

**MEADOW VIEW PRIMARY SCHOOL
MEETING OF THE FULL GOVERNING BODY (VIA ZOOM)
15th June 2021 AT 5.30PM**



MINUTES

Present: T White (Chair), J West, J Logan, K Bromley (from agenda point 5.1)

In attendance: A Blench (Clerk), L Fiddaman (Chair of Governors, Shibden Head Primary)

FGB1.APOLOGIES FOR ABSENCE 5.30pm to 5.32pm

1.1 To accept apologies for absence.

Apologies for absence were received and accepted from T Davidson-Hague and M Khan

1.2 To receive, but not accept, apologies for absence.

D Travis was absent and no apologies for absence had been received.

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.

There were no declarations 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 FGB10
below.

There were no urgent items identified.

TW welcomed LF to the meeting, who is present to observe TW chairing of the meeting as part of the Chairs Development Programme. TW had observed LF the previous week.

TW expressed her thanks for the contribution MVP governors make and wished to mark this during National Volunteers Week. It was noted that there are approximately 250,000 school governors nationally who are all volunteers. MVP governors expressed their thanks for TW voluntary work for the school and governing body.

FGB4.HEAD TEACHER REPORT (including) 5.39pm to 5.59pm

4.1 Academy update

JL referred to her report which had been circulated to governors prior to the meeting and welcomed questions from governors. Governors' comments and questions are recorded below in the relevant section.

Regarding academy conversion JL mentioned that she had spoken to D Silvester yesterday and our conversion date was now 1st July 2021. If anything should stop this from happening, then the next opportunity to convert would be 1st October 2021.

Governor question – do the legal documents for checking and signature come to us?

TW expressed concerns around the timing for checking signing and returning substantial documents. It was noted that TW will be away for a few days from 23rd June onwards.

Governor question – have all of the HR processes been completed?

These have been completed and TUPE transfer letters have been issued to all staff. These letters had a June date, which is incorrect, and will now need to be re-issued with a new date once we are sure of this.

Governor question – has the transfer of the caretaker's house been sorted?

We can't confirm this for definite until we see the paperwork mentioned above. This has to be confirmed by solicitors for all 3 parties.

4.2 COVID updates/Risk Assessment

JL mentioned that there has not been a need to change the covid risk assessment since the last meeting.

A member of staff had tested positive during the holidays. This had not led to the closure of any bubbles because of the timing of the positive test.

JL mentioned that schools have been advised to expect some form of restrictions to still be in place when school returns from the summer break in September. Revised guidance is expected before schools break up. It is thought that any new guidance will not contain big changes to how school works.

4.3 Staffing update (including wellbeing update)

Governors feedback that they liked the new format for the Head teachers report.

Governor question – how did the interviews for the teaching post go yesterday?

We had 43 applications for the KS1 temp position, which was much bigger than is normally the case. We interviewed 5 candidates in the morning and invited 3 of them back in the same afternoon to teach a lesson. We chose someone called Morayo Abdul, who will be in her second year of teaching from September.

Governor question – were all of the applicants recently qualified?

No this was a mixture. We advertised this as a Main Scale role. The appointee will start on MPS2.

Governors were reminded that the induction process for newly trained teachers would be changing from September 2021. The term NQT will be replaced by Early Career Teacher (ECT), and this will be a 2-year programme of support as opposed to the one year in place currently. MVP does not have any ECT in place from September.

Governor question – what impact does the relinquishing of a TLR and UPS of the member of staff have?

There will need to be a rethinking of the strategy around Literacy leadership for September. This was expected, but the formal letter had not been received until the end of May.

Governor question – what will be the effect on the school budget of recruiting a teacher at MPS2 and the relinquishing of UPS/TLR?

There will be some savings realised in the budget on teacher staff costs.

4.4 CPD Update
Included in HT Report

4.5 Curriculum update

Governor question – we note that subject leads are identifying gaps to address next year. Will we be teaching a broad and balanced curriculum from September 2021 onwards?

This year we haven't done this as we have been focusing on recovery and wellbeing. We are planning to teach the whole broad curriculum from September onwards, but we need to be prepared to respond to the findings from the current gap analysis that subject leaders are undertaking at the moment. Reading will still take a priority next year. We do know that shape ratio has not been taught well this year, so we may need to make adjustments for this. We will still be talking about and responding to the impact of covid during 2021 22 year.

4.6 Pupil numbers and changes

4.7 Pupil attendance

4.8 Behaviour update

4.9 Transition update

All of the above was included in HT Report

Governor question – we note that this year Year 6 are moving up to 8 different destinations. Why is this different? How will transition work this time?

School is very much in the hands of the secondaries who organise their own transition processes and MVP has to accommodate these. There is an opportunity to influence transition processes with winterhill and wingfield when this is talked about at the local school cluster meetings. It was noted that there can be 8 different ways of doing transition, which can be challenging for school to accommodate.

Governor question – we are getting a new website?

The current website is not user friendly. As staff we find it easy to navigate, but parents do not. Websites now need to serve the same purpose as a printed prospectus, they are a window on the school. We have done a parental questionnaire around this and are waiting to see what comes back from this. We know that parents aren't too interested in the curriculum bits, but that do want to see friendly faces and be reassured that their children will be happy and safe at school.

Governor question – who puts the website together for us?

Ian Hutchison from JMAT. There will be an increased responsibility for school going forwards in terms of maintaining the new site.

ABL mentioned that the governing body currently uses the existing website to circulate agenda, minutes and papers for the GB. It was suggested that the arrival of a new website offered an opportunity for governors to review how they wished this to work in the future.

JL stated that the existing website will be available up until November 2021, with new contract starting from September 2021.

It was agreed that the new website will be an agenda item at the next FGB Meeting. ABL agreed to canvass governors' views on how they wished to share documents in future, before the next meeting.

JL asked governors for their feedback on the format of the Head teachers report. Would governors like to receive less information around CPD for example? Governors agreed to think about this and give their feedback to JL.

Actions – ABL to seek feedback from governors around how documents should be shared in the future. Governors to give feedback on the Head teachers report to JL.

FGB5.DEP UPDATE 6.00pm to 6.10pm

5.1 Governors to receive an update on progress towards the DEP objectives

Governors had received an update prior to the meeting and comments and questions were welcomed.

Governor question – TA having training to enable them to mark work quicker? Is that right? Later on, there is an amber one saying they needed more. Is this contradictory? Maths – training in giving feedback?

1.14 – is about training TA in giving verbal feedback is showing as red.

This was picked up in the Ofsted inspection about things needing to move a bit faster in Maths.

The next statement about TA said that they had received training in the curriculum, and this was green?

It was agreed that as JW did not have a printed copy with her and was a little unclear of the question she would submit this to JL outside of the meeting.

Governor question – Maths bottom 20% - interventions for these and some of this is showing as red. Can we have an update on what is happening?

This is because we started thinking about the bottom 20% as needing the most support in maths. We discovered that this isn't always necessarily the case. What we are trying to move away from is always providing interventions for the bottom 20% in all subjects. This leads to a child being in multiple intervention groups. What we want is to see Quality First Teaching in the classroom which is addressing those children's needs. It's about a rethink of strategy and JL agreed to go back to her Maths Leader and explain what we have discussed.

Governor question – quite a lot of the anti-bullying work was at red? Does this link back to the Inclusion Strategy we discussed at the last meeting?

It is something we still need to work on and when we wrote the DEP it was one of our aims. With the year that we have just had other things have had to take priority. 'Be kind' has been prioritised above anti-bullying. We don't have a problem with bullying in school, but sometimes children are unkind. Getting the school rules right was more important than doing the anti-bullying work. The anti-bullying work will need carrying forward into next year.

JL mentioned that she had attended some DEP writing training and on reflection thinks that our DEP is very lengthy and detailed. JL will be looking at a DEP on a page report for next year.

FGB6. STAFF STRUCTURE 6.11pm to 6.21pm

6.1 Governors to review and approve the staffing structure for 2021 22

JL asked for any comments or questions from governors around the circulated staffing structure.

Governor question – sports coach, who is this?

School does not have one at the moment. If approved tonight this will go out to advert.

Governor question – is the cost of a sports coach included in the budget?

Yes, it isn't funded by PE premium at the moment as we were waiting to make a decision around the proposed running track being funded by the premium. This is something we will need to come back to later.

Governor question – the Y3/Y4 class is small at 19?

The Year 2 class is small. By doing this we will even out numbers in each class. Where we have 30 children we have no room for admissions into infant classes. We can't refuse pupils if we are below PAN. We will be creating problems for ourselves further down the line if we keep things as they are now.

Governor question – sharing TA across two classes how does this work?

The idea is to have team working across the school. Teachers directing TA resource to the neediest pupils. Its about using staff more wisely. Sometimes when TA are

allocated to individual classes the teacher can become possessive. In the mornings there will be 2 TA to support literacy and numeracy.

Governor question – you have 1 TA leaving?

Yes, one contract is coming to an end, and they will leave us.

Governor question – are staff aware of the rationale for this staff structure?

They know there will be mixed age classes, but until governors have approved the structure, they won't know the finer details.

Governor question – after school club, how is this going?

We have not sent the questionnaire to parents yet. We don't want to bombard parents with surveys so will choose the best time to send this. We will canvas interest and then send the survey to interested parties. This arose from the Friday PM consultation, so we need to work with parents on this.

There are currently 3 members of staff in the budget who we have identified who can support with after school clubs. The idea is to run a range of activities. This would be open to parents who work and parents who do not.

Governor question – would you need the staff to volunteer to do this?

No, we would use their skills. One TA is contracted already to work 37 hours per week so they would be asked to cover this.

It was noted that the proposed staff structure would deliver the DEP priorities and was also supported by the budget.

Governors approved the staff structure for 2021 22

It was noted that Richard Allan is the newly appointed Assistant Head.

FGB7.GOVERNANCE UPDATE 6.22pm to 6.52pm 30 mins

7.1 Update on plans for the work of the governing body 2021 22 – TW

TW thanked governors for returning her survey. We need to look at how we will work next year, what we will cover and how/when we will meet.

The steer from RoSiS is that this is ultimately a local decision, but individual governor concerns and views about meeting face to face must be taken into account. Even if we do still decide to go back to meeting face to face there will be occasions when a remote meeting is appropriate.

There were 5 replies to the survey. The positives about meeting remotely are reduced travel. But we have missed the social interaction. New governors have not met the rest of us. There were differing views about the ability to contribute to discussions when meeting remotely. The timed agendas are positively received.

Governors discussed the different options of face to face, remote and hybrid meetings. It was noted that school may need to invest in a 360-degree microphone if it is going to conduct hybrid meetings in order to ensure that all contributions can be heard.

The consensus was that everyone was happy to restart face to face meetings. It was agreed that we would start in September with face-to-face meetings and see how this went.

TW reminded governors that when we last met face to face meetings had a start time of 4.45pm. We had to be out of the building by 6.30pm so that the caretaker could lock up. The earliest start time that can be accommodated for face to face from the survey was 5.15pm. It was noted that previously our meetings have lasted for 1 and a half hours. JMAT meetings tend to be 2 and a half hours long. It was thought that we could meet less frequently but would not need to have meetings lasting for 2.5 hours if we worked differently. This would mean less presenting of information in meetings, focussing on reading reports submitted before the meeting and asking questions in advance. For this to work governors would need to get to know school for their respective linked areas.

TW mentioned that ABL had mapped the JMAT agenda planner onto 2 meetings per term. The question was is it possible to complete this business in a 1.5-hour meeting?

It was agreed that the AU1 meeting on 14th September would be a set up meeting for the year. Completing annual governance business. The next AU1 meeting would pick up feedback from visits and the premises update. This would then leave one meeting for AU2. It was agreed that we would try this format and review how this has gone by Christmas.

It was agreed that meetings would need to start at 5.15pm prompt. JL agreed to clarify with Engie what the charges would be if we had to finish after 6.30pm.

The strategic planning committee can start at 5pm or even perhaps be held during the day.

It was agreed that governors would put all of the previously circulated dates for the 2021 22 year in their diaries. It would then be a case of cancelling these later if they are not needed. It was agreed that we would revisit this at our July meeting.

Actions – JL to check with Engie what the charges would be for late lockups. Governors to put all the meeting dates in their diaries.

7.2 Governors to approve the schedule of meeting dates for 2021 22

This was approved.

7.3 Review of governing body membership and vacancies – TW

It was noted that we have a vacancy for a staff governor. A letter had been sent to all staff and no one had been put forward. JL and TW will discuss this and see if they can identify any staff blockers to nominations.

There is also a vacancy for a parent governor. It was agreed that school would advertise this role with parents again this term, with a view to a September start.

TW has also been searching for an associate to join the governing body via the inspiring governance website.

7.4 Chairs report – TW

There was no formal report. TW stated that she would like the governing body to review its vision for school in the autumn term, with SLT. Looking at where we want the school to be in the medium to longer term. This needs a half day devoting to the discussions. This could be held in school during the day. It was thought that someone from JMAT might be able to facilitate this discussion. TW asked governors to give her their views on this proposal.

7.5 Feedback from structured enquiry visits – EYFS and Early Reading visit (MK/JW)

This was deferred to the next meeting.

7.6 Governor training and development

TW had sent out a training and development update prior to the meeting. It was noted that some governors safeguarding training was outstanding. JL agreed to give TW an update on completion of this.

7.7 Arrangements for HT appraisal

It was noted that once the school has converted to academy status the JMAT CEO will complete this. If we have not converted, then governors will still be responsible for completing this. Governors would need to engage an external advisor to assist them with this. It was agreed that TW would approach Helen Headland to see if she can help with the appraisal. It was also suggested that it would be good to have a different governor involved in the process. Historically this has been TW and JW.

Actions – TW/JL to advertise for staff governor and parent governor. Governors to think about how the school vision can be reviewed. JL to let TW know of governor progress in completing safeguarding training. TW to approach HH regarding the Head teacher appraisal.

FGB8.POLICY APPROVAL 6.53pm – 7.01pm

8.1 Adverse Weather

The policy was approved.

8.2 Complaints policy

This policy was not approved, JL has emailed Jackie Oliver to see if some timescales can be added to the policy before approving.

8.3 Emergency Plan

The policy was approved.

8.4 EYFS Policy

The policy was approved.

8.5 Looked After Children

The policy was approved. The reference to the previous LAC governor to be changed to read as MK.

8.6 NQT Induction policy

The policy was approved. It was noted that a new ECT policy will follow later for approval.

FGB9.MINUTES OF THE LAST MEETING & MATTERS ARISING 7.02pm to 7.07pm

9.1 Approval of the minutes of the meeting of the full governing body – 18th May 2021.

The minutes of the last meeting were approved.

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

None identified.

FGB10.ANY OTHER URGENT BUSINESS 7.08pm to 7.13pm

10.1 AB, the retiring staff governor, had asked for her thanks to be expressed to governors for having made her feel so welcome. She is sorry to be leaving. Governors passed on their appreciation for AB contribution over the last 4 years.

FGB11. CONFIDENTIALITY 7.14pm to 7.16pm

11.1 To determine any items for inclusion in the confidential minutes.

None identified.

FGB12. DATES OF FUTURE MEETINGS

12.1 Full Governing Body Meeting – 13th July 2021 @5.30pm

Strategic Planning Committee – 7th September 2021 @5.30pm

Full Governing Body Meeting – 14th September 2021 @ 5.30pm

The meeting finished at 19:10