



**Markeaton Primary School, Bromley Street, Derby DE22 1HL**

**MINUTES**  
**Full Governing Board Meeting**  
**Thursday 27<sup>th</sup> February 2020 at 5.00 pm**

<u>Item</u>	<u>Topic</u>	<u>ACTIONS</u>
01/20	<p><b><u>Present</u></b></p> <p>Steph Marshall Power, Chair (SMP), Ian Johnson, Headteacher (IJ), Nicki Jenkins, Vice Chair (NJ), Joanne Fleay (JF), Laura Martin (LM), Louise Wilber, Staff (LW), Matt Ball (MB), Lauren Gascoyne (LG)</p> <p><b>Attended by:</b> Emma Edge, Assistant Headteacher</p> <p><b>Clerk:</b> Billie Welford</p> <p><b><u>Apologies for Absence</u></b> – None.</p>	
02/20	<p><b><u>Declaration of Interests</u></b></p> <p>Governors were asked if they had any interests to declare regarding the content of this meeting. None declared.</p>	
03/20	<p><b><u>Review of Membership</u></b></p> <ul style="list-style-type: none"> <li>• SMP informed Governors that Colin Hinchley has resigned from his position as Associate Member of the Board as of 26/02/2020. This position will not be filled.</li> <li>• Chandra Bhashyam had advised SMP that he was resigning his role as Co-opted Governor as of 6/02/2020.</li> <li>• SMP will also be resigning from her role as Co-opted Governor/Chair after the 23<sup>rd</sup> April FGB.</li> </ul> <p>A recruitment process has begun and SMP is meeting with an interested party next week. Advertising will also begin. <b>SMP asked all Governors to consider if they would like to nominate themselves/others for the role as Chair.</b> All Governors to declare an interest at next week's Strategic Planning Meeting. This meeting will take place next Thursday 1-3pm at Highfield House.</p>	<b>SMP</b>
04/20	<p><b><u>Review of minutes from FGB 28 November 2019</u></b></p> <p>The minutes had been circulated to Governors prior to this meeting.</p> <p><b>The minutes were accepted by all Governors as a true record of the meeting. They were signed and dated by the Chair.</b></p>	<b>Accepted</b>

05/20	<p><b><u>Matters arising</u></b>  <b>45/19</b> One Governor bio still outstanding.  <b>47/19 (05/19)</b> SMP/NJ have finished updating the Policy Schedule and it has now been uploaded to Governorhub. To be discussed at the Strategic Planning Meeting next week.  <b>47/19 (09/19)</b> NJ has put the Governor Action Plan into the same format as the SDP.  <b>47/19 (34/19)</b> CB has now resigned from his position as Governor so therefore the skills audit is up to date. No significant gaps identified.  <b>No further outstanding actions.</b></p>	NJ
06/20	<p><b><u>Review of minutes from CURR 6 February 2020</u></b>  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 next committee meeting for signing.</p>	
07/20	<p><b><u>Matters arising</u></b>  <b>22/19</b> LM still to invite JH (the previous Staff Governor) to speak to Governors. JH is leading the Emotionally Healthy Schools project. LM will now invite Jess to speak to all Governors at the next FGB in April. No further issues raised.</p>	LM
08/20	<p><b><u>Review of minutes from Resources 23 January 2020</u></b>  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 next committee meeting for signing.</p>	
09/20	<p><b><u>Matters arising</u></b>  <b>06/19</b> NJ explained how various options had been researched for Governor training. Governors on the Resources Committee had agreed that the most cost-effective option was to pay the extra £87 in order to be able to access the NGA Learning Link where there is an abundance of on-line training on offer.</p>	
10/20	<p><b><u>Policies/Documents for Ratification</u></b>  <b>Risk Assessment (Ladders)</b> – This document was handed to MB for his perusal.</p>	MB
11/20	<p><b><u>Headteacher's Update</u></b>  The above report had been circulated to Governors prior to this meeting in conjunction with the report from SSIO Kate Nash.  IJ asked Governors if they had any questions relating to the reports.  Governors enquired about the format of the SSIO report and the incomplete sections at the back. IJ explained that the visit report that was of interest to Governors was highlighted in Green. The SSIO was extremely pleased with the post Ofsted progress. NJ asked if the visits were commissioned by the school. IJ confirmed this. NJ stated that it is good to receive feedback on how well the school has progressed but it is also very helpful to know what we need to do next.  NJ enquired about the 96% attendance figure. IJ said that the figure is usually around 97.3%. There had been a sickness bug around school and on one day alone there were 25 children absent with it. NJ enquired whether the number of EAL children on role had increased. IJ said that it had and there had just been another child start who is very nervous. LW said that it was his first time at school but today he had joined in with kick boxing which</p>	

	<p>was deemed as progress.</p> <p>SMP commented on the pack of books for teaching LGBT-inclusive that Jon Yates had compiled for his training session to staff. The whole pack is very clear and promotes confidence in staff to deliver the topics. IJ informed Governors that a child had chosen to come into school in a dress today. Although he was accepted well, it would have been useful for parents to contact someone at school beforehand just to let staff know and feel prepared.</p> <p>EE informed Governors that the RE curriculum had been revamped and that 4 visits to the Multi Faith Centre have been planned for the Summer Term.</p> <p>NJ asked IJ if there was anything specific that he would like to highlight in the report. IJ said that he spends a lot of time putting the report together and once it is made available to Governors he would like them to email him with any questions. This way IJ can put together a more comprehensive answer. IJ felt that the Subject Leadership had gone well and that action plans now show clear intent. Science actions plans have been created and put on display on the corridor walls. EE said that HLTAs often take RE lessons now and have all that they need in the action plans. LW commented that the system works well. EE led a staff meeting last night on the 2<sup>nd</sup> SDP priority. The focus is on improving writing/spelling. Plans will be put into action next. Children from Y5/Y6 have been using the spelling program for a while now and 10/10 scores are increasing. In written work there is evidence that progress is being made with improved spelling. SMP asked how often the displays are changed. EE said that the Mastery Board for maths has proved very useful and the display has been built up over the term. IJ has suggested photographing it to capture/go back to it.</p> <p><b>Safeguarding</b></p> <p><b>See separate confidential minute</b></p> <p><b>Cleaning</b></p> <p>IJ said that the cleaning situation is now very positive. Following the termination of the contract with Astrum, Sally and Ade have appointed DL as a Cleaning Supervisor. She is now responsible for monitoring standards of cleaning throughout the school and reports directly to Sally and Ade. IJ expressed thanks to Sally and Ade.</p>	
12/20	<p><b><u>Skills Audit Analysis Update</u></b> Discussed previously.</p>	
13/20	<p><b><u>Governing Board Objectives for 2019-20</u></b> Training and development requirements as a result of the skills audit analysis/New training provider. Governor Visit Schedule and Reporting All of the above to be discussed at the Strategic Planning Meeting next week.</p> <p>LM had visited school focusing on Pupil Premium children in various classes. LM informed Governors that it was clearly obvious that the staff really know/understand their children. IJ commented that there was now almost double the amount of PP children that there used to be and funding is higher.</p> <p>LG had completed her first governor visit on 31 January 2020, focusing on Maths in FS2, Y2 and Y5. Visit report circulated.</p>	ALL

14/20	<b><u>Safeguarding</u></b> Discussed previously in the HT report 11/20	
15/20	<b><u>Wellbeing and Equality</u></b> A pupil questionnaire had been given out a couple of weeks ago and JH is currently analysing the responses. It had been difficult to get a full class to complete as they had to access the questionnaire on tablets. <b>LW said that school had signed up for Sanitary Protection for Children.</b> EE said that the products need to be put somewhere easily accessible to the children if required but out of the way. JF has met with JH and is working on completing the Emotionally Healthy Schools module in line with the project led by JH.	
16/20	<b><u>Determination of confidentiality of business</u></b> Safeguarding. Discussed in HT Report 11/20.	
17/20	<b><u>What difference has this meeting made to our pupils?</u></b> <ul style="list-style-type: none"> <li>• Governors feel more informed about what is happening in school through reports and feedback from monitoring visit reports.</li> <li>• Continuing to work on/discuss wellbeing.</li> </ul>	
18/20	<b><u>Date of next meeting and items to include</u></b>  <b>Resources Meeting 23 April 2020 at 5pm</b> <b>FGB Meeting 23 April 2020 at 6pm</b> <b>Curriculum Meeting 14 May 2020 at 5pm</b>  <b>Full list of 2019-2020 dates on Governorhub.</b>	

The meeting ended at 6.25 pm

Signed \_\_\_\_\_ Dated \_\_\_\_\_