

**MEADOW VIEW PRIMARY SCHOOL  
MEETING OF THE FULL GOVERNING BODY  
5TH DECEMBER 2017 AT 4.45PM**



**MINUTES**

**Present: B Vickerage, K Smith, T White, K Bromley, J Newbolt, A Boyle**  
**In Attendance: A Blench, P Keenan**

**FGB1.APOLOGIES FOR ABSENCE**

- 1.1 To accept apologies for absence. Apologies were accepted from J West and D Everett.

**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 in relation to any item on the agenda. Governors were given a blank 'Declaration of Business and Pecuniary Interest' form to complete and return to the Clerk.

Actions: Governors to return completed Business Interests form to the Clerk as soon as possible.

**FGB3.ELECTION OF THE CHAIR AND VICE CHAIR OF THE GOVERNING BODY**

- 3.1 To consider nominations and vote for the chair of the governing body. A Blench asked governors if there were any nominations for the role of Chair of the governing body. No nominations, other than that of B Vickerage were received. Governors unanimously elected B Vickerage as chair for another 2 year term.
- 3.2 To consider nominations and vote for the vice chair of the governing body. No nominations were received, other than for J West, for the post of Vice Chair to the governing body. Governors unanimously elected J West as Vice Chair for a term of 2 years.

**FGB4.ITEMS OF URGENT BUSINESS**

- 4.1 Chair to determine any items of urgent business for consideration under FGB9 below. School Office staffing was agreed as an urgent business item.

## FGB5.HEADTEACHERS TERMLY WRITTEN REPORT

K Smith elaborated upon her previously circulated head teachers report. It was noted that the number of Czech pupils has decreased by 5 and that new languages of Shona and Vietnamese were now represented in pupils at Meadow View Primary. 15 languages are now represented. The Free School Meal % is the same, along with SEND. School has 6 pupils classified as CLA. The process for supporting pupils in care has changed considerably. Each pupil has to have an EPEP, which represents 3 to 4 hours work for each one. T Keenan is now teaching Year 6 in the mornings and Mrs Smith has tried to not call upon her to support the work around CLA pupils. Governor question – how are these pupils getting to and from school? The foster carers are bringing them. None come by taxi. School has had 9 fixed term exclusions this term, 8 of which were for the same boy who left school in July 2017. School attendance figures dropped between January and March due to the pupils going through the CLA processes. There was also a lot of illness amongst pupils and staff. Governors had asked at a previous meeting how schools attendance % compared with other similar schools? The YTD figures are comparable with other neighbouring schools. School compares quite favourably. Blackburn Primary is 0.5% higher than us and Thorpe Hesley 1% higher. Governor question – the 16 17 figures show 95.4% but the average is 95%, which doesn't seem to make sense. K Smith agreed to seek clarification from Alison Wadsworth. K Smith mentioned that the published figures are always a month behind.

### 5.2 Accountability for educational performance

- a) Impact of the Pupil Premium, and annual review of the Pupil Premium Strategy  
K Smith mentioned that the Pupil Premium policy and its impacts had been reviewed in the Finance Premises and Staffing Committee and also the SIP/Curriculum Committee. K Smith has now completed the Pupil Premium reviewer training. This means that she can visit other schools to conduct formal Pupil Premium assessments. This has also been useful training in terms of looking at how Meadow View is doing. There is a new pro-forma for recording impacts of Pupil Premium spend and it was agreed that K Smith would revise the current format and present this at the next SIP/Curriculum Meeting.
- b) Impact of the PE and Sports Premium, and review of the effectiveness of the approaches used. K Smith had looked at our objectives and the outcome of 2016 17 spend. In 2017 18 we have received a payment of £9,033 and will receive an additional payment later this year. The allocation this year will be £15,000 which is nearly double the previous year's allocation. School needs to decide how to allocate the increased funding. There are now 5 new KPIs with the additional funding. This will be discussed at the next SIP/Curriculum Meeting. It was noted that J Newbold will be meeting with Leah (new PE coach) and will bring the findings to the next SIP Curriculum Meeting.
- d) Staffing matters – A TA has been offered a permanent job with the NHS, and also an SMSA and two other TAs have resigned. One of these TAs was in a role at school which has previously been fully funded by the NHS as support to a pupil with medical needs. The SMSA vacancy is being covered internally. The TA leaving this Friday, agency cover has been arranged from January through to March via ITN Mark. When we know the budget position for 2018 19 school will make a decision about this post. The TA who is long term sick is part of our staff absence insurance claim. It is proving very difficult to secure the funding for the TA post which was previously funded by the NHS. The NHS is arguing that this isn't their responsibility and T Keenan and K Smith have spent hours in meetings arguing schools case with NHS representatives. Their

work is backing upon due to spending time in meetings. Governor question – is there anything that we can do to support you with this? Who are you dealing with in the NHS? B Vickerage agreed to come to the next meeting with the NHS to support schools case. The meetings are lasting 4 hours at a time. Governor question – how is attending the meetings affecting T Keenan teaching? T Keenan is trying to not come out of teaching to attend meetings. But sometimes has no option in this. Governors were very concerned at the personal impact that the meetings and increased workload were having upon T Keenan and K Smith. Governors discussed the option of using some of the carried forward balance in the budget from 2016 17 to pay for some teaching support in school. As well as the impact on staff wellbeing governors were concerned about the impact on Year 6 outcomes. K Smith mentioned that a HLTA on maternity leave will be returning at February half term and that this will help. K Smith agreed to look at the budget and explore any capacity to pay for additional help before then.

Actions – K Smith to seek clarification from A Wadsworth regarding attendance figures. K Smith to bring new pupil premium report format to the next SIP Curriculum Meeting. J Newbolt to report back to next SIP Curriculum meeting around PE Premium spend. B Vickerage to attend next meeting with the NHS. K Smith to explore capacity to employ additional temporary help.

## **FGB6 GOVERNANCE REVIEW**

- 6.1 Composition and current membership of the governing board – resignations, new governors and expiring governors. It was noted that F Carter had resigned from the governing body creating a vacancy for a Parent Governor. It was agreed that K Smith and B Vickerage would send F Carter a letter of thanks. It was mentioned that B Vickerage had met with parents at an informal coffee morning at school. This had been advertised to parents as an opportunity to call in and discuss the role of parent governor. 3 parents had expressed an interest as a result of this event. A formal advert and election has not been held for the role of Parent Governor. B Vickerage expressed the view that he would want to refuse any parent nominations that didn't have the experience or background that the governing body needs. A Blench stated that whilst school can legitimately state the experience and background they would like the person to have they could not insist upon this as a selection criteria. In the event that a formal notification seeking nominations is circulated and more than one candidate comes forward there would need to be an election, with parents voting for their preferred candidate. This would be the parent's decision, unlike co-opted governors who are chosen by the existing governing body. A Blench was asked by governors to seek advice and clarification regarding selection criteria.
- 6.2 National database of governors – K Smith agreed to update the national database to reflect recent changes in membership.
- 6.4 Publication of Governors Details and the Register of Interests – A Blench will arrange for this to be published once governors have returned their declarations.
- 6.6 Review of committee structure and membership – attached revised Strategic Planning Committee Terms of Reference, Governor Plan 2017 18. The circulated terms of reference were approved. It was noted that the chair of the Finance Premises and Staffing Committee would be T White and that this would need ratifying at the next meeting of the committee.
- 6.8 Review of membership of selection panels. Panel membership is agreed as and when needed.  
Governor question – is there a governor text group? K Smith agreed to look into this.

Actions – A Blench to clarify the process and rules for election of parent governors. K Smith to update Edubase. K Smith to look into governor text group. K Smith and B Vickerage to send a letter of thanks to F Carter.

## **FGB7 GOVERNOR REPORTS**

- 7.1 To review the report of the chair of the governing board relating to any functions he had exercised on the governing body/s behalf. B Vickerage mentioned that he had visited another academy, but that this hasn't progressed. Illness and work pressures had curtailed any further enquiries.
- 7.2 To receive the report of the Training and Development Governor, including governing board development plan – P White handed out copies of the governor training plan for 2017 18. Individual governor training records have been updated and copied are held in the school office. We now have a complete skills audit. This is structured around the 6 competency areas mentioned in the governance competency framework document. The outcomes from the surveys give us an average score of at least 3 in all 6 areas. Governors have been asked about what training they would like to receive this year. K Smith will be training governors around the new national data system. The governing body needs to train an additional person for the head teacher's appraisals. Also GDPR training needs to be delivered before 25<sup>th</sup> May 2018 to the governing body as well as school staff. A Blench made the comment that all governors need a minimum level of safeguarding training and that this should be reflected in the plan for this year. T White to explore safeguarding training options for governors to bring everyone up to date. It was also agreed that clarification would be sought around how much governors needed to know about GDPR. It was agreed that T White would update the training plan to incorporate the points made at the meeting.
- 7.3 To receive reports on any courses attended by individual governors – no reports were presented
- 7.4 To receive reports from governors with specific responsibilities: - Safeguarding & SEN (D Everett), Leadership (B Vickerage), Teaching & Learning (J West, J Newbolt), Behaviour & Safety (D Everett), Data & outcomes (T White). Due to absences at the meeting no reports were made.
- 7.5 Linking governors to new classes for 2017 18. It was agreed that this will not be the approach this year.

## **FGB8. GOVERNING BODY MINUTES**

- 8.1 Approval of the minutes - attached
  - a) Full Governing Body – 11<sup>th</sup> July 2017 – this was approved and signed by the chair.
  - b) Strategic Planning – 12<sup>th</sup> September 2017 – adopted.
  - c) SIP/Curriculum – 26<sup>th</sup> September 2017, 14<sup>th</sup> November 2017 – adopted.
  - d) Finance, Premises & Staffing – 27<sup>th</sup> June 2017, 10<sup>th</sup> October 2017 – adopted.

## **FGB9 ANY OTHER URGENT BUSINESS**

- 9.1 Office staffing – a part time admin has left which leaves an SBM and 2 admin staff in the office. The 2 admin staff in the office have temporarily increased their hours to cover for the unfilled post. 1 member of the admin team has come forward to ask if they can increase their hours permanently for personal reasons. The previous plan was to fill the vacancy with an administration apprentice. K Smith suggested that a better plan would be to give the part time admin officer the extra hours on a permanent basis and to not recruit an admin apprentice. Governor question – will the

additional hours we give the existing member of staff meet her needs? Regarding the apprentice option – Governor question – would they go to college? How much does it cost? Governor question – what about the other member of staff, do they want to increase their hours? They are nearly full time already. The person who has requested the increase would gain 10 hours per week. Governor question – does the change need to be permanent? Yes, this is what she is asking for. Governors agreed to the member of staff request to permanently increase her hours. K Smith made the point that even after this change not all of the hours lost have been covered. There is a shortfall of 1 day per week and school may advertise in the New Year to see if there is any interest in this. This would build in some contingency for absences. Governor question – could volunteers be used to cover the shortfall? Is there anyone in school in other roles who may want to pick up the shortfall? Does the person have to work on a Friday? These options will be explored in the New Year.

Academy update – New Dawn Trust is now called Link. Our application to join this MAT will not progress now. The 6 Rotherham schools who were going to join NDT are now looking at their options. Should they form their own trust or join with L.E.A.D. It was mentioned that Winterhill Academy and Wingfield Academy are considering joining forces and creating a mixed MAT. Russell Heritage had offered to come and talk to the Full Governing Body regarding this option. Governor question – what happened to NDT? The Regional Schools Commissioner put on hold any expansion plans for the MAT. B Vickerage mentioned that the government is looking for sizable MATS to be formed. In 2 years' time it was likely that Rotherham would have a sizable MTA which Meadow View could join. When would be a good time for us to convert? It was noted that Ofsted Inspection Grades were wiped at the point of conversion. So that would point to going this year. It was agreed that K Smith would arrange a meeting with LEAD.

Action – K Smith to agree extra hours and also advertise for the shortfall. K Smith to arrange meeting with LEAD.

## **FGB10CONFIDENTIALITY**

10.1 To determine any confidential items. This was Office Hours and NHS discussions.

## **FGB11DATES OF FUTURE MEETINGS**

11.1 To review the dates of meetings for the academic year – attached.