MEADOW VIEW PRIMARY SCHOOL
MEETING OF THE FULL GOVERNING BODY
18tH JUNE 2019 AT 4.00PM

MINUTES

Present: K Smith, T White, N Lee, J West (chair of meeting), K Bromley, J Newbolt, A Boyle
In attendance: A Blench, K Taylor

FGB99.APOLOGIES FOR ABSENCE

99.1 To accept apologies for absence. Apologies for absence were received and accepted from B Vickerage and T Keenan (associate).

FGB100.DECLARATION OF PERSONAL AND BUSINESS INTEREST

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

FGB101.ITEMS OF URGENT BUSINESS

101.1 Chair to determine any items of urgent business for consideration under FGB107.1 Below. It was agreed that 1) the results of parental survey and 2) governor awards would be discussed.

FGB102. EXECUTIVE LEADERS TERMLY UPDATE

102.1 To receive the termly update from – KS. A paper copy of the Head teachers update was distributed at the meeting.

102.2 To receive a Staffing update including proposed management structure for 2019 20 – KS. A detailed staffing structure chart was distributed at the meeting. This showed the leadership and teaching structure as it is now and a proposal for a structure for 2019 20 academic year. The paper included gross salary costs. It was pointed out that this has been the leadership structure for the last 5 years and that KS considered that this has worked well. It was pointed out that pupil numbers have declined over the last few years due to the local birth rate and that governors needed to manage costs downward in line with reduced pupil lead funding. The proposal at leadership level was that KS would give Executive Leadership time to JMAT from September equivalent to 0.4 fte. JMAT will pay back MVP for the gross cost of this time. It was proposed that JL would assume the role of 'Head of School' from

September 2019. JL will continue to do her work with the Maths Hub, which will take her out of school for odd days. KS and JL will co-ordinate their diaries carefully to ensure that there is always one of them in school on any day. *Governor question – shouldn't this say 0.8 fte instead of 0.2fte?* No this is correct as she is contracted to MVP 1.0 fte. The arrangement would run for 1 and perhaps 2 years. This is not a permanent arrangement and will be reviewed after 1 year. If the arrangement with JMAT is not continuing then we would not be able to afford to go back to the current leadership structure. The size of the leadership group is not supported by the amount of pupil lead funding we now receive with reduced pupil numbers. We have managed to afford this by generating income for the school from the system leadership roles that KS, JL and TK have been involved with. The current pupils numbers justify having 1 Head teacher, 1 Assistant Head and the Business Manager. *Governor question – are you, KS, seeking to leave the school in the future?* KS stated that she was happy at MVP, but that school needed to develop a succession plan as at some point she will move on. *Governor question – by having this arrangement with JMAT how many extra teachers will it allow us to employ?* KS explained that this wasn't about employing extra teachers necessarily but about making the classroom and leadership model affordable. *Governor question – why does the structure say that there will be 2 Assistant Heads?* This will be TK focussing on SEND and Inclusion and JL focussing on EYFS and Teaching and Learning. Under the new leadership structure we would need to review the workloads and tasks distribution. *Governor question – I am confused, why did the council say that our pupil numbers would increase?* What the LA said was that we were not allowed to reduce our Pupil Admission Number (PAN) as they believed that this was needed to support an influx of families to the learning community. However this has not happened and school is funded on actual pupil numbers and not the PAN. *Governor question – has you sought advice from our HR advisor on this plan?* Yes, KS confirmed that she had. HR said that as this was a temporary arrangement and JL has NPQH this would be fine. TK has expressed that the timing is not right for her to take on extra responsibility. There isn't anyone else in school who would be interested and has the right skills. This is why the role wasn't advertised. JN arrived to the meeting at this point – 4.15pm.

KS made clear to governors that if the leadership structure didn't go ahead for next year then school wouldn't be able to afford the proposed classroom structure. School will have less classroom support staff next year. This is because 3 have resigned and won't be replaced. The resignations are for retirement, carer responsibilities and career progression. We will hold on until September, when we know actual numbers, and may advertise for 1 TA. We have 2 challenging pupils for whom we received ISG funding in EYFS. These will be moving to F2 in September and we are applying for EHCPs for them. If the application is successful we may be able to employ additional support. *Governor question – is JL appointment to Head of School?* Yes, this for 1 year only. No one else in school is interested in stepping up. If there had been someone else we would have had a selection process.

Governor question – job share in Year 1, do we already have a job share? No, this is created by a teacher returning from Maternity Leave, both are existing members of staff. *Governor question – can you explain the 0.2/0.8 fte split for JL?* JL does work from NCTM who pay school £17.5k per year for this.

Governor question – are you confident that F1/F2 will get the same results as last year? Yes we are.

Governor question – how much less leadership time will we have in the new structure? We have 2.9 fte employed, which effectively gives 1.3fte in school. The current structure, including systems leadership time, has been in place for 2 years.

Governor question – will pupil numbers increase in the future? There will be smaller numbers for the next few years.
Governor question – what will the money for JL time go towards? This will cover the cost of backfilling her post for 1 day per week.
Governor question – will the Associate Head work that KS does still benefit MVP? Yes this will be the same as now.
Governor question – will KS still be in school for 3 days per week? Yes, there may be odd occasions when JL and KS need to be out of school at the same time.
Governor question – will JL start to work full time? Yes she will.
Governor question – will there be a new EYFS leader? Yes in name but with no salary uplift.
KS stated that she had applied for the role with JMAT to help keep MVP stable and not because she is unhappy at MVP.
Governor question – does this still happen if we become an academy in September 2019? Yes. KT stated that the affordability calculation has been made based upon the LA budget and this would need to happen anyway. If governors don't agree to the plan then we would need a staff restructure to balance the budget.
Governors approved the new staffing structure for 2019 20 academic year.
Governor question – are Year 5 and Year 6 separate classes? We have a PAN of 40 and last year we had 35 and 36 so couldn't have a 2 form entry. We now have 30 pupils in each year group up to year 5 and 6.

102.3 To receive a curriculum update, including progress towards the new Ofsted Inspection Framework – KS. A lot of work has been done looking at the new Ofsted inspection framework and its impact on our curriculum. Standards and curriculum are coming together now. We need to look at our curriculum Intention, Implementation and Impact. We have started to use this language in how we talk about our curriculum. We have redesigned the position statements to use this language and also in planning documents. We have reviewed the content for every area. Vocabulary is a weakness for a lot of pupils. When we meet with Head teachers of JMAT schools they seem to be further ahead on this.

FGB103.SAFEGUARDING

103.1 To receive a *brief* update on safeguarding, SEND in school - TK. In the absence of TK it was agreed that this would be carried forward to the next meeting.

FGB104.GOVERNANCE UPDATE

104.1 To receive reports from any governor structured enquiry visits – JN has been into school in her Interim Safeguarding Governor role. JN reviewed the single central record and checked policy and practice in relation to safeguarding. JN reported that she was satisfied with what she saw. A written visit report will follow.

104.2 To receive the Chairs Termly Report – BV. As the chair was absent from the meeting this was carried forward to the next meeting.

Actions – JN to provide ABL with written visit report

FGB105.ACADEMY UPDATE

105.1 Update on plans for academy conversion – KS. On Monday 10th June 2019 a formal staff consultation meeting was held at MVP. Representatives from NEU, NASUWT, Unison and GMB were invited to attend the meeting. Unison and GMB did not send a

rep to the meeting. HR also attended. Staff have been given a summary of their personal and contract details to check by 24th June 2019. John Edwards, our Regional Schools Commissioner (RSC) has advised that the conversion date is now more likely to be 1st October 2019. It is a concern that school has not heard anything from our solicitors and governors were keen to know how the situation with the caretaker's house had been resolved. *Governor question – is Jackie Oliver chasing the solicitors?* Yes she is. *Governor question – were there any issues at the staff consultation meeting?* Nothing major. Staff asked for clarification around things such as pensions, mobility and salary deduction schemes? *Governor question – will new staff go onto JMAT contracts?* No, this will be a school contract? Staff were given the option to meet with their union reps after the formal part of the meeting had finished.

FGB106.MINUTES OF THE LAST MEETING & MATTERS ARISING

106.1 Approval of the minutes of the meeting of the full governing body – 21st May 2019. These were approved and signed by the chair.
106.2 Adoption of the minutes of the strategic planning committee – 14th May 2019. These were adopted.
106.2 FGB Meeting Matters arising

* GDPR – governors to return signed copy of privacy notice to KT. Update some have been received, KT will chase up the outstanding ones.
* Safeguarding governor job description – KS to obtain from JMAT. KS to share with AB for publishing on governor's area of website. Carried forward from 9/4/19. Update – this is now on the governor pages.
* KS to check PP and FSM % in attendance report – KS. Carried forward from 9/4/19. KS will bring to the next meeting. FSM figures have just been received. We have 55 FSM pupils and 70 PP as of May 2019.
* AB to post DEP update to school website – this is now on the governor pages
*TK to add description of DSL to school website – to be carried forward to next meeting.
* KS to investigate what staff surveys could be used next year – carried forward to the next meeting.
* Governors to let TW what CPD they would like to receive next year – no response received from governors. TW has circulated the CPD brochure for 2019 20 to governors. NL is looking at the EYFS course. TW mentioned that she is working on recruiting a new governor via GIS and Inspiring Governance. It was agreed that other JMAT schools may be able to help. It was thought that asking the new governor to step straight into the safeguarding role may be a bid step.
* TW to arrange a date for a discussion around the NGS 20 questions – this was carried forward to the next meeting.

There was a general discussion relating to this year's external pupil assessment results. Governors asked KS how school knew if pupils would be at ARE. When discussing KS1*- Governor Question – will Maths be the same as last year?* 70 are at ARE but we need 76. F2 normally hit national averages but this year we have two SEND children who are not getting GLD in a couple of areas. This will all be confirmed when the figures come through next month.
Governor question – have all school struggled with the reading paper? Yes, this was the feedback and especially the last 2 pages. *Governor question – will the DfE get feedback about this?* Yes and teaching unions are taking this up for us. The issues are that there are different expectation of what education should achieve for our

young people between Government/Parents/Teachers. It was agreed that KS will bring the SATS maths and reading papers to the next meeting.

Actions – KS to bring SATS maths and reading papers to next meeting.

FGB107.ANY OTHER URGENT BUSINESS

107.1 To consider any items of urgent business identified at FGB101.1

107.1 Governor awards – 3 children are picked for each category with 1 becoming the overall winner in that category. This year we have decided to do this differently. A letter will go out inviting all nominees to a tea party. That way all get something. 1 will get the main award as before. KS has spoken to BV about these changes. It was agreed that Platinum would be the term used for the category winner and Gold for the nominees. Letter will be going out w/c/ 20th June.

107.2 School changes to lunch period. School has written to parents and spoken to staff regarding the proposed changes to the timing of lunch break. The proposal was discussed at the governor's strategic planning committee as well. The proposal is to reduce the length of lunch break from its current length of 1 hour 15 mins KS1 and 1 hours KS2. The incidents and falling outs tend to happen in the last 10 minutes of lunchtime. School has tried things like running additional activates and increasing staff supervision but this has not made a difference. Staff have been consulted around having a 45 minute lunch break and they think this would be a good idea. The result from the parent consultation are that 73 agreed with ending the school day at 3pm and having a 45 minute lunch break. 17 disagreed as this would impact upon their working patterns. We don't want to alienated working parents, so we have suggested that we run an after school homework club which is open to all pupils. Parents who can't get to school for 3pm could leave their children in this club.
Governor question – can't you shorten the lunch break to 45 mins and not alter the time school finishes? No because we have to stick to teachers terms and conditions. They are not paid for lunch break and we can't add 15 minutes to their contracted hours. *Governor question – would the after school club be for all years?* Yes, it would be.
Governors were in favour of the change provided the after school club happened and was open to all parents without charge.
KS stated that pupil voice had been very supportive of the proposed changes.
Governor question – how does this link with Winterhill finish time? They finish at 2.50pm which will give time for older siblings to collect children.
Governor question – will this affect after school meetings for staff? We will bring the start times forward by 15 minutes.
KS left the meeting at this point – 5.15pm

107.3 Sky Online Protection – KB explained a new safeguarding system which Sky (his employer) has introduced.
Governor question – have the e-safety workshops for parents happened yet? This will be followed up outside the meeting.

FGB108. CONFIDENTIALITY

108.1 To determine any confidential items. The staffing discussion at 102.2 is confidential.

FGB109. DATES OF FUTURE MEETINGS

109.1 Next meeting – Full Governing Body Meeting – 16st July 2019 @ 4.45pm

109.2 Proposed Meeting Dates for 2019 20 – see document. ABL asked that this be confirmed at the next meeting.