

**MEADOW VIEW PRIMARY SCHOOL
MEETING OF THE FULL GOVERNING BODY (VIA ZOOM)
9TH MARCH 2021 AT 5.30PM**



MINUTES

Present: T White (Chair), J Logan, A Boyle (left at 18:55 and before 4.5), M Khan (17:55 onwards)

In attendance: A Blench (Clerk)

FGB1.APOLOGIES FOR ABSENCE 5.30pm to 5.32pm

- 1.1 To accept apologies for absence. Apologies for absence were received and accepted from D Travis, T Davidson-Hague, K Bromley.

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.

No declarations were 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 FGB7 below.

Breakfast clubs and after school clubs – it was agreed that this would be picked up as part of HT Updates.

It was also agreed that 4.5 would be moved to the end of the agenda and that A Boyle would leave the meeting at that stage due to nature of the discussion.

FGB4.HEAD TEACHER UPDATES 5.39pm to 6.09pm

- 4.1 Update on return to a full school

JL reported that everyone was back at school from the 8th of March and that no one had refused to return. Anyone who had been missing on the first day was now back in school.

Governor question – how are levels of anxiety amongst parents and staff?

Staff are back with enthusiasm and parents are very positive. The Foundation Unit has been open throughout to all children. Some parents chose to keep their children at home. We had 19 of 28 attending during lockdown. It has been very busy in Foundation Stage as all children returned this week.

Governor question – were any children upset?

Not really. Any we knew about who we had concerns about in terms of mental health we invited in the week before to help them get settled before everyone else returned.

All of our children wanted to be back, and we gave them a great welcome with SLT members staffing outside to greet children and music playing to celebrate their return. It was a positive experience.

4.2 Approval of revised COVID-19 risk assessment

JL referred to the changes to the existing risk assessment which had been made to reflect how lateral flow testing and face covering is now working. We have reverted to the original risk assessment, which was in use before lockdown, with a few adjustments.

Governors approved the revised risk assessment.

4.3 Pupil demographics

JL referred governors to her report which contains details of the pupil demographics. School has received an attendance update from the Local Authority last week, which had been the first official report received from them since February 2020.

Governor question – have the foundation numbers gone up?

10 joined us in January. We do F0 – which is children who spend 5 terms with us in the unit.

We often don't know who will come through the door until the last minutes with FS. A lot of our parents don't plan ahead in that way. Also, we get a few families moving into the area.

Governor question – do we know why they chose Meadow View?

We don't have a detailed analysis around this at the moment, but it is something we can explore for the future.

JL pointed out an error in that her termly report said 'March 2020', and this should be 'March 2021'.

School has had 1 racist incident, which was missed from the report. The reduction in exclusions is really good and we have seen improvements in behaviour.

Governor question – what provision will there be for Free School Meal pupils over Easter?

MVP role in relation to this is to signpost parents to an online form provided by the LA where they can apply for a hamper over the Easter holidays. This is something which the LA is managing for families. Some of our families for whom English is not their first language may struggle to complete the form, so we have offered them help with this. Parents do have to opt-in in order to access the help.

Parents in receipt of benefits related FSM have received a school uniform voucher which can be used at Pinder's. It is valid up to the October half term.

Attendance is looking good. September has been lower than usual due to families taking holidays during term time which were deferred from the summer due to covid restrictions around travel.

4.4 Staffing update

Any new appointments governors already know about. All staff are back in school. Staff absences are the lowest they have been for a long time.

Governor question – how are levels of staff wellbeing?

We have not had any staff illness and staff are happy and doing well. This can be a roller coaster experience and staff levels of wellbeing will vary from time to time. There are some staff who are receiving personalised support with their wellbeing at the moment.

Governors expressed their appreciation for all that staff are doing and agreed to send a letter to all staff to express this.

4.5 SLT Structure – see confidential minutes

4.6 Curriculum update

SLT and middle leaders are focusing upon what it is that children need in order to progress to the next year or phase of their education. In Maths looking at the core elements such as number operations. In Literature we are looking at the core elements. In reading and writing we are able to pick up where we left off. We are focussing on punctuation as this is letting them down at the moment. There is also a focus on PSHE as there was in September when we returned. For the first 3 weeks all children will receive PSHE 5 times in the week. We will be using R.O.A.R. with check ins on wellbeing. We use a common language to talk about emotions and give opportunity for children to disclose things if they need to. This is about addressing mental health and making sure they are ready for learning. With phonics we have been re-assessing the last set of letters that children had learned before lockdown but haven't gone back to set 1. We are doing these assessments this week, so we know where the gaps are.

The other subjects we are focussing on are history, geography, art, DT and science but other subjects can't be taught to the same level as they would be normally. We can't deliver the whole curriculum. Pupils are doing Maths five times a week instead of the 4 we were doing, and phonics is now three times per day. Reading is so important as it opens up the whole curriculum.

Governor question – what about the fun subjects are they happening?

PE is still taking place – 2 hours per week. Elements of Music may happen, but we can't fit everything in whilst we are focussing on core subjects and PSHE. We have to prioritise.

Governor question – where will pupils be at the end of the summer term?

During this term we will plan CPD sessions around the gaps we have identified and aim to plug as many gaps as we can.

Governor question – wont this put a lot of pressure upon teachers if they have to cover 2 years' worth of gaps in learning?

We can't possibly teach everything that children have missed. We will take a close look at all subject areas, and if it is too heavy, we will see what we can reasonably do about this. Our curriculum is designed as a 2-year programme.

Governor question – Isn't the RSE roll out meant to happen in the summer term?

We are updating our RSE policy and will be consulting with parents via Survey Monkey. We will email out the relevant key stage section to each parent as part of the consultation. The way we teach this does not leave everything to the end of a child's school career, it builds up over the years. We follow the PSHE scheme developed by the LA.

4.7 Catch up data – brief verbal update – JW

JW reported back to governors on a discussion she and TW had with JL regarding pupil progress data. JW had seen data for Reading Writing and Maths which looked at each key stage. It compared the pre-covid position in January 2020 with January 2021. It is based upon a reduced curriculum which was taught in the autumn term. F2 – literacy 2020 9 working towards, now dropped to 6. Significantly below was 1 and now is 3. The same applies in Maths down from 9 working towards to 6 now, with 3 now significantly below. Quite a lot of children have dropped in some way. Y2/Y3/Y4 – some negative movements especially in Y3 in Maths with 8 working towards and 4 now. Generally nothing too significant in these years. Y5 – Reading 2 children had dropped from GD to expected. Writing 3 dropped from GD to expected. Maths was ok. Y6 – Reading 4 working towards and 3 now. Writing 4 had dropped from GD to expected. Y1 showed the most downward trend. Reading there are now 10 children significantly below. Previously there were 2 and this is the same for writing and Maths. Large drops from expected to working towards in all areas. It appears that overall, the children most effected are those in KS1. Older children's results have been less effected. This is probably because children in Y5 and Y6 are more independent learners. This is in line with what is being seen nationally.

It is thought that good quality teaching will get us back on track. During lockdown we did the 'what you need to do today's' every day on zoom. The quality of work we saw coming back from Y5 and Y6 was a lot better.

Governor question – we know that externally reported assessments won't go ahead this year. Will teacher assessments still happen?

We will still complete these but won't be reporting the results to the DfE.

Governor question – will the current narrative around catch up and summer schools impact you?

We do not know at the moment and we are awaiting direction/guidance from government.

The amount of catch-up money is small, circa £6k per school.

4.8 Progress update on PE and PP Strategy – JL

The quotes for the installation of a running track came back in the region of £25k, which was much higher than we anticipated. The good news is that if we were able to find this funding then the maintenance costs of the track would be covered in the PFI contract.

It was agreed that any underspend from the PE Premium would be carried forward into the next financial year. A decision regarding the track would also be deferred to next year.

It was noted that KB is our link governor for PE. As he was absent tonight that is another reason for deferring a decision. Governors agreed that they thought that the addition of running track would be a great addition to school. Governors needed to be clear that the £25k investment would be value for money should they decide to go ahead with this next year.

Governor question – I noticed that there are no updates for F and G is this because you don't have any attendance data?

Yes, I didn't have any attendance data from the LA when I looked at that. I also need to investigate a bit more the impact on SEMH for families.

4.9 Academy update – JL/TW

There is no official update. It seems unlikely that we will convert on 1st April 2021 as we would have needed to have all the key documents signed before 1st March for that to happen. 1st May 2021 may be possible.

TW mentioned that she had been in touch with the LA for an update and had not received any reply. JMAT and the LA solicitors have done what they need to do. Things are now with the PFI solicitors for action, which is where we understand the delays to be. There is nothing more that school can do to make this happen.

Governor question – have staff asked about this?

No staff haven't said anything, and they are just waiting.

The JMAT scheme of delegation document had been shared with governors prior to the meeting. Governors were asked if they had any questions relating to this to send

them to TW. This is so we can raise these with Jackie Oliver when she attends a governors meeting.

TW mentioned that she had observed a governing body meeting for Laughton J and I school. This was interesting but was not very different from our own meetings. Governors at this school hadn't done any school visits. They did get a lot of reports in advance of the meeting. They did not struggle with recruiting parent governors, but they are in a very different locality from MVP.

Friday PMs – JL advised governors that school would have to cease the Friday afternoon closures after Easter. This is because infections are now much lower, and government has set this expectation. School is planning to open after Easter. It was noted that this will make it more difficult to maintain bubble integrity. This is because teachers will be taking their PPA time at different times in the week. This will introduce a different person into their bubble to provide cover. It is anticipated that there may be an impact on behaviour as well. The extra clean will also not happen.

Breakfast club – JL explained that school would be exploring the possibility of restarting some form of breakfast club after May half term. There have been some enquiries from parents. We will start by approaching parents who used the club previously to see if there is any interest. We would need to be sure that this can be financially viable as well.

Governor question – will there be after school clubs as well for childcare?

School has never run after school clubs for childcare purposes. We have run extracurricular clubs before, but we need to move slowly and carefully on re-opening these things. We still have to meet all of the covid guidance even if it's after the school day.

Actions – TW to send a letter to JL for distribution to all staff. Governors to send to TW any questions they may have about the Scheme of Delegation.

FGB5.GOVERNANCE UPDATE 6.10pm to 6.20pm

5.1 Feedback from governor's enquiry visits – KB

As KB was absent from the meeting it was agreed that this item would be deferred. JW mentioned that she had now seen the report from the second visit to school from the English Hub. It was agreed that JW would bring an update from this at a later meeting.

It was agreed that Early Years would be the focus of the next virtual visit and that TW would speak with JL regarding this.

5.2 Update on governance related training and development – TW

TW mentioned that she had submitted the same report as had been generated in February. Governors were encouraged to access the NGA Learning Links online training.

Governors were reminded that they needed to read Keeping Children safe in Education 2020 and also complete the safeguarding training. Both of these are accessible from governors Safeguard accounts.

JL agreed to obtain an update from Safeguard around the completion of training.

Actions – ABL to ensure the English Hub update is on the agenda for the next meeting. TW to speak to JL re next visit. JL to obtain update on governor completion of safeguard training.

FGB6.MINUTES OF THE LAST MEETING & MATTERS ARISING 6.21pm to 6.26pm

- 6.1 Approval of the minutes of the meeting of the full governing body – 19th January and 9th February 2021.

The minutes were approved without amendment.

- 6.2 Matters arising – not included elsewhere in the meeting agenda.

None were raised.

- 6.3 To receive the minutes of the strategic planning committee of 12th January 2021.

The minutes were received.

FGB7.ANY OTHER URGENT BUSINESS 6.27pm to 6.32pm

- 7.1 None.

FGB8. CONFIDENTIALITY 6.33pm to 6.35pm

- 8.1 To determine any items for inclusion in the confidential minutes. Governors agreed that item 4.5 would be included in the confidential section of the minutes.

FGB9. DATES OF FUTURE MEETINGS

- 9.1 Strategic Planning Committee 20th April 2021 @5.30pm

Full Governing Body Meeting – 27th April 2021 @ 5.30pm

The meeting closed at 19:20

Meeting of the Full Governing Body 9th March 2021 – Confidential Minutes

Agenda Item 4.5 SLT Structure

Governors discussed the previously circulated proposed SLT structure for implementation from September 2021.

At the moment JL is Acting Head Teacher, we have an Assistant Head loaned from JMAT and an Assistant Head who is acting up to the role.

Governor question – will the SENCO role be included in the Assistant Head job description?

Danielle is doing well with SENCO. If she applies for the advertised role, we may put SENCO alongside. She has done all of the training and things are moving along well. It doesn't seem right to take her away from this at the moment.

Governor question – will each member of SLT have their own class and is this viable?

Yes, the two Assistant Heads have their own classes at the moment. We don't have the funding to support 2 non-teaching Assistant Heads.

Governor question – if Miss Hunter were not successful in her application would there be a role for her at school?

Yes, she would keep her substantive role.

We have an NQT with us on a temp contract which also gives us some flexibility.

Governor question – does school have a recruitment policy?

No. We have asked the LA for a copy of theirs but haven't had anything back as yet. The pay policy does say a bit about governors' role in recruitment. We need to have a policy but have never had one.

Governor question – do we get support for SLT recruitment?

Yes, we always contact HR and JMAT have also supported us with sample Job descriptions as well.

It was agreed that further clarification was needed around the governor's role in SLT recruitment. JL stated that governors had always been invited to be involved in all teacher and teaching assistant recruitment. Governors had previously declined the invitation to be involved which was fine as there is no statutory requirement for governors to be involved in teacher or teaching assistant recruitment. It was agreed that governor's role is to agree the staffing structure for the school and any proposed amendments to the structure. It was also agreed that governor's role is to be fully involved in all aspects of recruitment to the senior team.

It was agreed that an advert for the Assistant Head role needed to be out by Easter and especially as the May teacher resignation date was soon.

Governors asked what would happen to Sue Gregg.

JL stated that If governors approved the proposed structure, a request will be made for an extension to her secondment from JMAT. It was agreed that it would be good to co-ordinate this with the AHT recruitment as well.

It was agreed that we would advertise for an Assistant Head and seek an extension to the secondment agreement for the other AHT role for another year.

It was noted that the proposal was for the SBM role to be part time – 0.5fte from September 2021. KT would still be employed full time but her time would be shared between MVP and another school. It was explained that MVP spend on admin staff was higher than other similar schools and also that some aspects of her role would be centralised after academy conversion.

Governor question – will that work?

JL stated that she believed it could be made to work. The admin team in school would be unchanged and some of KT tasks would be handled by the JMAT central team. Half of the costs of employing her would be picked up by the other school.

Governor question – do we have another school in mind?

Yes. The name of the school was not mentioned.

Governor question – is KT aware of this change?

Yes, we have consulted with her.

Governor question – do you have an internal candidate in mind for the AHT vacancy or are you relying upon external candidates?

We have someone internal who is doing the role. We also need to be outward looking and be open to new ideas. We have not discounted the person in school who is doing the role. We believe that advertising externally is the right thing for us to do for school.

The internal person has been doing this role from January 2021 onwards and has not had chance to look at the teaching and learning aspects of the role yet.

Governors approved the SLT restructure proposal.