



Markeaton Primary School, Bromley Street, Derby DE22 1HL

MINUTES
Full Governing Board Meeting
Thursday 19th September 2019 at 5.00 pm

<u>Item</u>	<u>Topic</u>	<u>ACTIONS</u>
27/19	<p><u>Present</u></p> <p>Steph Marshall Power, Chair (SMP), Ian Johnson, Headteacher (IJ), Joanne Fleay (JF), Laura Martin (LM), Louise Wilber, Staff (LW) Attended by: Emma Edge, Assistant Headteacher (EE) (left at 6pm).</p> <p>Clerk: Billie Welford</p> <p><u>Apologies for Absence</u> – Nicki Jenkins, Colin Hinchley.</p>	
28/19	<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> <p>Governors debated as to whether to continue with a paper copy of the annual Declaration of Interest document or to use the facility on Governorhub. In order to reduce paperwork, Governors unanimously decided upon the latter. All Governors to fill in this section on Governorhub and will be reminded to renew this at the first FGB of each year.</p>	ALL
29/19	<p><u>Review of Membership</u></p> <p>SMP welcomed all Governors to the meeting. With a show of hands, Governors voted unanimously for SMP to continue in her role as Chair and for NJ to continue with her role as Vice Chair.</p> <p>The vacancies for the Chair and Vice Chair of the Curriculum Committee were discussed. Governors voted unanimously in favour of appointing LM as Chair and LW as Vice Chair.</p> <p>NJ was elected as Sports Premium Governor.</p> <p>There are still vacancies for 2 Co-opted Governors. SMP to continue to approach companies and try other avenues to recruit for at least one of these vacancies. She has already begun this process by approaching Jayne Hadfield at DCC. EE asked where else SMP was looking for new Governors. SMP said that Governors felt that the Board was already made up of sufficient parents and had agreed to look further afield to fill the vacancies if possible. SMP and NJ had begun to analyse the skills audit to identify any skills gaps prior to any advertisement. There were still one or two completed audits to be returned by Governors. SMP was particularly looking for new governors who could take on the responsibilities of HP who had recently left their position with the Board.</p>	<p style="text-align: center;">Agreed</p> <p style="text-align: center;">Agreed</p> <p style="text-align: center;">Agreed</p> <p style="text-align: center;">SMP/NJ</p>

30/19	<u>Governing Body Code of Conduct</u> Circulated prior to this meeting. Signed by the Chair on behalf of the Governors.	
31/19	<u>Governing Body Standing Orders and FGB Terms of Reference</u> Both circulated prior to this meeting. Signed by the Chair on behalf of the Governors.	
32/19	<u>Review of minutes from FGB 18 July 2019</u> The minutes had been circulated to staff prior to this meeting. The minutes were accepted by all governors as a true record of the meeting. They were signed and dated by the Chair.	Accepted
33/19	<u>Matters arising from minutes FGB 18 July 2019</u> 05/19 SMP/NJ have almost finished updating the Policy Schedule. 07/19 Financial Management Competencies – NJ not present to discuss. 09/19 The Governor Health Check - NJ has the action plan but now needs to link to the SDP priorities. 18/19 LM/IJ setting dates for Safeguarding audits. 23/19 LM/JF have recorded their training onto Governorhub. There was some discussion amongst Governors regarding the receipt of attendance certificates as evidence that training has been completed. SMP suggested that they may have been sent to the School Business Manager who was also the previous Clerk. SMP to check this. All Governors to check if they have been in receipt of attendance certificates when they have attended training events. All to send copies to BW.	SMP/NJ NJ NJ LM/IJ ALL SMP ALL
34/19	<u>Governing Board Objects</u> <u>Training and Development</u> Training requirements will be finalised as a result of the skills audit, once the analysis is complete. All Governors to also assess their own training needs and book through Governorhub. Booking evidence and attendance certificates should then be sent to BW. <u>New Governor Induction Training</u> LM and JF have already completed this training. LW still to complete. <u>Governor Visits Schedule</u> SMP to complete the Governor Visits Schedule once the SDP priorities have been finalised.	SMP ALL LW
35/19	<u>Policies/Documents for Ratification</u> <u>Policy Schedule and Governor Responsibilities</u> The Policy Schedule is almost complete and will be finalised next week by SMP/NJ. There was some discussion around Governor responsibilities and who would take on the ones from Governors who had recently left. LW to join the Curriculum Committee. SMP to take on the role of HR/SEN Governor. LM to take on the role of Safeguarding/FS2 Link/Pupil Premium Governor. JF to take on the role of Wellbeing/Training Governor. There are further amendments to be made before this document can be uploaded to Governorhub and the school website. <u>Financial Delegation Policy Review</u> Still some amendment required by IJ/NJ. SMP has completed GDPR/Website training.	SMP/NJ SMP IJ/NJ

36/19

Headteacher's Update

This was a verbal update from the Headteacher.

Staffing

IJ informed Governors that he had received letters of resignation from 2 members of teaching staff. SMP asked when the staff will leave. IJ said that he was currently exploring options. Contractually this should be 31st December but both members of staff are open to leaving sooner if IJ manages to recruit before then. This would then help to maintain consistency in the classroom.

SDP Targets

IJ had met with the School Improvement Officer, Kate Nash and the SDP targets had been revised after this meeting.

Target 1

To broaden the children's understanding of Global Citizenship and Diversity

IJ said that there were a lot of exciting things happening. Apart from the Tanzania trip there would be LGBT staff meetings after half term. IJ had met with a parent who offered to support the sex education teaching in school. EE/IJ looking at this. All learning currently in progress. Two staff meetings have been put aside for Equality.

Target 2

To implement a research based approach to improving aspects of writing across the curriculum

This is still the same but draws attention to the research side of things. Spelling remains a priority.

Target 3

To further enhance the connectivity of the curriculum through our Curriculum Families

Work is in progress with an idea of 'curriculum families'. The 4 groups would be Arts, Wellbeing, Humanities and STEM. There was an idea that Governors could be attached to the 4 families, be part of the meetings and get feedback. EE said that within each family there would be a representative. This person would have the knowledge to lead. IJ said that the focus was still on computing and science but this will continue to sit under the curriculum.

Target 4

To further improve the physical and mental wellbeing of children and staff

The aim is to continue with our efforts to enhance wellbeing for all. A lot of progress has been made in this area in the last 2 years.

Ofsted

IJ had attended a first twilight meeting with Kate Nash regarding Ofsted. This was about exploring subjects. IJ felt that it was an advantage that the school had never shelved the curriculum. LW said that she liked the whole school approach that Ofsted was taking. They would not be focussing on one person now but will be observing topics being delivered in the classroom. Regarding long term memory and whether the children retain what they have been taught, LW said that she had been into 2 different classes and asked what the children had learned. She said that they were very enthusiastic in their responses and loved the topics. IJ said that there is a focus on phonics, reading and the curriculum as a whole. There is a huge focus on maths.

Other News

IJ said that it was now official that the school had received the Platinum Award for Sport and this was a first for the city.

	<p>The Emotionally Healthy School Project was underway. This was being led by JH. IJ circulated the outcome of the use of a diagnostic tool for Governors to look at.</p> <p>IJ said that the changes to the staffroom had resulted in some very positive comments from staff.</p> <p>School was embarking on the ScienceMark award and 5 schools in Derby were taking part. This was perfect timing as science had been on the SDP last year.</p>	
37/19	<p><u>Date for Headteacher Performance Management Review and Planning Meeting</u></p> <p>This meeting had already taken place on 11th September 2019. Details will be minuted at the next Resources meeting.</p>	SMP
38/19	<p><u>Safeguarding</u></p> <p>SMP asked if there had been any Safeguarding incidents reported in school. IJ said that there had been 1 child moved to 'child in need'.</p>	
39/19	<p><u>Wellbeing and Equality</u></p> <p>Governors thanked IJ and Ade, the site manager for all of the work they had put in over the holiday period to update the staff room and the front office. SMP asked if the yoga class had started yet. EE said that it had and classes will run up until Christmas.</p> <p>A Wellbeing Day is on the agenda this year when the whole school will wear yellow. The Reading Club starts next week too. LW said that breakfast was very popular last year and this will be reinstated again starting next week at 8.30am. This combines reading and wellbeing as the children start the school day less hungry and more relaxed.</p> <p>IJ had looked into quotes to move the fence across in the car park. This would enable another 5-6 parking spaces.</p> <p>SMP said there had been very positive feedback from office staff who are very pleased with their new room layout.</p>	
40/19	<p><u>Determination of confidentiality of business</u></p> <p>Nothing identified.</p>	
41/19	<p><u>What difference has this meeting made to our pupils?</u></p> <p>Happier staff as a result of the staffroom/office changes.</p> <p>Kate Nash has helped to identify what to focus on regarding the curriculum and how to seize the opportunity to achieve Outstanding.</p> <p>Doing all for improving connectivity of the curriculum.</p> <p>Still working on wellbeing.</p>	
42/19	<p><u>Date of next meeting and items to include</u></p> <p>FGB Meeting 28 November 2019 at 5pm</p> <p>Resources Meeting 10 October 2019 at 5pm</p> <p>Curriculum Meeting 24 October 2019 at 5pm</p> <p>Full list of 2019-2020 dates on Governorhub.</p>	

Signed _____ Dated _____