



Markeaton Primary School, Bromley Street, Derby DE22 1HL

MINUTES
Full Governing Board Meeting
Thursday 18th July 2019 at 5.00 pm

<u>Item</u>	<u>Topic</u>	<u>ACTIONS</u>
12/19	<p><u>Present</u></p> <p>Steph Marshall Power, Chair (SMP), Ian Johnson, Headteacher (IJ), Nicki Jenkins (NJ), Jess Hawley, Staff (JH), Hannah Pearson (HP), Joanne Fleay (JF), Laura Martin (LM), Chris Mulvenney (CM).</p> <p>Attended by: Louise Wilber (LW), Emma Edge, Assistant Headteacher (EE), Emma Balfour, Assistant Headteacher (EB).</p> <p>Clerk: Billie Welford</p> <p><u>Apologies for Absence</u> – Colin Hinchley.</p>	
13/19	<p><u>Review of Membership</u></p> <p>SMP welcomed JF and LM to the governing board as new Parent Governors. Today is the final meeting for CM, JH and HP. A Chair and Vice Chair are required for the Curriculum Committee from September. To be put on agenda for next FGB meeting.</p> <p>Governors voted unanimously to recruit Louise Wilber as the new Staff Governor who will replace Jess Hawley as from September.</p> <p>There are now only vacancies for 2 Co-opted Governors. SMP to approach companies and try other avenues to recruit for at least one of these vacancies. SMP and NJ to analyse the skills audit to identify any skills gaps prior to any advertisement</p>	<p>Agreed</p> <p>SMP/NJ</p>
14/19	<p><u>Declaration of Interests</u></p> <p>Governors were asked if they had any interests to declare regarding the content of this meeting. None declared.</p>	
15/19	<p><u>Review of minutes from FGB 11 April 2019</u></p> <p>The minutes had been circulated to staff prior to this meeting.</p> <p>The minutes were accepted by all governors as a true record of the meeting. They were signed and dated by the Chair.</p>	<p>Accepted</p>
16/19	<p><u>Matters arising from minutes FGB 11 April 2019</u></p> <p>05/19 Item 11 – SMP/NJ are midway through updating the Policy Schedule. This should be ready in September.</p> <p>07/19 Financial Management Competencies distributed to staff for updates.</p> <p>09/19 The Governor Health Check has been completed and needs uploading to Governorhub. NJ said that the next step is to turn the results</p>	<p>SMP/NJ</p> <p>SMP/NJ</p>

	into an action plan. This will be ready in September.	
17/19	<p><u>Review of minutes from CURR 16 May 2019</u> The minutes had been circulated to staff prior to this meeting and discussed by all governors.</p> <p>The minutes to be reviewed/signed at the next Curriculum meeting.</p>	
18/19	<p><u>Matters arising from minutes CURR 16 May 2019</u> 05/19 All visit reports have now been uploaded to Governorhub. <u>SEND - Key Issues arising:</u></p> <ul style="list-style-type: none"> • Governors need to monitor/keep discussing how school track SEND pupils. Tracking should show progress for SEND pupils but this is not always reflected in the MAGS system at present. • Funding of SEND remains an ongoing area for attention. • Support for parent groups and coffee mornings ongoing. <p>EB said that the MAGS system does not give an accurate view of the attainment of these children. IJ said that the staff have a much more thorough understanding of their attainment. Some children stay the same but progress is made. SMP said that Ofsted are becoming more acceptable of the differences regarding MAGS.</p> <p><u>Curriculum - Key issues arising:</u></p> <ul style="list-style-type: none"> • Feedback from curriculum development throughout 2019-2020 and from training in September term. • Governors to see display to be created by KH <p>Links between wellbeing, PSHE statutory curriculum, safeguarding and wider curriculum to be considered throughout the year.</p> <p><u>Safeguarding - Key issues arising:</u></p> <ul style="list-style-type: none"> • Mid-year review of audit advised for Feb/March. LM. • Ongoing agenda item with Safeguarding report provided at every FGB. • All new governors to have signed confirmation of KCSiE document and safeguarding policy. • Single Central Record to be checked and signed termly by governors. • JF to be involved in Children's Wellbeing Policy formation. • LM to monitor school's development of safeguarding curriculum, in particular more challenging content, and whether/when/how it will be taught, linking to PSHE curriculum. <p>08/19 Policy Schedule will be ready for September FGB. 09/19 All governor visit reports now uploaded to Governorhub.</p>	<p>LM</p> <p>JF LM</p>
19/19	<p><u>Headteacher's Report – Summer 2019</u> The report had been circulated to governors prior to this meeting. IJ had set the report out in a format to include the information that governors need and that mirrors the SEF for Ofsted.</p> <p>SATs - SMP congratulated the school on the SATs results of 84%. IJ said that there had been an amazing team effort from the staff. All results across the board were very positive and results were up on statutory areas. EE said that 84% was a marvellous achievement and that above all she was proud of how everyone had approached SATs. IJ said that none of the children</p>	

had been upset during SATs and this was testament to the team and culture of the school. SMP said that lots of children had attended the early breakfasts at school and really enjoyed them.

Target 1 – To broaden the children’s understanding of equality

In the report, IJ had included measures taken to broaden the children’s understanding of equality. In partnership with 2 other Derbyshire schools, Markeaton has submitted a ‘connecting classrooms’ application to the British Council. If successful, the school will be partnered with another school in Tanzania which will result in a visit there in autumn and summer 2020. Also, as lead of the project, a member of staff has attended Global Teacher’s Training at Level 1. Finally, all staff have been allocated budget for books promoting diversity and equality.

HP said that it is important that ‘equality’ is not just a buzz word changing year on year. SMP said that it is important that these books become the norm and not specialist topics – eventually becoming library books. IJ said that it had prompted lots of discussion in the staffroom and the children had been immersed in texts.

NJ said that regarding relationships and sex education (RSE), there were signs that the protests seen in Birmingham will move across the country. There was some discussion around this and governors felt that careful thought should go into how these topics would be taught in the school. IJ said that he was already being asked about it by parents at the school gate. JH stated that the topics were already being taught in school anyway. RSE is progressive, reflects student gender and how children see themselves in terms of girls/boys. LM said that as RSE is statutory from 2020, perhaps it would be wise to invite parents in to explain what the children will be taught.

Target 2 – To improve outcomes in writing.

Many actions had been taken to support this target. IJ said that the funding for the PSG program is to continue next year. PSG recognises where help is needed regarding spelling. EE stated that it is a good vehicle but staff need to know how to use it to its best. There had been staff training on the inset day in April focusing on new approaches to writing. LW said that parents who are weak at other subjects like maths are very open about it. It’s a different matter with spelling and parents find it difficult to help their children with it, especially EAL children. SMP said that technology corrects spelling for children now so it is devalued as a topic by the children. EE said that words can also be spoken into a tablet which ensures correct spelling. This topic provoked much discussion amongst governors, agreeing the importance of accurate spelling and how technology can be used to great effect.

Target 3 – To further improve the physical and mental wellbeing of children and staff.

Amongst the notable actions taken since the last meeting, IJ has created a Wellbeing Council for Y5 and Y6 children. The first meeting has taken place and they have been introduced to the school during an assembly. They will have a budget of £200 to spend. SMP commented on the £5500 from the Rolls Royce Mental Health Scheme and thanked JF for facilitating the contact with Bridge the Gap which is already starting in school. IJ said that feedback on the new Community Room has been very positive. Staff wellbeing days continue. The parent questionnaire results contained comments which highlight that the work the school has done on wellbeing and growth mindset had already made an impact. IJ felt that this target has now been met but one of the new targets for next year is to achieve the Emotionally Healthy Schools Award which JH will lead. Governors expressed their thanks to JH.

	<p>Target 4 – For teaching staff to lead improvements using Research Based Projects</p> <p>EE circulated a research based model which was now in use. One of the examples showed different stages of inquiry: ingredients, method, result, findings. EE explained that the next steps section is the most interesting, what the children found out and what they will do next. EE said that it generated a lot of discussion and was a good opportunity to practice spelling too. SMP questioned the impact on teacher workload. EE said they have been careful to implement this approach as part of what the children would be doing anyway. IJ said that the moderator was very impressed by the voice of the children. EE said that she had also made some subscriptions e.g. TES, to keep learning fresh. SMP thanked EE for her input.</p> <p>Target 5 – To enhance the school’s provision for investigative science</p> <p>STEM days had taken place over the last 2 days. There had been book scrutiny with a focus on Science Investigations. SMP said that this seems to have achieved engaging results. IJ said that the school is now in discussions as to whether to pursue the ScienceMark award.</p> <p>Target 6 - To increase the number of children achieving GLD at the end of FS2</p> <p>GLD had increased by 6%, from 72% to 78%. This included 4 children who left who were on track to achieve GLD and 2 children who joined who did not achieve GLD. HP asked what IJ thought had made the difference. IJ said staffing and lots of training had impacted on the results and felt that it was important that as many staff as possible can actually attend the training. EE said that she had tried to reorganise so that staff can work in family groupings. This means that staff can work together on things.</p> <p>Progress towards Ofsted Outstanding criteria – Effectiveness of Leadership and Management</p> <p>SMP said that recent training had suggested that it was becoming more and more difficult to achieve Outstanding. IJ said that some superb work was going on with Pupil Premium and Sports Premium was exemplary. IJ said that school may be getting the platinum award for Sports Premium. A governor needs appointing for Sports Premium.</p> <p>HP said that the evidence is all there regarding SEND expenditure and governors are committed to spending it.</p> <p>What other evidence can we provide? SMP said that going back to the visit reports, actions are not as clear as they could be. NJ said that recent training had also highlighted that visits are not focusing on the SDP priorities. It might also help to put the actions from the previous visit at the top of the feedback form. Visit reports to be amended and all governors to be clear on visit action plans – or ask if they are not</p> <p>Staff changes – IJ said that there were 5 members of staff leaving and 5 coming in. 3 have been offered permanent contracts following extended periods of supply work. A member of staff has returned from maternity leave and is really enjoying being back.</p> <p>New priorities set.</p>	<p>SMP/NJ</p> <p>SMP/NJ ALL</p>
20/19	<p><u>School Development Priorities for 2019-2020</u></p> <p>IJ Proposed New targets for 2019-2020:</p> <ol style="list-style-type: none"> 1. To broaden the children’s understanding of equality 2. To enhance the school’s provision for Investigative Science 	

	<p>3. To achieve the Emotionally Healthy School's Award</p> <p>4. To improve spelling in all year groups</p> <p>5. To further develop the capacity for delivering high quality Computing lessons</p> <p>SMP and IJ previously discussed which priorities would carry over for another year and explained the reasoning for this. All governors were happy for those targets to remain. JH queried target 5. IJ said that it is included in order to develop the capacity to use computers in all lessons. EE said that this came from a discussion about knowing what we can use. The children are already well advanced in using ICT in terms of apps and coding/computer programs. Staff need to know what is available to enhance the curriculum. IJ said that Virtual Reality is an example. Headsets can cost less than £10 and a lesson can be brought to life. Governors discussed the wording on whether this meant individual computing lessons or computing across all lessons – IJ to check and adjust wording as necessary. Governors to see new wording and agree SDPs via email.</p>	IJ ALL
21/19	<p><u>Policies/Documents for Ratification - Circulated</u></p> <p>Governor Visits to School Policy</p> <p>This document had been circulated to governors prior to the meeting. Small amendment required by SMP.</p> <p>All completed visit reports to be sent to IJ initially then sent to BW to upload to Governorhub.</p> <p>Financial Delegation policy under review. To be agreed at next FGB</p>	SMP NJ/SMP
22/19	<p><u>Safeguarding</u></p> <p>Audit to be sent out by IJ. HP visit reports as evidence.</p> <p>Single Central Record monitoring needs scheduling on a termly basis.</p>	IJ LM
23/19	<p><u>Governor Visits/Training</u></p> <p>All visit reports now uploaded to Governorhub.</p> <p>Both of the new parent governors had attended induction training. SMP had attended Ofsted training. NJ had attended finance training. NJ had also attended a Pupil Premium review meeting. All governors to fill in the training section of their account on Governorhub.</p>	ALL
24/19	<p><u>What difference has this meeting made to our pupils?</u></p> <p>New priorities have been set which focus on the current needs of the pupils and the continuation of our vision to enhance resilience in the children. Governors discussed ways to improve spelling.</p> <p>Class work was looked at ensuring governors are accountable to check progress.</p> <p>Wellbeing and equality were also high on the meeting agenda and will remain a priority for the next year. A new Wellbeing Governor (JF) has been appointed and an action plan is in progress.</p>	
25/19	<p><u>Determination of confidentiality of business</u></p> <p>Nothing identified.</p>	

26/19	<p><u>Date of next meeting and items to include</u></p> <p>FGB Meeting 19 September 2019 at 5.00 pm. Recruitment of Chair and Vice Chair for Curriculum Committee Policy Schedule/Governor Responsibilities Election of Sports Premium Governor Financial Delegation Policy Review New academic year paperwork to be signed SDP targets for 2019-20 Wellbeing and Equality</p> <p>All 2019-2020 dates now uploaded to Governorhub.</p> <p><i>SMP thanked JH, HP and CM for their support as Governors.</i></p>	
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Signed _____ Dated _____