



Markeaton Primary School, Bromley Street, Derby DE22 1HL

MINUTES
Full Governing Board Meeting
Thursday 15th July 2021 at 5.00 pm via Teams

<u>Item</u>	<u>Topic</u>	<u>ACTIONS</u>
32/21	<p><u>Present</u></p> <p>Laura Martin, Chair (LM), Ian Johnson, Headteacher (IJ), Nicki Jenkins (NJ), Joanne Fleay (JF), Lauren Gascoyne (LG), Matt Ball (MB), Louise Wilber, Staff (LW), Harsha Ramesh (HR)</p> <p>Attended by: Emma Balfour, Assistant Headteacher (EB)</p> <p>Clerk: Billie Welford</p> <p><u>Apologies for Absence</u> – None</p>	
33/21	<p><u>Review of Membership</u></p> <p>LM informed the Board that NJ intends to step down from her governor role as of the end of this academic year. NJ said that if required, she will continue to support until the end of the year. There are now 2 vacancies to be filled. The vacancy for a co-opted governor had been discussed previously and it had been suggested that a parent would be elected and one of the existing Parent Governors (either LM or JF) would move to fill the Co-opted vacancy. BW had already sent details of what was involved with this move and explained the procedure to Governors. As this would involve beginning a new 4 year term of office, LM asked if it would be an issue for JF but it was not. Governors nominated LM as the new LA Governor. NJ explained that she had worked within the LA previously and would be a good link to represent policies. The skills audit demonstrates that LM has the skill and knowledge required to fulfil the role. Governors unanimously agreed with this decision and it will be put forward to Jayne Hadfield at the LA.</p> <p>LM said that she was keen to move forward with recruitment for the remaining vacancy of Parent Governor. IJ said that a text could be sent out to parents to ask them to contact LM if they are keen to find out more.</p> <p>As NJ is leaving, a new Co-Chair is required. LM asked if any Governors would like to take on this role. Governors were asked to take time to consider this and contact LM for further information regarding the role.</p> <p>HR asked how the governing board constitution was decided upon. BW explained about the existence of the Instrument of Government which has been uploaded to Governorhub.</p>	<p>Agreed LM</p> <p>IJ</p>

34/21	<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 were reminded to complete the annual declaration of interests section on Governorhub and will continue to be reminded to renew this at the first FGB of each year. Governors were also reminded to complete the declaration for Keeping Children Safe in Education which is on Governorhub.</p>	ALL
35/21	<p><u>Review of minutes from FGB 22 April 2021</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>	Accepted
36/21	<p><u>Matters arising from above minutes</u></p> <p>21/21 05/21 87/20 The Policy Schedule is still work in progress. Governor responsibilities are still under discussion.</p> <p>21/21 07/21 20/20 The Governor Work Planner is ongoing.</p> <p>26/21 IJ to look into providing a glossary to explain some of the legal terms in the FOI. MB still to review the Legionella Health and Safety Policy.</p> <p>There were no further outstanding actions from these minutes.</p>	<p>NJ/LM</p> <p>IJ MB</p>
37/21	<p><u>Review of minutes from Curriculum meeting 13 May 2021</u></p> <p>(For information only – not yet ratified by Curriculum Committee)</p> <p>The minutes had been circulated to Governors prior to this meeting. No questions were raised and these minutes will be brought to the next Curriculum meeting for ratification.</p>	
38/21	<p><u>Matters arising from above minutes</u></p> <p>Discussions only as these will be reviewed at the next Curriculum meeting. Visits to school had been under discussion but due to the rise in positive cases of covid these had been postponed. The situation will be reviewed in September.</p> <p>LM stated that the Governor work planner is still work in progress. The discussions around curriculum families will be delayed until September.</p>	
39/21	<p><u>Review of minutes from Resources 24 June 2021</u></p> <p>(For information only – not yet ratified by Resources Committee)</p> <p>The minutes had been circulated to Governors prior to this meeting. NJ explained that the main focus of the meeting was on finalising the budget. No questions were raised and these minutes will be brought to the next Resources meeting for ratification.</p>	
40/21	<p><u>Matters arising from above minutes</u></p> <p>Discussions only as these will be reviewed at the next Resources meeting. Governors enquired if there was anything in particular that needs highlighting. MB said that YMD Boon is now involved undertaking school Health and Safety surveys. There had also been some issues in determining whether doors were fire doors or not. IJ said that there had still been no clarification on the matter.</p>	
41/21	<p>Headteacher's Report – Circulated prior to this meeting</p> <p>Attendance – NJ commented on the high attendance figures and whether this</p>	

	<p>was higher than usual. IJ said that attendance is usually around 96% but some class figures now show an impressive 97 and 98%.</p> <p>IJ informed governors that 5 children are leaving the school. Some of them are going to attend private schools. Some families travel from further afield such as the Mickleover area and begin to find that it is not practical to travel.</p> <p>Updates on SDP Targets – IJ explained that the targets are underpinned by subject action plans. The SLT had decided that the action plans will run from Jan 2020 to July 2021.</p> <ol style="list-style-type: none"> 1. To further enhance the children's understanding of Global Citizenship and Diversity. <p>Good progress has been made towards this target. Questionnaires had been sent out to parents, carers and children, which mentioned RSE and Equality. To be discussed further in 42/21 but IJ stated that there had been a good response to the questionnaire with 50% more returned than in previous years.</p> <ol style="list-style-type: none"> 2. To ensure that the key principles of a Recovery Curriculum are successfully implemented in all year groups throughout 2020/21 <p>Wellbeing and outdoor learning have had a strong focus in the last 12 months. The feedback from the questionnaires show that the children have enjoyed working outside and feedback regarding wellbeing has been positive too.</p> <ol style="list-style-type: none"> 3. To enhance provision, training and curriculum opportunities in Computing in all year groups (Golden Thread). <p>15 ipads had been purchased but at this stage there was no impact to report from the move. The target had evolved around the use of Teams and remote learning.</p> <p>HR enquired as to how children take part in surveys. IJ explained that the questionnaires are generated via Survey Monkey. If the questions are not relevant to a particular year group then the teacher will ask the children as a group. HR commented that this is not individual to the child. IJ said that the children put their hands up if they agree (to say yes). HR said that children influence each other with their responses. IJ agreed that this was true but also stated that teachers are highly skilled and able to extract answers accurately. JF said that the older children just say yes anyway but IJ said this is incorrect as they are not shy to respond.</p> <p>Safeguarding issues - See separate confidential item.</p>	
42/21	<p><u>Parent/Carer questionnaire feedback</u></p> <p>Governors had a very detailed discussion around the responses to the questionnaires (analysis on Governorhub prior to this meeting). IJ said that all responses had been very positive but some scores were slightly lower than last year and will require attention. Governors shared ideas about why areas had lower/higher scores than last year. NJ said that there had been a question around school dinners and said that some who said they did not enjoy the lunch might say that because that don't like being rushed to eat their meal. IJ said that this was a recurring comment. JF said that given all of the changes this year the analysis of the questionnaires was very positive.</p>	

43/21	<p><u>Plans for September</u></p> <p>IJ said that following analysis of the questionnaires, there will be leavers and keepers for the next academic year:</p> <ul style="list-style-type: none"> Children will continue to come into school in their PE kits when they have PE. Homework will be set and uploaded by children on Teams Staggered start and end times will stop in September. Parents/carers will be given the option to drop their child at the gate or come into the playground. Parent/carer meetings will be a mixture of face to face and virtual meetings. <p>IJ said that children will be encouraged to wear T-shirts in their house colours wherever possible (for PE).</p> <p>The staggered start times are currently an issue for parents with more than one child at the school.</p> <p>80% of parents were in favour of dropping children off in the playground. JF said that this promotes independence. IJ said that there would be more opportunity for parent pop ins to see their child's work on display.</p> <p>For FS2 children, parents will be asked to drop their children at the gate after the first couple of days.</p> <p>IJ said that the school will be having a makeover during the summer break. They will also be replacing all of the old, tired furniture. LM commented that the children will be excited to see the changes when they return in September.</p>	
44/21	<p><u>Safeguarding</u></p> <p>See 41/21.</p>	
45/21	<p><u>Policies/Documents for Ratification - Circulated</u></p> <p>Head Lice Policy Animals in School Policy Records Management and Retention Policy Educational Visits Policy Communications Policy Information Security Policy E-Safety Policy Confidentiality Policy Data Protection Policy Infection Control Policy Bomb Threat Policy Staff ICT & Electronic Devices Policy Invacuation, Lockdown and Evacuation Policy</p> <p>With such a lot of policies to read/ratify, it was decided that they will be divided and allocated to individual governors to read. LM to do this. None were ratified at this meeting.</p> <p>Legionella Health and Safety MB to review the Legionella Health and Safety Policy.</p>	<p>LM</p> <p>MB</p>
46/21	<p><u>Headteacher Performance Management Review – Additional agenda item</u></p> <p><u>See separate confidential minute.</u></p>	

47/21	<u>Determination of confidentiality of business</u> 41/21 Safeguarding section of HT report. 46/21 Headteacher Performance Management Review	
48/21	<u>What difference has this meeting made to our pupils?</u> Governors reviewed a very difficult year. Parent/carer/pupil responses to questionnaires were discussed and actioned upon. Governors discussed pupil excitement for return to school in September.	
49/21	<u>Dates of next meetings</u> LM and NJ had discussed FGB meetings starting at 5.30pm and committee meetings to continue via Teams at 5pm. Governors voted unanimously in favour of this. LM to prepare dates and circulate.	Agreed LM

The meeting ended at 6.30 pm

Signed _____ Dated _____