

**MEADOW VIEW PRIMARY SCHOOL  
MEETING OF THE FULL GOVERNING BODY  
10th DECEMBER 2019 AT 4.45PM**



**MINUTES**

Present: K Smith, T White, K Bromley, J Newbolt, A Boyle  
In attendance : A Blench, K Taylor, J Logan, T Keenan, T Davidson-Hague

**FGB1.APOLOGIES FOR ABSENCE**

- 1.1 To accept apologies for absence. Apologies for absence were received and accepted from N Lee and J West.
- 1.2 To receive, but not accept, apologies for absence. B Vickerage was absent and no apologies had been submitted.

**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.ITEMS OF URGENT BUSINESS**

- 3.1 Chair to determine any items of urgent business for consideration under FGB11 below. TW asked to speak about the recent Ofsted Inspection visit. It was agreed that this would be considered as AOB and that at that point T D-H would leave the meeting.

**FGB4.RESOURCES**

- 4.1 Update on 2019 20 Budget – KT. KT explained that the report previously circulated covers the budget period April 2019 to March 2020. The LA Finance Officer had visited school yesterday and had revised the budget forecast with KT. At the last budget review school was forecasting a carried forward balance of a deficit of £6,694. This has now reduced to £655.96 in credit as a carried forward balance. Last year school cut costs in order to create a brought forward credit balance (£82k) to offset reduced funding in the current year. The pupil roll is falling and we will need to revisit the budget and our staffing model again to make further savings. We have already restructured at SLT level, we now need to look more closely at class structures. There are some tough decisions to be made. It seems unlikely that academy conversion will happen on 1<sup>st</sup> February 2020, because key legal documents are not

in place. So we will need to set another LA budget for 2020 21. Governor question – at the last meeting we approved the spend of the academy levy to JMAT. Do the LA know about this and do they have any questions? No they don't have any questions and it is in the budget profile. Governor question – when we do convert what will happen to the balance? KS stated that we won't be able to transfer a deficit to JMAT. Whatever happens we will still need to review our staffing structure, whether as an LA or academy school we will still need to do this. We won't get any extra money as an academy. School has changed its payroll provider, to JMAT's provider, last month. The data systems was moved to Integris (JMAT system) in September 2019. These were two pieces of challenging work. The RGfL email addresses which we all use are obtained from RMBC Schools Connect. The Schools Connect contract is being withdrawn at the end of March 2020 by the LA and schools are having to source their own arrangements for broadband etc from that point. The fact that school has already switched to JMAT providers puts us in a good position in this respect. We have already signed up to Virgin Broadband via the JMAT contract. Governor question – is there a risk to us if we have signed up to the JMAT contracts if academy conversion doesn't then go ahead? No it puts us in a good position. KS explained that we have not heard anything from solicitors regarding the conversion process. School has assumed that this is taking longer than expected due to the school being PFI and also due to a caretaker's house being located in the grounds. This will probably raise questions about ownership of the house, transfer of the house and how any rent income will be dealt with. School has not been given a definitive reason for the delays but this seems the most likely explanation. TW explained that she was due to meet with D Sylvester (CEO JMAT) but this has now been put back to January 2020.

4.2 Audit of School Private Fund 2018 19 – KT. KT answered governors questions regarding the audit statement which had been circulated. It was explained that academies do not have private funds. Instead the monies are paid into the same bank account as is used for government funds. The balances are recorded separately in the academy accounting system as (academies own funds) as is the expenditure. ABL suggested that governors should ask to see a report of academy own funds periodically after conversion. Governor question – who completed the audit? An independent auditor known to the LA. Governors commented that there had not been much added to the fund over the year (£67). Governor question – do we have a breakdown of how the monies were spent? KT agreed to bring a breakdown to the next meeting. The fund pays for the panto to come into school and treats for pupils across the year. Governors commented upon how good the Christmas fare was. Governors approved the audited accounts. The statement was signed by TW and KS. It was noted that there are some parents showing an interest in forming a Friends of Meadow View group. JL agreed to introduce the parents to NL, as governor with an interest in this as well.

4.3 Compliance with School Publication Regulations (School Website <https://www.gov.uk/guidance/what-maintained-schools-must-publish-online>) - KT  
KS explained that this was covered in her last Head teachers report. KS and JL had completed a compliance check of the school website. Once we become an academy, I Hutchison will complete these checks for us. JL mentioned that there were no issues raised by Ofsted Inspectors relating to our website when they were in school last week.

Actions – KT to shared spend breakdown for private funds. JL to put parents in contact with NL.

## **FGB5.GOVERNANCE UPDATE**

- 5.1 To receive reports from any governor structured enquiry visits – ALL. JW and TW came into school on 11<sup>th</sup> October 2019 to discuss the last years performance data with KS. A report had been circulated from this meeting.
- 5.2 Governors roles and responsibilities – ALL. It was noted that JN term of office expires on 31/01/20 and that she is the safeguarding governor. JN will be stepping down as a governor at this point. It was also noted that JW term of office as LA governor had expired. JW had expressed her willingness to continue for another term. ABL to contact the LA to arrange a renewal of term. It was suggested that JW would become a co-opted governor at point of academy conversion. It was agreed that further clarity was needed around how a local governing body will operate once we are part of JMAT. It was agreed that an opportunity would be sought for someone from JMAT to visit a governing body meeting to discuss this further. It was noted that we will have 2 Parent Governor vacancies. Governors were keen to retain NL as a governor. It was agreed that ABL would communicate with NL and explain that a process of nomination for parent governor will start w/c 6<sup>th</sup> January 2020. NL would be encouraged to put her name forward. It was agreed that the advertised term of office would be for 4 years and that we would advertise 2 vacancies. ABL explained that if there are more than 2 nominations (including NL) then a closed ballot of parents would need to be arranged.
- Governors discussed arrangements for appointing a safeguarding governor from the end of JN term of office. It was agreed that we would wait to see what the parent governor nomination process brings. ABL stated that in his view it would not be appropriate for a new governor to take on the role of safeguarding governor from the start. ABL stated that there are lost of resources for safeguarding governors available on the School Bus and via NGA learning links and RoSiS.
- Governors discussed the current governor plan and how various roles and lead responsibilities are allocated to governors. ABL agreed to produce a new document which will reflect the various decisions made during the discussion.
- Mental Health Lead – it was mentioned that school will be applying for the Carnegie accreditation for this area. Only 1 governor per school is allowed to attend the training for this. Previously AB and NL had expressed an interest in this area. It was agreed that AB would be the governor appointed to this role. TW to advised NL regarding this.
- Pay sub-committee – it was noted that we need an additional governor trained in this area.
- Appeals – TW advised governors that it is considered to be good practice to have governors identified and trained to sit on appeals panels, should the need arise. It was agreed that all co-opted governors would be appeals governors and would access training. KS agreed to contact JMAT to see if there was any training they could offer in this area. ABL agreed to share a link to online training and also offered to train governors himself.
- 5.3 Review of the effectiveness of the governing body (20 Questions) – TW. It was agreed that, in the light of the recent Ofsted inspection visit, it would be appropriate to defer this discussion until next year.
- A governor made the point that our governing body was not ethnically diverse and didn't represent the diversity of the school population. Governors agreed that it was not ethnically diverse and that this was a problem for all governing bodies in the UK. BV had previously attempted to encourage parents from an Asian background to

become governors, without success. There was a discussion about how we could encourage diversity. It was noted that the governing body has good gender balance.

Actions – ABL to contact LA to renew JW term of office. JL to write to parents w/c 6<sup>th</sup> January 2020 seeking nominations to parent governor roles. ABL to speak with NL regarding this. ABL to produce revised governor plan for approval at the January 2020 strategic planning committee meeting. TW to speak to NL re Mental Health governor training/role. KS to ask JMAT if they have any appeals training available. ABL to shared link to online training.

## **FGB6.ACADEMY UPDATE**

6.1 Update on plans for academy conversion – KS. This was covered in 4.1 above.

## **FGB7.SAFEGUARDING UPDATE (TERMLY REPORT)**

- 7.1 Full update on any safeguarding action or concerns – TK. TK explained that not a lot had changed since the last meeting. The community café had focussed on restorative practice and how this can be used at home. There was a good attendance – 15 parents. Governor question – what is restorative practice? Working with children and parents to focus on how to improve rather than what went wrong.
- 7.2 Report from the Designated Teacher for Looked After Children (LAC) – TK. School had 3 LAC before the summer. We have 1 LAC and 3 post LAC now. There will be a data drop in January 2020 and TK will bring this to the meeting for governors to consider.  
AB mentioned that she had two handouts from recent training attended which showed a breakdown of risk and SEMH needs. It was agreed that these would be scanned and shared with governors.

Actions – LAC data to be brought to January meeting by TK. KT to scan AB documents and circulate to governors.

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

- 8.1 Governors to review updated policy tracker document (cfwd from 17/09/19) – KS&JL. KS and JL explained the paper copy of the policy tracker which was distributed at the meeting. The policies highlighted in yellow are statutory and the ones in green are our choice. We always adopt the LA generic policies and will taken on JMAT policies when we convert. The process and ownership of policy approval may well change when we convert and join JMAT.
- 8.2 Approval of Pay Policy (cfwd from 19/11/19) – KS. ABL received the policy document today from KS and will upload to the governors shared area. School has always adopted and worked with the LA policy for pay. JMAT do exactly the same.

Actions – ABL to upload pay policy document to governors secure area.

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

- 9.1 Approval of the minutes of the meeting of the full governing body – 19<sup>th</sup> November 2019. These were approved 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. Kt agreed to email a reminder to governors who have not returned a form.
- \*Safeguarding governor school visit, written report received? (cfwd from 18<sup>th</sup> June) – update JN. This is outstanding.
- \*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. Circulated now.
- \*JW and PW meet with JL to look at Quality of Teaching and data – update JL – we met 11/10, notes to be circulated? Completed.
- \* ABL to arrange for NL to have a contact with Friends of Blackburn group – update ABL (cfwd from 15/10/19). ABL has contacted Blackburn and is awaiting a reply.
- \* PW to send governors NGA skills audit for completion and return by 31/10. Update PW. TW mentioned that these are still outstanding.
- \* Governors to feedback to JL on curriculum document – JL (19/11/19). Completed
- \* TK to share case studies with governors – TK (19/11/19) KT agreed to share these with JN.
- \* KS to send revised SEF to ABL – KS (19/11/19) Completed
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## **FGB10.ANY OTHER URGENT BUSINESS**

- 10.1 To discuss any urgent business as agreed by the meeting chair at FGB3 above.  
The recent Ofsted Visit – Confidential, recorded separately.

## **FGB11. CONFIDENTIALITY**

- 11.1 To determine any confidential items. See 10.1 above.

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

- 12.1 Strategic Planning Committee – 14<sup>th</sup> January 2020 @ 4.45pm,

Full Governing Body - 21<sup>st</sup> January 2020 @ 4.45pm

## Confidential minute – 10.1 Ofsted Inspection Visit

It was mentioned that Ofsted Inspectors were in school for a Section 5 Inspection last week. 2 inspectors were in school for 2 days. TW expressed a big thank you to all staff and recognised the work which goes into these visits. TW recognised staff disappointment at the judgement but encouraged school to look at the good points. Compliance wasn't an issue and how ready our children are for learning was a positive comment made. KS stated that this is the first inspection under the new Ofsted Inspection Framework. School felt that the inspectors came with a fixed agenda and came looking for evidence to confirm their previously held views about school. Inspectors focussed on the ISDR data and refused to look at local data which explained the reasons for underperformance in a cohort of students. School inferred from the comments of the inspectors that by being an inclusive school the data would always not look good. Governor question – can we change our admissions policy as an academy? No and we wouldn't want to as school feels this is our moral purpose to be inclusive. A governor who was present with the inspectors expressed the view that the inspector were not listening and discounted everything that was presented to them. The inspectors have detailed feedback to KS and JL before they left school. The judgements for Personal Development was good, but everything else was requires improvement (RI). When looking at the good descriptors in the framework there was a lot of positive evidence we could show but it wasn't quite enough to push the judgement towards good. The areas that the inspectors highlighted for improvement are already in the DEP. The issue was that school had not had enough time to show impact of the actions in the DEP as yet. It was noted that the inspectors were not interested in reviewing evidence from the autumn term. They were happy about our curriculum plans and were positive about our teachers subject knowledge. But because we didn't make clear that a literacy project was covering history this didn't show the development of history knowledge. In the area of behaviour inspectors could see that we were supporting pupils with ASD and SEMH issues. The pupils feedback to inspectors was that on occasions they don't feel safe. Learning from this was that when a child with ASD has a meltdown we need to do more to reassure the other children and give them opportunity talk through their feelings afterwards.

It was also a learning point that children couldn't talk well enough about restorative practice. The inspector had stated that we can't be meeting ASD children's needs well enough if they are having meltdowns! Governors felt that these were small points that the inspectors were focussing on. Schools view was that it shows how vulnerable we are when progress is negative for some of our pupils. The inspectors wouldn't listen to any of our arguments or evidence around this area. It was noted that JL had stepped in for KS absence on the first day and done really well. It was also noted how supportive JMAT were over this period. D Sylvester, A Benbow, J Davenport, H Gill, D Whelan all come in to support at various points. Our judgement for leadership and management was always going to be RI because our data wasn't at national. Inspector suggested that governors can't be challenging enough if this is the case. Governors refused to accept this point of view and mentioned all the challenge they bring. It was thought that the inspectors were not listening. School expressed concerns about how the experience had impacted staff negatively. To the point that some were thinking about whether education was for them.

JL and TW will be meeting in January 2020 to revisit the DEP in the light of the comments made. JL has already integrated the comments in blue.

D Sylvester will be speaking to the Regional Ofsted rep regarding the manner in which the inspector worked which he deemed to be very unprofessional. School expressed the view that when revisited in 30 months time they will be at good again.