

**MEADOW VIEW PRIMARY SCHOOL
MEETING OF THE FULL GOVERNING BODY
18TH SEPTEMBER 2017 AT 4.45PM**



MINUTES

FGB1.APOLOGIES FOR ABSENCE

- 1.1 To accept apologies for absence. None were given as all governors were present.

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.

FGB3.ELECTION OF CHAIR AND VICE CHAIR

- 3.1 Election of chair – B Vickerage was re-elected as chair, with no other nominations
3.2 Election of vice-chair – J West was re-elected as chair, with no other nominations

FGB4.ITEMS OF URGENT BUSINESS

- 4.1 Chair to determine any items of urgent business for consideration under FGB12 below. None were tabled.

FGB5.MINUTES OF THE LAST MEETING & MATTERS ARISING

- 5.1 Approval of the minutes of the meeting of the full governing body – 10th July 2018
The minutes of the last meeting were approved and signed by the chair.
- 5.2 Matters arising
- * Accounts to be created for governors to access The School Bus – this has not been completed, K Taylor to chase.
 - *K Smith to share other schools attendance data – K Smith shared verbally with governors the school attendance data when compared with other schools. The figures were displayed on the LCD board. School receives a report from the LA with all of the schools attendance data on it. When the school receives this the data is already 2 months behind. The data is RAG rated and K Smith reviews this every month and includes our % in her termly report to governors. MVP has some red areas, with overall attendance target being 96%. MVP attendance is in line with Kimberworths and StBedes attendance. K Smith will circulate full 2017 18 year data

to governors when she receives it. Year to date MVP attendance to the end of June was 95.4% Governor Question – did you have any pupils not returning to school after the summer break? This year we had 12 pupils who didn't come back in the first week. These have all been followed up. **Governor question – do you do 1st day calling?** School does this and if no reply had follows up on the 2nd day as well. We make phone calls, send texts and contact the nominated emergency contacts. If by the 3rd day of absence we have not been able to make contact with parents/carers we will refer this to the Early Help Team. **Governor question – what does the Early Help Team do with this referral?** They go out to the home. **Governor question – what is your policy regarding home visits and referrals?** If we were to refer to the EHT on the 1st day of absence they would not visit the home. School has a list of particularly vulnerable students for whom we would respond differently. It was agreed that K Smith would include the learning community schools attendance figures in her termly report to governors.

*How many families make up the 20 pupils in the PA group? This has now been checked and the 20 pupils came from 20 separate families. **Governor question- what is P.A.?** If a pupil misses more than 38 sessions in a school year they are classed as Persistently Absent (P.A.). 8 of the 20 pupils were EAL, they don't live in the catchment area of the school but are on the Education Welfare Officer caseload at Winterhill School. 3 are on part time tables due to their SEND needs. Bev held an attendance panel last week, but 4 families didn't attend. School has made court referrals. The number of pupils who are just over the 38 sessions threshold are 9.

44-54 sessions = 6 pupils

55-64 sessions = 3 pupils (2 of which are part time)

65 + sessions = 3 pupils (2 Children Missing in Education and 1 part time)

*Governors with a 2019 term of office expiry to let B Vickerage know if they would like to stand again. P White and B Vickerage indicated their willingness to stand again.

- 5.3 Adoption of the minutes of committees –
- a) SIP/Curriculum 1st May 2018, 12th June 2018 – adopted, it was noted that the 1st May meeting was cancelled
 - b) Finance Premises Staffing 26th June 2018 – adopted

Actions – K Taylor to arrange for 'School Bus' accounts to be set up for governors. K Smith to included learning community schools attendance data in her termly report to governors. A Blench to ensure any outstanding items from the FPS Meeting of 26th June 2018 are included in the next full governing body meeting agenda.

FGB6. PUPIL PREMIUM AND PE PREMIUM

- 6.1 Update on the impact of the 2017 18 PP and PE premium plans. K Smith displayed the updated 2017 18 plan with outcomes. K Smith explained the continuous cycle of improvement that school and SLT engage in. Each year they review together the impact of previous measures, whether the aims have been met and what lessons have been learned. This then informs the objectives for the next year. Teachers have seen a grid of pupil premium children's individual needs and how school is setting out to meet these needs.
- 6.2 Approval of the 2018 19 PP and PE premium plans
There will be a twilight session with staff to look at how PP pupils needs will be met this year. K Smith has been trained as a Pupil Premium Assessor and can be deployed to other schools to help them review their plans. Good practice now says that the plans should not be prescriptive of how the money us being spent on specific

roles in school. This is because when we do this it enables members of the public to see how much individual members of staff are paid. We are now doing more of a summary of costs for individual areas. It was agreed that the PP Governor would receive a copy of the old style format of report, which won't be going on the website.

Governor question – Are there common themes with these pupils? SEMH issues are a common theme, but this doesn't apply to all PP. Some have speech and language difficulties so we purchase some speech therapist time to address this. Others have mental health issue so school busy the time of a counsellor from MIND to come into school. The emphasis is on personalised individual provision. We review the impact each year and if it isn't working we don't repeat it.

Governor question – what does school do for high achieving pupil premium children? We still look at their individual provision and look to build their confidence and aspiration. It was agreed that the governor enquiry visit around PP was important to help ensure that data matches practice and the reports being received.

Governor question – can money spent on PP children also benefit non-PP children? Yes it can, but overall we need to demonstrate the impact on PP children. Staff have an objective in their performance management around addressing the needs of PP children.

In 2018 19 the Sports Premium is much higher than previous years at £17,970. We have allocated £6,500 to the employment of a part time PE teacher. He works one day per week and supports lunchtime and after school clubs. He is upskilling other teachers so that they can run the activities without him. Other expenditure is on transport to PE fixtures and resources for activities e.g. dance. The current allocated spend falls short of the total allocation and school is looking for ideas of where to spend this. School doesn't want to buy in external PE coaches from commercial companies. It was mentioned that JMAT have a PE specialist who will be meeting with school to explore what they can offer. It was also mentioned that Rotherham School Improvement Service is also developing a package which schools will be able to buy into.

Governor question – can the funding be used to develop the PE leader? It was also mentioned that schools now need to report on the swimming abilities of Y6 students. J Newbold offered to send K Smith a report format for this. It was suggested that some of the unallocated money could be used to pay for additional swimming lessons. J Newbold and K Smith will meet later to develop a plan for the allocation of remaining monies.

Governor question – can we spend this on equipment? Yes we have allocated £2,000 already for this and the shortfall is £7,500. There was a discussion around play activities at lunchtime and what school could do to engage bored children in activities.

Action – K Smith and J Newbold to meet to discuss plans for allocation of £7,500.

FGB7.APPROVAL OF THE 2018 19 D.E.P.

7.1 Approval of 2018 19 School D.E.P.

K Smith reported that the DEP had only just been finished today and that it would be uploaded to the school website governor pages.

J Newbold left at this point (5.47pm)

K Smith outlined the key priorities for 2018 19 on the new DEP, with this being structured around the Ofsted Inspection Framework.

Governor question – is Winterhill giving school support with the teaching of science? Yes they come and run lessons for us.

Priority 2- Quality of Teaching & Learning. The wider curriculum section has not been filled out as yet.

Priority 3 – Behaviour Safety and Welfare.

Priority 4 – EYFS

The importance of governors being familiar with the contents of the DEP was stressed by the chair.

Governor question – have you seen an improvement in the EAL and language developments? School has seen an improvement over the years and but has also seen a decline in the levels of language of schools on entering nursery. School uses talking tables, beat baby, listening and attention games. More are getting GLD than before. There is a clear difference between children who come from homes where the parents speak to their children at home. Others come in with very poor language skills. Some come in not toilet trained or using bottles. **Governor question – how many have attended the toddler group beforehand?** It's too early to see the impact of this as this is the first year. **Governor question – should school be tackling the baby and toddler group?** The group is held at MVP run by Children Centre staff, who are addressing these issues with parents. **Governor question – could we run more sessions that parents and toddlers could drop into before they start properly?** School does home visits and stressed the need for the children to be toilet trained and out of nappies before starting foundation. It was agreed that the Children Centre would be approached and asked if they could speak to parents about toilet training. N Lee to lead on this.

Actions – K Smith to circulate 2018 19 DEP, N Lee to contact Children's Centre

FGB8.PUPIL PROGRESS AND ATTAINMENT DATA

- 8.1 Update on the latest available data. K Smith issued the end of year results in 2 reports at the summer terms full governing body meeting. It was noted that the Data Sub Committee will meet on 19th September at 1pm to consider these again.

FGB9.GOVERNANCE UPDATE

- 9.1 To receive reports from any governor structured enquiry visits – none were tabled for discussion. B Vickerage had visited school on 14th September 2018 and toured the school. He reported that there was good feel in school. Pupils had settled in well and classroom displays were looking good. The inclusion of the clock on the wall, with the daily dashboard linking to real life scenarios was working well. This was a great way to link together geography, maths, weather and news into discussions. Mornings now start with the daily dashboard.
A large history display with a timeline had been noticed. K Smith explained that schools are required to teach history in chronological order. The timeline allows pupils to see events in history in context along the timeline.
The exhibition room is looking good. It was mentioned that unless a member of staff explained to an outside observer it wouldn't be clear which year group you were looking at. K Smith explained that this had now been addressed.
There were no safeguarding of health & safety issues observed.
- 9.2 Review of governing board membership – it was noted that 3 governor's terms of office will expire in 2019
- 9.3 Review of governing board training and development needs for coming year (skills audit) – this had been discussed at the strategic planning committee meeting last week and governors will be asked to complete a skills audit soon. It was agreed that we would use the academy version of the skills audit pending our conversion plans.

- 9.4 Review of governor participation 2017 18 – governors had received a record of their attendance at meetings last year and were asked to let the clerk know as soon as possible if they spotted any errors in the record.
- 9.5 Approve Code of Conduct – a revised document was approved for circulation and completion.
- 9.6 Register of Business Interests – governors were reminded that they would be receiving a new form to complete this year and that this must be returned to the clerk as soon as possible.
- 9.7 New GB Structure and programme of meetings – B Vickerage explained that the governing body meeting structure had been changed for this year. The Finance and Curriculum Committee has been suspended for this year. The business they would normally consider will now come to a monthly full governing body meeting. An agenda plan for the meetings for the year had been published before this meeting. Governors were asked to review the plan and draw to the chairs attention any omissions. The chair thanked A Blench, K Smith and K Taylor for their work in constructing a plan which makes sure we meet all of the statutory and regulatory requirements. It was agreed that different members of the governing body would chair each time. P White will chair the meeting on 16th October 2018.
- 9.8 Approval of Strategic Planning Committee Terms of Reference – This was approved without amendment.

Actions – A Blench to circulate Business Declaration and Code of Conduct document to governors. Governors to complete and return to A Blench before next meeting.
Governors to check meeting attendance data for 2017 18 and let A Blench know of any errors.

FGB10.ACADEMY UPDATE

- 10.1 Update on plans for academy conversion – K Smith updated governors on progress. The school has now received an academy order from the secretary of state. Our application has gone to the Head teachers committee of the Regional Schools Commissioners Office and been approved. JMAT was the trust named in the academy order and school is now having more detailed talks with the trust. A proposed Scheme of Delegation document has been received by school. It was agreed that A Blench will circulate this and governors will bring any comments or questions to the next meeting. K Smith has met with D Sylvester again and further meetings will happen between key people in the trust and school. The due diligence process has started. K Taylor is visiting the SBM Meetings at the trust. There needs to be a formal staff consultation process started and also a parental consultation. It is proposed that this will start at the end of October 2018. For staff this is called a TUPE consultation process. Letters will be sent to parents explaining why school is converting and why JMAT has been chosen. There will be a meeting arranged between our governors and representatives from JMAT. The RSC is more than happy for school to join JMAT.
1st February was a proposed conversion date but because school is a PFI school the legal process of converting is more complex so 1st September 2019 is thought to be more realistic. We are going to see if JMAT can complete a governance review for us. K Smith stressed that at any point, until legal papers are signed, we can pull out of the process if we feel something isn't right.
It was stressed that at this point the plans are highly confidential and that governors must not talk about them other than in governors meetings.

Actions – A Blench to circulate Scheme of Delegation document to all governors for comment.

FGB11.SAFEGUARDING UPDATE (HEADLINES)

11.1 Brief update on any safeguarding action or concerns – All staff have received a safeguarding update this month. There is a new version of the document Keeping Children Safe in Education and all staff have been given a copy of Part 1 of this document and have signed to say they have read it. There is a new document with staff which lays out expectations in terms of personal conduct. All staff have received a copy of the code of conduct and have signed this. D Everett as Safeguarding Governors will be coming into school on 19th September 2018 to review these arrangements. We do not have any Looked After Children at the moment, we did have 7 but they are either now formerly LAC or have moved onto other schools

FGB12.ANY OTHER URGENT BUSINESS

12.1 None

FGB13. CONFIDENTIALITY

13.1 To determine any confidential items. None identified other than 11.

FGB14. DATES OF FUTURE MEETINGS

14.1 To review the dates of meetings for the 2018 19 academic year. The next meeting will be on 16th October 2018. K Smith, J West, D Everett gave their apologies for this meeting.