

**MEADOW VIEW PRIMARY SCHOOL
MEETING OF THE FULL GOVERNING BODY
21st JANUARY 2020 AT 4.45PM**



MINUTES

Present:- K Smith, T White, N Lee, J West, K Bromley, J Newbolt, A Boyle
In Attendance:- A Blench, K Taylor, J Logan, T Keenan

FGB1.APOLOGIES FOR ABSENCE

- 1.1 To accept apologies for absence. Apologies were received and accepted from B Vickerage and T Davidson-Hague.

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 were made.

FGB3.ITEMS OF URGENT BUSINESS

- 3.1 Chair to determine any items of urgent business for consideration under FGB11 below. It was agreed that the following would be discussed.
- 3.1 Confirmation of T D-H appointment
- 3.2 Start time for governing body meetings
- 3.3 Ofsted inspection report

FGB4.RESOURCES

- 4.1 Premises update - KT

KT distributed paper copies of a Health and Safety Report dated 6th January 2020. The report had been completed from a walk around with Pete the caretaker. The items highlighted in green have been completed. Amber highlighted items will be completed by half term.

Governor question – have you got classroom blinds on the list? This wont appear on the list as this is a health and safety items report. School is aware that some blinds are difficult to operate.

The roofing issues have been ongoing for 10 years and ENGIE is pursuing this via legal routes. There are no new roof leaks.

Governor question – who employs the cleaning team? RMBC, they are not part of the PFI contract. They do a good job and have a local supervisor. If standards are not met there are financial penalties in the agreement.

Governor question – do you do this report every term? Yes, but issues are picked up on a daily basis.

Governor question – can we have sight of the Engie compliance list? KT agreed to chase the spring term list.

Actions – KT to chase Engie Compliance Report

FGB5. DEP UPDATE – KS/JL

5.1 To receive an update on progress towards the PP and PE grant strategies

KS gave a verbal update for this agenda point.

For PE we continue to work with Dan Bennett via JMAT. We have purchased the Val Sabin PE Scheme, which shows clear progression for pupils. KS1 are trialling this scheme. After school clubs with RUFC – the numbers attending have been going down. This has been moved to lunchtimes so more children can access it. Governor question – is this just football? No it can be any sport as directed by school. Governor question – is there a good mix of boys/girls. This wasn't known and KS agreed to obtain data on the diversity of pupils taking part. Governor question – has the move to lunchtime affected behaviour? Behaviour has improved at lunchtime but this is due to changing the times rather than the club.

PP strategy – Looking at F2 to Y1 phonics we can see the impact of the PP strategy and also with Maths. In KS2 PP students make the same progress as their peers and there isn't a gap. It was agreed that at the next meeting the data would be broken down into year groups.

5.2 Term 1 update on progress towards DEP targets

KS distributed printed copies of the updates at the meeting. The blue font in the document is linked to the Ofsted inspection outcomes. This wording was already on the DEP prior to inspection, with the exception of one point. It was agreed that JL would circulate an electronic copy of the document.

JN arrived at 5.10pm

When we have confirmed governor linked areas this will be added to the plan.

Governor question – will Ofsted come in again? Not any time soon. Should be another inspection once 30 months have elapsed. Academizing effectively resets the clock.

It should be noted that some items in the DEP from Ofsted feedback are not featured in the published report. These were from the inspectors verbal feedback. The Ofsted report was sent to parents on 17th January 2020 and wasn't available on the Ofsted website at the time of the meeting. A meeting was arranged for parents on 20th January to give them opportunity to come into school and ask any questions they had about the report. 2 Year 5 parents came in to ask what was being done about behaviour in Year 5. They asked if the reason the overall judgement was RI was because we had become an academy. The parents were advised that we hadn't become an academy yet and share details of how behaviour was being addressed. It was mentioned that TW had seen D Sylvester from JMAT 2 weeks ago and he was keen for MVP to join the trust. Governors were reminded that the Ofsted report said that Personal Development was good and procedures were thorough.

A comment from the inspectors was that governors were not following through on impact of data. There was a need for governors to ask more questions on progress and attainment. It was noted that the inspectors had refused to look at local case studies or consider the effect of being an inclusive school. The Ofsted report is still a draft report. School can only ask for factual inaccuracies to be changed. School requested 8 changes and 5 of these were agreed.

Governor question – now that we are RI do we get additional help with this? LA looks at all schools which are in this category. They know that we have everything in our DEP and that we are already accessing support. It is possible that the Regional Schools Commissioner (RSC) office may contact D Sylvester and offer an NLE deployment. There will be no extra cash. The focus for extra funding is upon schools that are stuck in RI. We are already accessing help from the English Hub and may get more.

Governor question – will we as an academy still access help?

Yes we will still access help. WE have always been an open and outward facing school. This wont change.

Governor question – how are staff? Staff were upset and felt that the judgement was unfair. It isn't possible to get a good view of a school from a 10 minute lesson observation. Governor question – how can you build up staff morale again? JL has spent time with staff, talking about behaviour management and CPD and workload challenges.

Governor question – Have we had any more reaction from parents? School had not received any further comments. Governors discussed how views of parents could be captured and feedback encouraged. Governors recognised all the good things which are happening in school and that the Norovirus had impacted school at the time of the inspection. Neither of these are reflected in the report.

5.3 To receive an update on pupil progress and attainment.

A paper copy was distributed at the meeting showing pupil progress and attainment. KS explained that this based upon teacher assessments made in January 2020. School had a plan for those pupils who ate not on track to reach ARE.

Y1 phonics – 1 child who is not on track due to low attendance

Y2 phonics – 1 child not on track

KS1 – 1 new child has started at school who we think will not get this.

KS1 writing – the bar was raised 2 years ago and children now need to tick all of the boxes for capitals, punctuation. Pupils sometimes just forget to check their work. 11 out of 23 at ARE is not good enough Governor question – is this something you would have expected from their performance in F2? Yes it is. There are a lot with SEN and some with development delay. We have identified 3 children in particular to work with.

KS2 – 1 Year 6 child has not been attending since October 2019. Therefore they wont be on track. Governors asked a series of questions about this child from a safeguarding perspective. Governors were satisfied that proper process was being followed and the relevant agencies had been contacted. It was noted that the parents were not engaged in the issue. It was agreed that JL would arrange a 'safe and well' check.

KS2 – 2 others slightly below but should hopefully come back up to expected levels. The main areas of concern is KS1 writing. We are doing what other schools are doing. There is a passion for maths in school now, but we haven't got the same for literacy. It was agreed that KS would send an electronic copy of this update to ABL for circulation.

Actions – JL to circulate electronic copy of the DEP update document for governors.
KS to obtain data on types of pupils accessing lunchtime PE clubs.
JL to arrange a safe and well check for child who had not been attending school since October 2019.
KS to send pupil progress update to ABL electronically.
KS to ensure data is broken down into Year groups as well as Key Stage.

FGB6.GOVERNANCE UPDATE

6.1 To receive reports from any governor structured enquiry visits – ALL

No visits had taken place this month.

FGB7.ACADEMY UPDATE

7.1 Update on plans for academy conversion – KS

JMAT had an academy review with the DfE recently. MVP are on track for the 1st May 2020 as a conversion date. Jackie at JMAT had not had any update on the legal or premises issues. The fact that our conversion date has slipped into a new financial year (e.g. after 1st April) will now create extra work for KT. KT will now have to draw up an LA budget and an academy budget. Governor question – will JMAT support KT with this extra workload? Yes and there is now a new Chief Finance Officer in place which will help.

FGB8.SAFEGUARDING UPDATE (BRIEF HEADLINES)

8.1 Brief update on any safeguarding action or concerns – TK

TK gave a brief update. Staff had received a briefing on homelessness, gangs and county lines. Governor question – do you receive the safeguarding updates from Andrew Hall? Yes and we also get regular updates from JMAT.

FGB9. POLICIES FOR REVIEW AND APPROVAL

9.1 Workload and wellbeing – to discuss policy and review arrangements – TW

TW briefed governors on the content of the Governance Briefing at Wales High School. Half of the evening was dedicated to the Spring Term Model agenda. The second half was a workshop around teacher workload and governors responsibilities in relation to this. It was mentioned that nationally 33% of teachers leave the profession within 5 years of qualifying. A top reason given for leaving was an unmanageable workload. There is a DfE Toolkit to help schools address these issues. TW has reviewed the toolkit. Governors need to look at what we do and if there are any demands we make of the school which may add to the problems. Wellbeing needs to be addressed and we need to give staff the skills to manage stress and develop a positive mindset. Governors need to have an awareness of what school is doing in this area. Governor question – are there wellbeing initiatives that staff can access in school? We buy into SAS for school absence insurance. They also offer a range of wellbeing options which staff can access including an app, private health care, physio, counselling, slimming world. School is working towards the silver standard in the 'Be well at work' charter. We have had 10 sessions of

mindfulness. Some staff switched off this and others thought it was great. Governor question – when is the next staff survey due? This will be done later this academic year. Governors discussed the workload issues around teacher/pupil reports.

FGB10.MINUTES OF THE LAST MEETING & MATTERS ARISING

- 10.1 Approval of the minutes of the meeting of the full governing body – 10th December 2019. These were approved as an accurate record and signed by the chair.
- 10.2 Matters arising
- *GDPR governors to return signed copy of privacy statement (cfwd from 21st May) – update KT. The GDPR audit was completed in January 2019. KT had only received 2 signed privacy notices back from governors. Paper copies were issued to governors in the meeting for completion. School had one Subject Access Request in September 2018. Staff are reminded about their duties in relation to GDPR regularly. It is included in staff induction. Governor question – have there been any data breaches? No and we have done a lot of work to ensure this doesn't happen. We don't use USB memory sticks and all emails are accessed using 2 factor authentication. There was then a discussion around how governors accessed their emails on their smart phones. It was suggested that this was not secure and KT agreed to clarify this aspect with Tim Pinto – DP Officer.
 - *Safeguarding governor school visit, written report received? (cfwd from 18th June) – update JN
 - * ABL to arrange for NL to have a contact with Friends of Blackburn group – update ABL (cfwd from 15/10/19)
 - * PW to send governors NGA skills audit for completion and return by 31/10. Update PW
 - * TK to share case studies with governors – TK (19/11/19) carried forwards
 - * KT to share breakdown of private fund spend in 2018 19 – TW will review these with KT away from the meeting
 - * JL to put parents in contact with NL who are interested in setting up a friends of group. Completed as an action.
 - * AB to contact LA regarding JW term of office renewal – ABL. Confirmation of renewal of term has been received.
 - * JL to write to parents w/c 6th January 2020 regarding parent governor vacancies. Parents had been made aware of the role and been given an opportunity to come into school and discuss this informally. A formal application process with closing date needs to be communicated. JL agreed to contact parents with a closing date.
 - * ABL/PW to speak to NL and encourage NL to stand again as parent governor – NL agreed to stand again for another 4 year term. JN agreed to stay on until a new parent governor is appointed.
 - * ABL to produce revised governor plan – completed. TW has some new amendments which will be sent to ABL.
 - * TW to speak to NL about Mental Health governor training/role - completed
 - * KS to speak to JMAT to ask if they have any governor training available for appeal handling – update JMAT do not run any training. TW will contact P Carney.
 - * ABL to share link to NGA Learning Links – completed.
 - * LAC data to be brought to January meeting – TK. Update paper copies of data were distributed at the meeting. Last term we had 1 LAC and 2 post LAC. School now has no LAC. There were no issues with progress or attendance.
 - * KT to scan documents from AB for circulation to governors - completed
 - * ABL to upload pay policy documents to governor secure area - completed

Actions – KT to clarify 2 factor authentication with Time Pinto

FGB11.ANY OTHER URGENT BUSINESS

11.1 To discuss any urgent business as agreed by the meeting chair at FGB3 above.

D Sylvester has advised that he may be able to help with sourcing co-opted governors if we need them.

It was agreed that the start time of the next meeting on 11th February would be brought forward to 4.15pm

TW mentioned that she will be scheduling 1-2-1 chats with each governor

FGB12. CONFIDENTIALITY

12.1 To determine any confidential items. No items were identified

FGB13. DATES OF FUTURE MEETINGS

13.1 Full Governing Body - 11st February 2020 @ 4.15pm