



Markeaton Primary School, Bromley Street, Derby DE22 1HL

MINUTES
Full Governing Board Meeting
Thursday 28th November 2019 at 5.00 pm

<u>Item</u>	<u>Topic</u>	<u>ACTIONS</u>
43/19	<p><u>Present</u></p> <p>Steph Marshall Power, Chair (SMP), Ian Johnson, Headteacher (IJ), Nicki Jenkins, Vice Chair (NJ), Joanne Fleay (JF) left at 6.15 pm, Laura Martin (LM), Louise Wilber, Staff (LW), Matt Ball (MB), Chandra Bhashyam (CB), Lauren Gascoyne (LG)</p> <p>Attended by: Emma Balfour, Assistant Headteacher (EB) left at 6.15 pm.</p> <p>Clerk: Billie Welford</p> <p><u>Apologies for Absence</u> – None Received.</p>	
44/19	<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>All Governors also reminded to fill in the 'Declaration of Interest' section on Governorhub.</p>	ALL
45/19	<p><u>Review of Membership</u></p> <p>SMP welcomed all new Governors to the meeting and introductions were made. There are now no vacancies on the Governing Board. SMP explained that CH has now become an Associate Member of the Board who will attend/advise Governors. Although attendance rules no longer apply to CH, the Code of Conduct rules do.</p> <p>The vacancies for the Chair and Vice Chair of the Curriculum Committee were discussed. With a show of hands, Governors voted unanimously in favour of appointing LM as Chair and JF as Vice Chair.</p> <p>SMP and NJ had reviewed the roles and responsibilities of the Governors to now include the newly appointed Governors. This document was brought to the table and discussed so that each Governor knows the areas that they are responsible for. SMP, NJ, LG and MB have also been appointed to the Pay Committee. The revised document will be uploaded to Governorhub.</p> <p>SMP explained the 'Curriculum Families' and read out which family each Governor had been assigned to. A document will be uploaded to Governorhub.</p> <p>Governors were requested to create a 150 word bio which will be uploaded to the school website. SMP to email all Governors with details.</p> <p>Governors are also required to have their photograph taken when the school photographer comes in January. This will possibly be 14th, 15th and 16th</p>	<p>Agreed</p> <p>BW</p> <p>BW</p> <p>SMP</p>

	January but these dates to be confirmed.	
46/19	<p><u>Review of minutes from FGB 19 September 2019</u> The minutes had been circulated to Governors 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>	Agreed
47/19	<p><u>Matters arising from minutes FGB 19 September 2019</u> 33/19 05/19 SMP/NJ have almost finished updating the Policy Schedule. 07/19 Financial Management Competencies – NJ to review. 09/19 The Governor Health Check - NJ has the action plan but now needs to link to the SDP priorities. The details will be available by January. 18/19 LM/IJ setting dates for Safeguarding audits. LM/IJ met in October. LM is arranging to deliver domestic abuse training to the staff in January. 23/19 There was some discussion amongst Governors regarding the receipt of attendance certificates as evidence that training has been completed. SMP looked into her own training/certificates and there were very few available. BW to contact DCC to ask if certificates are still issued. 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. 34/19 CB still to complete the skills audit that was sent out. This is essential so that strengths and weaknesses/training needs can be identified. All new Governors to complete induction training. The next available course is in January and Governors can book themselves onto it through Governorhub. SMP said that this training is invaluable. Governor Visits Schedule – SMP/NJ to complete this. 35/19 NJ/SMP still to complete the Policy Schedule. The Financial Delegations policy has been reviewed. 37/19 Complete. The date for the HT mid-point review to be set for the HT Performance Management.</p>	<p>NJ</p> <p>LM</p> <p>ALL CB</p> <p>SMP/NJ SMP/NJ</p>
48/19	<p><u>Review of minutes from CURR 24 October 2019</u> The minutes had been circulated to Governors prior to this meeting, for information only. They were discussed by all governors but will be presented at the committee meeting for signing.</p>	
49/19	<p><u>Matters arising from minutes CURR 24 October 2019</u> 18/19 The Y2/Y6 predictions were discussed. A previous governor had created a document that would assist in this. SMP to check if this document can be adapted. To be discussed at the next Curriculum meeting. 22/19 LM still to invite JH (the previous staff governor) to speak to Governors. JH is leading the Emotionally Healthy Schools project. IJ said that this might not happen until May because of the early stage that the project has reached.</p>	<p>SMP</p> <p>LM</p>
50/19	<p><u>Review of minutes from Resources 18 November 2019</u> The minutes had been circulated to Governors prior to this meeting, for information only. They were discussed by all Governors but will be presented at the committee meeting for signing.</p>	

51/19	<p><u>Matters arising from minutes Resources 18 November 2019</u> 04/19 The Terms of Reference document has been updated and will be finalised electronically after minor amendment.</p> <p>N.B. There had previously been some discussion over the recording of confidential items in the minutes. Going forward, if confidential items are identified during a meeting, names etc will still be recorded but there will be two sets of minutes prepared. Only one of these versions will be uploaded to the website.</p>	NJ
52/19	<p><u>Policies/Documents for Ratification</u> The Policy Schedule is almost complete. Car Park Policy – previously ratified by SMP/IJ and EG (Office Manager)</p>	
53/19	<p><u>Headteacher’s Update – To include Ofsted Feedback</u> The above report had been circulated to Governors prior to this meeting. For the purpose of new Governors, IJ explained that there were three reports per year and that they gave a clear picture of what was happening in the school. The format is always the same. Parents/carers are kept up to date with an overview on the website and the ‘weekly word’ which is also online.</p> <p>Attendance IJ stated that historically, attendance is always good. The overall absence of 3.35% is 0.5% lower than the National average of 3.85%. There are currently 419 pupils on roll. NJ asked how it is determined whether an absence is authorised or unauthorised. IJ said that the majority of requests are for holidays and 95% of these are not authorised. Absence which is not requested is also recorded as unauthorised. IJ said that absence for funerals, graduations, exams, education off site, are all examples of authorised absence. NJ asked if fines are issued to parents. IJ said that many strategies are put in place to ensure that children attend school. If necessary, after 5 days of absence, parents are fined for unauthorised absence. SMP said that the office staff are extremely good at chasing up so absence is not usually an issue. LG asked the definition of Pupil Premium children. IJ explained this and went on to add that £1900-£2300 was allocated to each PP child per year. The revenue for this year has been £135,000 because there are so many now. However, it has to be made public how this money is spent.</p> <p>Curriculum Families Work is in progress with ‘curriculum families’. The 4 groups are Arts, Wellbeing, Humanities and STEM. Within each family there is a representative. This person has the knowledge to lead. IJ explained that originally there were 12 curriculum subjects each with a lead teacher. Now that the school is larger, they have pooled subjects that are closely linked and overlap at times. As there are now representatives from different departments in school, more staff are able to discuss assessment/provision within subjects. It is also easier for Governors to evaluate progress too as they have now each been allocated to a curriculum family. IJ said that the next inset day is about curriculum families and that Governors will have a better understanding of how subjects are delivered after they have made visits to the school.</p> <p>SDP Targets IJ explained that the next section of the report shows the targets, notable actions since the beginning of term and the impact of these actions.</p> <p>Progress against Ofsted Handbook criteria IJ explained that the black text was taken from the Ofsted Handbook. The</p>	

	<p>blue text was evidence of progress that has been made towards the criteria. NJ asked how school knows where they need to improve. From self assessment or from the Ofsted feedback? IJ said that a lot was from the Ofsted feedback. Sequencing of certain subjects for example. This will be looked at more thoroughly throughout all years as the inspector did not understand the cross curriculum approach. The meetings pre-Ofsted with the School Improvement Officer Kate Nash gave us a 12 week window designed to improve upon sequencing. We are still working on this. Secondly, Ofsted picked up on Phonics and argued that this topic should be delivered from day one at school. IJ said that initially, the young children are not ready to learn. Our Phonics results prove that we are doing a great job with our children. IJ will look at ways to more clearly show areas for improvement and where work has taken place.</p> <p>Global Citizenship and Diversity</p> <p>LM asked how the Tanzania trip had been. IJ said it had been challenging for some of the staff. It had all gone ok but it had been more difficult for some than they had anticipated. The days were very long and CPD was expected to be delivered which hadn't been prepared for. The focus is now on the return visit from their staff. Dates to be confirmed for this.</p> <p>Safeguarding</p> <p>The Safeguarding report was attached to the HT report. For the benefit of new Governors, IJ explained the 4 tiers of Safeguarding. There had been 21 referrals made on CPOMS since the beginning of term under the safeguarding heading. LM asked if feedback was given after referrals. IJ said that it is all done by email so there was no feedback. IJ said that domestic violence cases are now higher than they have ever been. LW said that staff have now completed training and feel more equipped to identify signs now. There was some discussion amongst Governors and MB asked how things are managed in class regarding a child's education if they are at risk. IJ said that some children are heavily traumatised and suffer from PTSD. They need extra help and support. EB said there are a lot of strategies in place for different traumas.</p> <p>Questionnaire results</p> <p>Circulated prior to this meeting. NJ stated that both the staff and children's questionnaire results were very good and that it is difficult to see where improvements can be made. IJ said that some parents complained that they did not know what was going on in school and he has tried to address this. NJ said that unfortunately, some parents don't have time to access the website and Twitter. NJ asked if there had been anything highlighted to focus on. IJ said that he had used survey monkey and the 3 year trend had been very good. Getting Ready for Next Steps – EB said that there are school visits in Y6. On the last visit, children make their own way to the new school. IJ said that now DCC have insisted that the transition period is on 3 consecutive days. SMP said that the curriculum families could help ease the transition too.</p>	IJ
54/19	<p><u>Skills Audit Analysis Update</u></p> <p>Already discussed previously. NJ still awaiting completed skills audit from new Governors.</p>	
55/19	<p><u>Governing Board Objectives for 2019-20</u></p> <p>Training and Development</p> <p>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</p>	SMP/NJ

	<p>certificates should then be sent to BW.</p> <p>New Governor Induction Training LW/CB/MB/LG still to complete above training. Next available training 23rd January 2020. See Governorhub for further dates and book individually.</p> <p>Governor Visits Schedule SMP to complete the Governor Visits Schedule. SMP said that a date was required in January when Governors can get together and look at the direction that the school is going. Is the vision still appropriate? Financial stability? IJ said that the financial stability is always a worry for him. There are many more children in the school now and we need to think about how we can make it more sustainable. Governors have to discuss their stance on academisation and their options.</p> <p>LM said that the PTFA are excellent but will be standing down in the summer. They have tried succession planning but as yet, there have been no volunteers to take over. IJ said that the current members have raised the bar. They worked tirelessly last year and raised £19k.</p> <p>Thanks to Staff The Governing Board extended thanks to all of the school staff for the intense days that they had endured before and during the Ofsted visit. Governors also noted the tremendous work that the office staff were doing on a daily basis. Thanks to be passed on to them all.</p>	
56/19	<p><u>Safeguarding</u> Discussed previously in the HT report 53/19.</p>	
57/19	<p><u>Wellbeing and Equality</u> JH to be invited to present to Governors see 49/19.</p>	
58/19	<p><u>Determination of confidentiality of business</u> Nothing identified.</p>	
59/19	<p><u>What difference has this meeting made to our pupils?</u></p> <ul style="list-style-type: none"> • Welcomed new Governors, increasing the range of skills on the Board • Doing all for improving connectivity of the curriculum. • Continuing to work on/discuss wellbeing. 	
60/19	<p><u>Date of next meeting and items to include</u> FGB Meeting 27 February 2020 at 5pm Resources Meeting 23 January 2020 at 5pm Curriculum Meeting 6 February 2020 at 5pm</p> <p>Full list of 2019-2020 dates on Governorhub.</p>	

The meeting ended at 6.40 pm

Signed _____ Dated _____