

**MEADOW VIEW PRIMARY SCHOOL  
MEETING OF THE FULL GOVERNING BODY  
17TH SEPTEMBER 2019 AT 4.45PM**



**MINUTES**

**Present:-K Smith, T White, J West (Meeting Chair), A Boyle**  
**In Attendance:- A Blench, P Keenan, J Logan**

**FGB1.APOLOGIES FOR ABSENCE**

- 1.1 To accept apologies for absence. Apologies for absence were received and accepted from B Vickerage, N Lee, J Newbolt,
- 1.2 To receive, but not accept, apologies for absence. K Bromley was absent without apologies given.

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

- 2.1 Individual governors to declare any personal or business interests on any item On the agenda. None declared.

**FGB3.ELECTION OF CHAIR AND VICE CHAIR**

- 3.1 Election of chair- carried forward to next meeting due to low attendance.
- 3.2 Election of vice-chair- carried forward to next meeting due to low attendance.

**FGB4.ITEMS OF URGENT BUSINESS**

- 4.1 Chair to determine any items of urgent business for consideration under FGB13 below. TW gave an update relating to the governing body vacancy. This had been advertised in Inspiring Governance which had generated an expression of interest from someone who works at Sheffield Hallam University. This person will be coming into school to meet KS and TW. It was agreed that the person would be asked to complete an application form, which would be very useful due to the declarations it contains. We will not be following up references, although the form asks for details of referees.

## FGB5. PUPIL PREMIUM AND PE PREMIUM

5.1 Update on the impact of the 2018 19 PP and PE premium plans  
KS mentioned that documents had been circulated prior to the meeting and highlighted the following points. Originally our PP allocation was £143,500, but this is now £129,500 as the LA has clawed back £14k. This adjustment has come through because our pupil numbers have now dropped. The barriers for our PP children are literacy and numeracy levels on entering the school. The EAL groups is shrinking. The end of the document contains a review of the impact of expenditure from the previous year. The section highlighted in yellow means that KS needs to check the SEMH impact with TK. An updated version will be presented to show this and attendance.

Governor question – the % figures, do we work these out from scratch each time?

These are the attainment figures for the end of 2018. Then 2019 20 is summer 2019 results used as a starting point. Governors commented that the minus SEN figures were not clear before, but now this is understood. Governor question – in 2019 20 we have lost £15k why is this? Decline in pupil numbers.

The barriers are the same in 2019 20. The budget clawback is reviewed in September when the LA Finance Officer visits the school.

Governor question – why are we 12 children down? Some have left and also the Y6 group which just left had more PP than this year.

Governor question – if a PP child who is here in September leaves in June what happens to the money? The allocation is calculated using the January census, so whichever schools census the child appears in will get the money. For schools with high mobility this is an issue.

Last Year's Y6 PP didn't fair too well. Only 2 of the 10 in Y6 were at age related. We had a staff meeting last week and discussed the barriers to learning for PP children. We asked all staff, including support staff, for their views.

Governor question – did you decide it was due to their backgrounds? It was a range of factors. The reasons can vary from 1 child to another. When looking at needs we will still challenge PP children to aim to exceed age related expectations.

Governor question – looking at the budget costs are you having to invest more than is in the allocation? Yes we do, but input from existing staff features heavily. If we didn't have PP funding we would need to lose 3 members of staff. Governor question- were does the excess spend come from? £101k 2019 20 allocation and £114k spent.

Governor question – there is no mention of how we make sure progress is on track? We use data assessment points through the year which is standard for all children.

Governor question – there doesn't appear to be any new measures in this year's plan, what was the learning from last year? Shouldn't we be capturing the learning to show how we have adapted? It was agreed that KS would amend the report to reflect this aspect.

5.2 Approval of the 2019 20 PP and PE premium plans

There is now a new PE lead, Jade. She has applied for the PE Quality Mark and we have been awarded Bronze. There are 5 key indicators for the PE Grant and we have to evidence progress towards each

Governor question – who is Jade? This is an existing member of staff in Year 2. We still have a student in school called Ryan who does a lot around PE. They work together and take the children to tournaments. Governor question – swimming, 27%

at end of KS2? We did this in Year 4. By the time children get to the end of Year 6 this % could have changed. Swimming lessons are in Y4 in a 10 week block.

Governor question – this is a low %, does this reflect the other schools in our Learning Community? We don't know what this % is in other schools. If parents can afford to take their children swimming this makes a difference. Some children have never been swimming before. We imagine that the % for our LC won't be high.

Governor question – is this a national target? Yes, it's part of the national curriculum, we comply and provide a block of swimming lessons. There will be some who continue after the 10 weeks, but we have no way of measuring this.

Governor question- where the swimming lessons? At Rotherham centre pool. Last year we accessed autism friendly swimming.

Governor question- who instructs them when in the pool? The instructors employed at the pool. School staff are there mainly for behaviour management.

Actions: - KS to update PP document and circulate. KS to amend report template to reflect lessons learned from the previous year.

## **FGB6.APPROVAL OF THE 2019 20 D.E.P.**

### 6.1 Approval of 2019 20 School D.E.P.

KS, JL, TK met during the 6 weeks holiday and also used the September Inset Day to work on the new DEP. This year we have introduced subject teams. We have added an extra column to the document to enable us to RAG rate progress as we go through the year. There is also now a column for budget implications. The objectives were developed from a review of position statements, last year's DEP, and we have aligned with the new Ofsted Inspection Framework criteria. This is all about strong curriculum design and having staff with good subject knowledge. We are targeting vulnerable children. Literacy and phonics will be an emphasis. Reading and the love of reading is a big theme. We will use secure fit as an assessment model. The Ofsted guidance says that 'reading should be at the heart of our curriculum'. The new multiplication test for Year4 starts this year. We have done a lot of work around Mastery Maths.

Governor question – White Rose planning, does this fit with Mastery Maths? Yes it fits well.

Governor question – what are the 5 big ideas? Variation, fluency, mathematical thinking. They all comes from the NCTEM where JL works. The ideology is from Asia and gives depth and secures knowledge.

2 – Behaviour and Safety – This is split in two now. Behaviour and attitudes and Personal Development.

Governor question – will the changes to SRE be in the DEP? This is separate really. School is already working on updating the policy. We teach SRE in the summer term. WE do not feel this is a big change for us and believe we are ahead on this in terms of our teaching. LGBT themes are already included in an age appropriate way.

Governor question – what are A and B plans? Year A and Year B, this year is Year A.

Governor question – what is SALT? Speech and Language Therapy.

Governor question – what is ERIC? Everyone Reading In Class.

Governor question – what is GMSFMS. This is Gross Motor Skills and Fine Motor Skills.

It was agreed that JL would revise the DEP document to take out abbreviations.

Governor question – do staff sit the tests? We want all staff to have the opportunity to sit Y2 and Y6 tests even if they don't work with these year groups. This will generate a discussion around what do we need to nail in Y3, 4, 5?

Governor question – are you including TAs in this discussion? Yes.

Governor question – can we see KS2 Maths paper? Yes.

Governor question – what is Boxall profile? This is a holistic assessment of SEMH. 4 Leadership and Management. Subject leadership will be a big thing this year.

Governance – we are strong in this area.

EYFS – JL is in a new role, so we are hoping to grow a new EYFS leader. We have identified someone internally for this.

Data will be added to the DEP later.

Governor question – do we have sufficient money to fund these improvements? Yes.

Actions: - JL to amend DEP to remove abbreviations

## **FGB7.PUPIL PROGRESS AND ATTAINMENT DATA**

7.1 Update on the latest available data. KS stated that there are no changes to this since we last looked. JW and PW will meet with JL to look at quality of teaching and data.

Actions: - JW and PW to meet with JL.

## **FGB8.GOVERNANCE UPDATE**

8.1 To receive reports from any governor structured enquiry visits – none to report.

8.2 Review of governing board membership – carried forward.

8.3 Review of governing board training and development needs for coming year (skills audit). This was reviewed at the Strategic Planning Committee Meeting last week and the draft training plan was approved. There is a course coming up for governors on 'getting ready for Ofsted' and this is on 2/10/19 at Rockingham at 5.30pm. The SFVS course is listed as well. TW agreed to send details to governors.

8.4 Review of governor participation 2018 19 – AB to circulate for governors to check for accuracy before publishing.

8.5 Approve Code of Conduct – approved without amendment.

8.6 Register of Business Interests – a reminder to governors to return their completed forms.

8.7 Governors awards review of arrangements – carried forward

8.8 Approval of Strategic Planning Committee Terms of Reference – these were approved, with the addition of JL as a member.

Actions: - TW to circulate details of training. AB to circulate record of attendance. All governors to complete and return business interests form.

## **FGB9.ACADEMY UPDATE**

9.1 Update on plans for academy conversion. KS had been at JMAT on Friday. The latest update is that conversion date would probably be 1<sup>st</sup> February 2020. J Oliver will be coming to school to see KS/KT/JL on 9<sup>th</sup> October for a review of information.

## **FGB10.SAFEGUARDING UPDATE (HEADLINES)**

- 10.1 Brief update on any safeguarding action or concerns.  
We should have Debra Wilson from JMAT in school to do an audit. This has been cancelled and we are awaiting a new date. TK conducted safeguarding update with all staff on the first day back after the summer. There is a new version of the Keeping Children Safe in Education document September 2019. All governors need to familiarise themselves with the content. Operation Compass is a national strategy which school has signed up to. It is a police and social services strategy. When police are called out to domestic violence incidents they will contact schools within 24 hours to alert them.

## **FGB11. POLICIES FOR REVIEW AND APPROVAL**

- 11.1 Governors to review and approve policies previously circulated – it was agreed that JL will revise this list and bring to governors for approval.

Actions: JL to revise policy tracker and bring to governors for approval.

## **FGB12.MINUTES OF THE LAST MEETING & MATTERS ARISING**

- 12.1 Approval of the minutes of the meeting of the full governing body – 16<sup>th</sup> July 2019. These were approved and signed by the chair.
- 12.2 Matters arising
- \* KS to produce EYFS data without SEND children – update KS. KS shared the data with governors. We have a PAN of 40. Last year we got 30 children and this year we have 16. This has a big impact on how many get to GLD. This year this was 6. This is because 4 are on the autistic spectrum. 1 is a selective mute. The figure would be 70% if we removed SEND. 60% without PP children. We have looked at why we didn't get it. This was due to poor attendance and the summer born. Taking out SEND from the calculation doesn't make much difference. 62.5 to 70%.
  - \*KS to check some of the EYFS to KS1 data – update KS. The sheet didn't add up. KS has now amended this. KS to send revised copy to AB.
  - \*KS to circulate literacy position statement – update KS. Not completed, KS will email to AB.
  - \*TK to send ABL Inclusion Position Statement – update TK. Completed.
  - \* TK to circulate electronic version of safeguarding report presented at 16<sup>th</sup> July 2019 meeting – update TK. Completed.
  - \* TK to circulate SEND Information Report to Governors – update TK. Completed.
  - \* ABL to add agenda item for Governors Awards discussion – see FGB8.7. Completed.
  - \*GDPR governors to return signed copy of privacy statement (cfwd from 21<sup>st</sup> May) – update KT. Carried forward.
  - \*KS to investigate what staff surveys could be used next year (cfwd from 21<sup>st</sup> May) – update KS. There are 2 surveys on the School Bus which might work. One of an Ofsted Survey and the other a Teacher workload survey. JL stated that school did a workload survey in January 2018. As a result of this some changes were made to timetabling. To give some more freedom around the use of time.  
Governor question – was this done anonymously? Yes, bit with the key stage written on. It was teachers and TAs. Governors decided to implement the Ofsted survey.
  - \*Safeguarding governor school visit, written report received? (cfwd from 18<sup>th</sup> June) – update JN. Carried forward.

\*KS to find out what money raised from Tuesday treats is to be used for – update KS. Fiona does enterprise work with a group of children. The money will be used to purchase good quality books for use in school.

- 12.3 Adoption of the minutes of committees –  
a) Strategic Planning Committee 14<sup>st</sup> May 2019. The minutes were adopted.

### **FGB13.ANY OTHER URGENT BUSINESS**

- 13.1 Discussed at 4 above.

### **FGB14. CONFIDENTIALITY**

- 14.1 To determine any confidential items. None identified.

### **FGB15. DATES OF FUTURE MEETINGS**

- 15.1 Full Governing Body Meeting – 15<sup>th</sup> October 2019 @ 4.45pm