

**MEADOW VIEW PRIMARY SCHOOL
MEETING OF THE FULL GOVERNING BODY
13TH MARCH 2018 AT 4.45PM**



MINUTES

Present: - B Vickerage, K Smith, J West, K Bromley, D Everett, J Newbolt, A Boyle, N Lee

In Attendance; - A Blench, P Keenan

FGB13.APOLOGIES FOR ABSENCE

13.1 To accept apologies for absence. Apologies for absence were received and accepted from T White.

FGB14.DECLARATION OF PERSONAL AND BUSINESS INTEREST

14.1 Individual governors to declare any personal or business interests on any item on the agenda. No declarations were made.

FGB15.ITEMS OF URGENT BUSINESS

15.1 Chair to determine any items of urgent business for consideration under FGB20.1 below. K Smith to discuss the forthcoming FPS Committee Meeting.

FGB16.HEADTEACHERS TERMLY WRITTEN REPORT

K Smith discussed her termly report and drew governors to some key points. F1 numbers were low this year and Kimberworth's are as well. This will mean that there won't be any overflow of students from Kimberworth into Meadow View as has been the case in previous years. School will receive details of F2 allocation at the end of this month. The current F2 at 24 students is low, which means that we will have 24 students in Y1 in September 2018. This has impacted on schools funding allocation for the 2018/19 academic year which is £40,000 lower than this year. The reduction is not due to the introduction of the National Funding Formula (NFF) but due to a fall in overall student numbers. In 2016 school had asked the LA if it could reduce its Pupil Admission Number (PAN). This request was refused due to forecast demand in the area. This demand had not materialised so K Smith has now asked D Fenton to if this request can be reconsidered. C Stone will be visiting school on 14th March to review the situation.

School now has a Spanish speaking student. The Free School Meal % has reduced from 30% to 25%. EHCP pupils and LAC pupils are on the increase. The Year 6 pupil has now improved. There is a Year 1 pupil who is on the EHCP Pathway and awaiting allocation to alternative more suitable provision.

Attendance – this has dropped this term. The SENCO is supporting 2 pupils in Year 6. 1 is on an EHCP and the other on the pathway towards one. School has had to agree a part-time timetable for one which is impacting overall attendance figures.

Governor question – what would the attendance % look like if these pupils were removed from the calculations? It was agreed that this would be calculated and shared with governors. Governor question – how long have these pupils been with us? 1 of them has been with school from being young. Governor question – do we have any pupils who meet the Persistently Absent threshold? It was agreed that PA figures would be included in future governor updates. B Morgan and Dawn Riley hold attendance panels with parents. Governor question – how much of this absences has been authorised? If the pupil is ill then absence is recorded as an 'I' code which is authorised. Some pupils, who have low attendance overall, parents will be asked to produce a sick note before this can be authorised. School doesn't authorise any holidays during term time. The only exception would be for religious observance. This firm line has resulted in a few angry conversations with parents. It was agreed that future reports would contain a breakdown between authorised and unauthorised absence. It was noted that T Keenan is also working closely with families where attendance is a concern.

Governor question – can the Year 6 pupils be educated offsite? Theoretically yes but this isn't easy to arrange. School would have to find a suitable person to teach the pupils at home, unless using another provider. Cost would be an issue as well.

5.2 Accountability for educational performance

- a) Overview of Analyse School Performance (ASP) and the Ofsted Inspection Data Summary Report (IDSR). At the SIP Curriculum Meeting last week governors logged into ASP and saw our schools data. ASP is the replacement for RAISE Online. The ASP and IDSA were explained to governors last week in detail and the summary document has been sent out. All the comments on the IDSA were positive ones. The IDSA is the report that an Ofsted Inspector will read before visiting a school and will inform the inspector's lines of enquiry when in the school.
- b) Annual Report on the operation and impact of the school appraisal policy
- c) Update on the progress and impact of School Improvement Plan – An updated DEP has been sent out with RAG rating against each area/priority. This will be RAG rated again next week by SLT and taken to the next SIP Curriculum Committee Meeting.
- d) Staffing matters – Sheffield Children's Hospital staff have been into school last week to train the staff who will be supporting the pupil with specific needs. The Head Teacher, Deputy Head and 2 TAs. Have been trained. This has been funded by the CCG and for the medicine needs of this one pupil only. Governor question – has the NHS funding come into school? Yes it has but only through to June 2018. Kerry is producing figures on staff illness which was a previous request from governors. We had a bad flu bug before Christmas. Governor question – governors were concerned about the strain being placed upon the SLT last term due to additional meetings and workload associated with the pupils with needs, has this settled down at all? K Smith reported that this has now settled down and also that the snow days had given time and space for SLT to catch up on some work from home. Governor question – Trish are you back in class now? Yes in Year 6 class every morning.

Actions – future reports to include a summary of PA, unauthorised and authorised absences.

FGB17 GOVERNANCE REVIEW

- 17.1 Composition and current membership of the governing board – resignations, new governors and expiring governors. It was noted that none of our governor's period of office expire this year. The chair welcomed N Lee as a new parent governor to the meeting and each governor introduced themselves. It was agreed that N Lee will be allocated to the Finance Premises and Staffing Committee for the remainder of the academic year. It was also agreed that N Lee, along with A Boyle, will take a lead on EYFS matters. A meeting will be arranged for N Lee and A Boyle to discuss EYFS with J Long.
- 17.2 National database of governors – the reason for entering governor's personal details on Edubase was explained to governors. K Smith to ensure it is updated with recent changes e.g. new governor and resignation of F Carter.
- 17.3 Publication of Governors Details and the Register of Interests
- 17.4 Review of committee structure and membership – attached revised Finance Premises & Staffing Committee Terms of Reference, Governor Plan 2017 18. It was agreed that N Lee name would be added to the Terms of Reference document for the Finance Premises and Staffing Committee.

Actions: - K Smith to ensure that Edubase is updated. A Blench to amend FPS Committee TOR.

FGB18 GOVERNOR REPORTS

- 18.1 To review the report of the chair of the governing board relating to any functions he had exercised on the governing body/s behalf. The chair reported that he had not had any formal visits to school this term. He had a conversation with K Smith regarding the PAN appeal. Chair reported that he had been trying to set up a learning community chairs of governance group. This had not been successful and he was going to give this another push this term. This would not be about any formal alliance but instead be about sharing learning and good practice.
- 18.2 To receive the report of the Training and Development Governor, including governing board development plan – our training governor was absent from the meeting but had forwarded a report for discussion in her absence. It was stated that the governor with lead for LAC needed to be well briefed. D Everett will be meeting with P Keenan tomorrow and also did the governors training last night at Rockingham PDC.
- 18.3 To receive reports on any courses attended by individual governors – J West and T White had looked at the Chairs/Vice Chairs training. This was part of a series of workshops which had been running for some time. A decision was made to not attend as it was thought that this wouldn't work well without having attended the earlier workshops. D Everett mentioned that she had attended 'Holding Leadership to Account' which was useful. Governors need to ask probing questions and be inquisitive. Ask what and how. Andrew Child presented. We covered the Framework for Governance, 20 questions. The notes will be uploaded to the governors secure area of the school website.
Governor question – do we ever find out what our pupils are doing in Year 7? School does get to hear their results from Year 11. K smith agreed to anonymised these and circulate to governors.

Governor question – does school subscribe to ‘The Key’? K Smith stated that school had bought into The Key for the last 5 years. In the last 9 months we have not used it so the subscription has been allowed to lapse. K Smith asked governors to suggest any other resources that school could subscribe to. Suggestions were ‘The School Bus’, NGA, ‘Spongy Elephant’ and ‘Third Space’. K Smith agreed to investigate these resources. The ‘New Governors course’ was recommended for N Lee. It was agreed that the RoSiS training brochure would be sent out as well.

- 18.4 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)
D Everett mentioned that she had attended a SEND course in February and that what she heard was backed up by what she saw happening in school. The course looked at the roles of different parties inside and outside of school. It looked at Rotherham LA stats. It outlined the graduated response to needs which we use here. 4 waves including ‘Quality First’ teaching methods. The SENDCO makes sure that there is an individual learning needs provision, Parents and carers are involved in this. All discussions are written down and shared with parents. Pupils are engaged in the process. The role of the governor is to review how resource are deployed across the school. Asking does intervention impact progress? Are finances managed strategically? Are staff equipped and do they receive adequate training? The course covered the ‘Rotherham Offer’ which is a ‘one stop’ source of support for parents. T Keenan brought the Rotherham Offer up on the LCD screen (rotherhamsendlocaloffer.org) the website shows what RMBC offers plus each schools offer and their graduated response.

Actions; - The notes from D Everett course to be uploaded to the governor area of the school website. K Smith to circulate Year 11 results each year. K Smith to investigate alternative resources to The Key. A Blench to circulate training brochure.

FGB19.GOVERNING BODY MINUTES

- 19.1 Approval of the minutes - attached
- Full Governing Body – 5th December 2017. These were approved with some clarifications. 5.2 – the figures were correct. 6 D Everett names has now been added to the text list.
 - Strategic Planning – 16th January 2018- adopted
 - SIP/Curriculum – 23rd January 2018, - adopted
 - Finance, Premises & Staffing – 21st December 2017, 30th January 2018 - adopted

FGB20ANY OTHER URGENT BUSINESS

- 20.1 K Smith mentioned that all governors are invited to the Finance Premises and Staffing Committee of 20th March 2018. This is because we have a visitor with us from a local Multi Academy Trust.
- 20.2 Governors Twitter account – Do we want an account? Governors discussed the merits of setting up a @MVPGovernors twitter account. It was also suggested that instead of having an account the hashtag #MVPGovernors could be used. It was agreed that J Newbolt would lead on this.
- 20.3 It was agreed that the ‘20 questions’ document would be uploaded to the governor’s webpages.

FGB21CONFIDENTIALITY

21.1 To determine any confidential items. No items were identified

FGB22DATES OF FUTURE MEETINGS

22.1 To review the dates of meetings for the academic year – 20th March 2018 Finance Premises and Staffing Committee, 15th May 2018 Finance Premises and Staffing Committee – K Smith gave her apologies.