option due to the pandemic. JMAT have sourced for us an experienced EYFS teacher for the role, who currently leads all of the EYFS training for Rotherham LA. For the other Assistant Head role, we conducted an internal recruitment process and 1 of our existing TLR holders has been successful in getting this role. All of our processes have been in line with HR advice. The additional costs within the budget for the two Assistant Head roles will be £336 in 2020 21 and £560 in 2021 22 financial years.

Additionally, JL has received a resignation from a teacher and has appointed a replacement who costs school less. The new staffing structure overall has led to a saving of £1,758 on staff costs in 20 21. Not only will this drive the improvement agenda, but it has saved us money as well. The overall savings on the staff budget on 21 22 is £2,930. When offset by costs, the nett saving is £1,422 in 20 21 and £2,370 in 21 22. The Assistant Head for inclusion also generates income for school from her wider work.

JL and governors said they were sorry that TK was leaving and wished her happiness and success in the future. Governors expressed thanks to TK for all she had done for MVP over the years. It was acknowledged that MVP had a reputation for being an inclusive school and that a lot of this was down to the good work which TK had done over the years.

Governor question – will parents be informed?

Parents have already been informed as we needed to move quickly with this and needed to give them and us time to prepare.

Governor question – is this a secondment until the end of summer term 2021?

Yes, it is and we will need to review, nearer the time. There is a possibility that this could become permanent.

Governor question – will the second Assistant Head post be reviewed?

Yes, they are both two term temporary positions.

Governor question – can governors be involved earlier in the review and discussions next time? Normally governors would be involved at an earlier stage in relation to senior team appointments.

*I have listened to the recording and am not sure if this was answered?*

Governor question – you mentioned that the JMAT secondee will generate some income for the school, how will this work?

Yes, there will be some time spent out of school delivering training and HLTA cover for this has been factored into the budget.

Governors were happy to retrospectively approve the new staffing structure for January to August 2021. Thanks, were expressed to JL for brokering the secondment and new arrangements.

#### 4.2 Presentation by Peter Haynes CFO JMAT

TW introduced PH and stated that we would normally have received a budget position update at this meeting, this has been deferred to the January meeting now. PH is here to give us an overview of how finances will work once we become an academy.

PH – academy schools are subject to a lot more scrutiny than an LA school. With an annual external audit and internal termly audits. This is much more frequent than is the case with LA schools who might be audited every 5 years. You will submit a 3-year budget forecast on conversion. The trust has just completed its end of year accounts. The financial year for an academy is aligned to the academic year which makes things much simpler. In setting a budget as an academy we look at projected pupil numbers. JMAT schools have a mixed situation in relation to pupil numbers. Some are oversubscribed, some under. MVP has a high level of mobility so your numbers flex which gives challenges for forecasting. Last year you had 185 pupils and this year its 169. Your catchment has high mobility and high EAL. The numbers in the October 2020 census were disappointing. A drop of 15/16 pupils with each bringing in circa £5,000 funding each. KT and JL are working with us to build a 3-year plan which is informed by this and the educational context. The trust audit and risk committee get to see each school's budget pan. The school is well managed and JL is wanting to lead the school on. The situation is challenging and it's a case of managing costs well and maximising income where you can. Year 1 and 2 of the budget plan are secure, but Year 3 less so. I am confident that KT and JL will make the difference and will work on engaging parents.

TW thanks PH for the detailed budget forecast he had sent through just before the meeting. Governors have not received this and this will be reviewed at the January meeting.

PH – it is a difficult balance to strike between driving school improvement and maintaining financial stability. The last Ofsted Report was not as favourable as before and it's good that governors are allowing JL the capacity and freedom to move school forward.

It was noted that KT and JL are working on a plan to make the school standout and to promote the school more widely in the community.

*Governor question – where you stand on the 3-year budget we talked about before. Is it ready to come to governors?*

PH – the spreadsheet I shared with you before the meeting is what we have been working on right now. The numbers are fairly solid, so I would say that its ready now. Despite the letting's income having dropped, KT and JL have managed to pull this back into balance. Next year you have an HLTA seconded to another JMAT school

and if they come back you will have a deficit. Year 1 and 2 are fairly secure and Year 3 is the area of risk which needs to be managed.

Governor question – can it come to the next GB meeting?

PH – yes, it's ready now. It was noted that school has some support staff employed on temp contracts which gives some flexibility.

PH left the meeting at this point.

## **FGB5.HEAD TEACHER UPDATES 6.00pm to 6.15pm**

### 5.1 Verbal update on recovery curriculum, pupil and staff wellbeing – JL

Only 1 bubble has had to close so far this year. There has been consistent teaching and learning going on throughout. There have been some individuals isolating, but not a great number. The recovery curriculum has started. It has PSHE at the centre of it and is taught every day. Bringing negative thoughts and also discussing how COVID-19 has affected us. Looking at how we are all in the same storm but in different boats.

We have relaunched our behaviour strategy R.O.A.R., which stands for Recognise emotions, ask Open questions, Access support and Relate. This originally came from a CAMHS team in Liverpool. It has had a huge positive impact. Children rate themselves every day on a scale from 1 to 10 and discuss strategies for moving themselves up the scale. Younger children do something similar using low/medium/high ratings. They learn how to reflect upon how they are feeling and how this might affect how others feel. This is having a good impact and we are developing a shared language across the school. We have specific interventions, in small groups or 1 to 1, for the children who are really struggling. There is a waiting list for CAMHS which for some children can be a 5 year wait. So as a school we have to put something in place ourselves.

For English and maths, we have not done a data drop yet. But for maths there is a view that we are back on track with this. For literacy we are catching up but there is still a way to go. We have done some CPD around interventions. We have a new whole school literacy leader who is determined to make a success of this.

The wellbeing of children is overall quite good. We have children on the SEN register due to SEMH issues. Some have experienced bereavement or other traumatic events. We have interventions in place for them.

The wellbeing of staff is turbulent. KT and JL are personally supporting a number of staff. Staff absence is low, and they have been guided to access the internal and external wellbeing support which is available. We have encouraged staff to be kind to themselves and to access structured help. This is for all staff and not just teachers.

TW and JW have done virtual visits into school with the Maths and Literacy focus. They reported an enthusiasm to help children catch up. As an SLT we are exhausted and not stressed. Supporting staff has been very tiring. We have worked through every holiday because we love school, but we need a rest.

Governors encouraged the SLT to look out for their own wellbeing.

Governor question – are there any themes coming up amongst staff?

We don't think that there are themes. Some staff have specific issues at home to deal with which can affect their resilience. Some enjoyed being at home and found coming back in September quite difficult and especially coming back to a new way of working.

We are still having staff meetings in the hall and there is a staff Christmas quiz via zoom. We are trying to promote a positive mental attitude.

Governors expressed their thanks and gratitude for what staff and SLT had done and achieved this year.

## 5.2 Academy update – JL/TW

The latest update is that we are working towards 1<sup>st</sup> March 2021 as a conversion date. There is a meeting on 11/12 where the caretakers house will be discussed and once this has happened things might move a bit quicker.

## **FGB6. APPROVAL OF POLICIES 6.16pm to 6.26pm**

### 6.1 Ensure school website complies with school publication regulations. Verbal update JL [What maintained schools must publish online - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/what-maintained-schools-must-publish-online)

JL mentioned that she had been through the website and everything which should be on there is. Some of the documents need changing for the latest versions.

### 6.2 Catch Up Premium – JL

This was approved by governors and will not be published.

### 6.3 Admissions Policy (all)

This is based upon the generic RMBC document, governors approved the policy. It was confirmed that the PAN has been set to 40.

### 6.4 Accessibility Plan (reviewers TDH, TW)

A typo was identified in the EYFS section 4<sup>th</sup> sentence 'children leave from the end of the door.' JL agreed to make this change and the policy was approved subject to this amendment being made.

### 6.5 Allegations of Abuse against Staff (reviewers JW, MK)

Governors approved this policy.

### 6.6 Behaviour Policy (reviewers KB, TW)

It was noted that this was an MVP specific policy written with the Ofsted findings in mind. Governors approved the policy.

### 6.7 Capability of Staff (reviewers TDH, TW)

Governors approved this policy.

### 6.8 Supporting Children with Medical Conditions (reviewers MK, TDH)

Governors discussed how Health Care Plans are accessed and stored. Class teachers have access to them, and they are stored in a central system. Governors approved this policy.

#### 6.9 Safeguarding Policy (reviewers JW, MK)

Governors remarked that the policy contained lots of references to the 'board of directors' It was noted that this is because it is a model document from JMAT and refers to their board of trustees. It was approved on the understand that references to the 'board of directors' would be replaced with the generic phrase 'board of governors.

JL proposed that the new Assistant Head becomes the DSL and JL become the Deputy DSL. Governors approved of this arrangement.

### **FGB7.SAFEGUARDING UPDATE 6.27pm to 6.42pm**

#### 7.1 Termly Safeguarding and SEND Updates

It was noted that TK had sent a series of updating papers to governors which included key data.

It was noted that quite a few children identified in the safeguarding update had an attendance of 100% or 90%. This is because after the first half term they were given an attendance improvement letter which had the desired effect. For the ones where this didn't work, we have other actions which we are following through. Attendance is monitored for all of the children and social care are kept informed at every stage.

Governors noted that JL as DSL has done a number of online training sessions and that these will feature in the spring term CPD sessions. T.A.s will receive wishes and feelings training which will equip them to support the DSL.

*Governor question – child QR and U are in the yellow zone. Do these occur on the SEN update?*

Yes, these are the same children who appear on both the safeguarding and SEN updates. 8 out of 18 on the safeguarding update are also on the SEN update.

Our SEN register at 31.4% is very high compared with other schools. Broken down into school support 30% and EHCP 5 children 2.6%, both above national figures. The report outlines what the primary needs are for these children. The main one is communication and interaction. We also have several children on ASD and some under assessment, so this could increase. Certain year groups have a higher SEN %. Year 2 at 60% with 3 ASD has a high level of need which is reflected in the support provided. The SEN attendance is 94.5% which is in line with the same period last year. 18 of the 63 on SEN have less than 95% attendance, but the majority are over 95%. There is an attendance grid, with actions taken and measures of improvement.

Training – we have completed ASD awareness, trauma informed practice for T.A.s. ROAR training. 'With me in mind' wellbeing training. Quality first training provided by LSS.

We had a SEND review by JMAT. The review took place in 1 day, also a self-assessment where JL and TK identified areas for improvement. The review identified

many areas of strength. They helped us develop a 3-year plan for developments we wanted to see around SEND.

Governors to be upskilled. This is something we need to pick up going forwards.

## 7.2 Arrangements for the annual safeguarding update

JL reported that she now has access to the 147-reporting tool. This hasn't been updated since 2016. JL said she will work on bringing this up to date. D Whelan, who conducts safeguarding audits for all JMAT schools, said that all the other JMAT schools had just done the COVID-19 one. She will do the 147 for us when we academy convert. The COVID-19 audit was completed by JMAT is probably of greater importance for governors. The 147 doesn't get checked by RMBC.

## 7.3 Update from Teacher Designated for Looked After/Formerly Looked After (LAC) Children.

We do not currently have any LAC. We have 3 post LAC. This is due to change in circumstances not due to children moving on. The monitoring of attendance and progress is still undertaken for post LAC. The attendance is excellent. There could have been an impact on post LAC, so we looked at before and after. This isn't from a formal data drop, but we gathered feedback from teachers. There was no negative impact reported.

## **FGB8.MINUTES OF THE LAST MEETING & MATTERS ARISING 6.43pm to 6.53pm**

8.1 Approval of the minutes of the meeting of the full governing body – 17<sup>th</sup> November 2020. These were approved without amendment.

8.2 Matters arising – not included elsewhere in the meeting agenda.

None identified.

8.3 Update on arrangements for the approval of the School Private Fund Audit – KT

KT has received the audit report now and will circulate this to ABL for inclusion in the January 2021 GB meeting.

8.4 Recruitment of parent governor/s – TW

DT's DBS is now through and clear. TW will contact DT with a view to her joining us at the January 21 meeting. We have another vacancy for a parent governor and a letter went out to parents recently. This didn't generate any interest.

8.5 KT to circulate Engie PPM report – KT

This has been requested from ENGIE but has not arrived as yet. KT will circulate this when received.

### **FGB9.ANY OTHER URGENT BUSINESS 6.54pm to 6.59pm**

- 9.1 HT appraisal – the external advisor who would normally support us with this process has confirmed that they are not available now until January 21. Governors approved for this process to be deferred until January 21.

TW concluded the meeting by thanking school, governors and ABL for all they have done this year. It was noted that TDH had not had much opportunity to visit school and that MK had not been able to visit school at all. JW was thanked for her vice chair work. Everyone was wished a Happy Christmas.

### **FGB10. CONFIDENTIALITY 6.59pm to 7.02pm**

- 10.1 To determine any confidential items.

None identified.

### **FGB11. DATES OF FUTURE MEETINGS**

- 11.1 Strategic Planning Committee – 12<sup>th</sup> January 2021 @ 5.30pm  
Full Governing Body Meeting – 19<sup>th</sup> January 2021 @ 5.30pm