



Markeaton Primary School, Bromley Street, Derby DE22 1HL

**MINUTES**  
**Full Governing Board Meeting**  
**Thursday 16<sup>th</sup> February 2023 at 5.30 pm**

<u>Item</u>	<u>Topic</u>	<u>ACTIONS</u>
01/23	<p><b><u>Present</u></b></p> <p>Laura Martin, Chair (LM), Ian Johnson, Headteacher (IJ), Lauren Gascoyne (LG), Claire Connor (CC), Louise Wilber (LW), Laura Fox-Lee (LFL), Emma Balfour (EB), Matt Ball (MB) (arrived 5.40)</p> <p><b>Clerk:</b> Billie Welford</p> <p><b><u>Apologies for Absence</u></b> – Harsha Ramesh</p>	
02/23	<p><b>Declaration of Pecuniary Interests for items on this agenda</b>            Nothing declared.</p>	
03/23	<p><b><u>Governor Administration</u></b></p> <p><b>Review of membership:</b>  <b>New Governor Recruitment</b> - LM explained to Governors that she had revisited Governors for Schools in the hope of recruiting a co-opted governor. There had been no interest in this vacancy. LM proposed that parents should now be approached. All Governors were in agreement. IJ said that this information could be sent to parents along with the Friday message. LM reminded Governors that the skills gap is in finance and HR. CC to approach one of the parents that she knows. BW to send information to LM regarding parent governor recruitment.</p> <p><b>Duty Governor of The Month</b> – LM to review this schedule as LG will not be available during March and April. LM said that she will cover during this period. LM said that the Duty Governor should attend PTA events and the school disco. IJ said that a quiz night is being arranged in March if Governors would like to enter a team. LM to send out a message to all Governors.</p> <p><b>Governor Visits (completed since last FGB and planned)</b> – CC/LFL had completed a monitoring visit and commented that the children were very engaging. Two classes were monitored and CC/LFL both witnessed the use of Fast 4. This feedback had been included in the Curriculum Committee meeting on 9<sup>th</sup> February 2023.</p> <p>LG/LM have planned a school visit for 13<sup>th</sup> March 2023. This is to look at the Single Central Record.</p> <p>LFL/CC have planned a curriculum family meeting after school on 24<sup>th</sup> April 2023.</p>	<p><b>Agreed</b>  <b>LM</b>  <b>CC</b>  <b>BW</b></p> <p><b>LM</b></p>

	<b>Governor Training (completed since last FGB and planned)</b> – LM said that all Governors have now completed Safeguarding training except MB who will complete as soon as possible. LM had also sent round slides from completing her own training. BW to send Clerks' Briefing slides to LM.	<b>MB</b> <b>BW</b>
04/23	<b><u>Review of minutes from FGB 24 November 2022</u></b> The minutes had been circulated to Governors prior to this meeting.  <b>The minutes were accepted by all governors as a true record of the meeting. They were signed and dated by the Chair.</b>	<b>Accepted</b>
05/23	<b><u>Matters arising</u></b>  <b>64/22 Progress of LA Governor nomination</b> – All documents have been sent to Jayne Hadfield but no further communication has been received. LM contacted and found that the documents have gone astray. LM has resubmitted. <b>Skills Audit</b> – The analysis of the skills audit was completed and BW circulated the results. The results showed the majority of 3 and 4 scores except for the experience of chairing meetings. LM commented that LFL chaired her first Curriculum Committee meeting recently. <b>66/22 52/22</b> – IJ had previously asked Governors to look at the Ofsted Handbook for the 2 governor statements regarding leadership and management. LM said that this was almost complete and she will send out to Governors for questions. LM will then forward to IJ.  <b>There were no further outstanding actions from these minutes.</b>	<b>LM</b>
06/23	<b><u>Review of minutes from RESOURCES meeting 19 January 2023</u></b> (for information only)  Governors discussed these minutes. LG said that she had been late attending this meeting. The SFVS needs completing. LM said that Governors should reassess meetings to ensure better use of time before/after. LM to arrange to meet SS before the meeting starts if there are any outstanding items to be discussed.	
07/23	<b><u>Matters arising</u></b>  <b>Nothing raised from these minutes.</b>	
08/23	<b><u>Review of minutes from CURRICULUM meeting 9 February 2023</u></b> (for information only)#  LFL explained the priorities that were discussed throughout this meeting. The Curriculum Family meeting dates had been circulated to Governors after this meeting in the hope that Governors could attend some of them. LM said that school is evidencing what they do well. LM gave special thanks to Jo.	
09/23	<b><u>Matters arising</u></b>  <b>Nothing raised from these minutes.</b>	
10/23	<b><u>Policies/Documents for Ratification – Circulated</u></b> <b>Uniform Policy</b> – Governors discussed this policy. There were a few minor amendments to be made but once amended, Governors agreed to accept.	<b>Accepted</b>

	<p>Governors also discussed the new requirement for school hours to be published on the website. IJ said that they were but possibly not as easy to find as they should be. IJ to review the position on the website.</p>	IJ
11/23	<p><b><u>Headteacher's Report – Circulated prior to the meeting</u></b></p> <p>IJ had added to the context statement in the report to give a breakdown of Primary Area of Need across each year group. IJ said that the number of Pupil Premium children has continued to rise and that there are a lot of EHCP children. A deprivation map explains the varied catchment area. IJ asked Governors if they had any further questions. LM commented that this extra information was helpful and very interesting.</p> <p><b>Target 1</b> was discussed. To further discuss how teachers plan and assess in Foundation Subjects. IJ explained the actions that had been taken since the last HT report in Autumn 2022.</p> <p><b>Target 2</b> was also discussed and IJ explained that there were no new actions for this target.</p> <p><b>Target 3 (attendance)</b> – IJ explained the attendance chart that was included in the Headteacher's report. Autumn 2 2022 data was included in red for comparison. IJ commented that the attendance officer has a tough role and Jo spends 30-35% of her time on this now. IJ said that she knows the families very well, is firm and achieves good results.</p> <p>IJ said that being part of a cluster of schools has been advantageous as many of them have been inspected by Ofsted during this academic year. They have been more than willing to advise.</p> <p><b>Target 4</b> – IJ said that the meetings have continued to take place. The Cluster Meetings and Network Meetings will continue to run throughout the year. Subject Leaders have all signed up to lead a staff meeting on their subject. Some have already delivered their input.</p> <p><b><u>Other updates</u></b></p> <p><b>Attachment and Trauma training</b> – This training has been completed. There is an action plan on the school website detailing the next steps.</p> <p><b>Health and Wellbeing sessions</b> - these have begun on a Wednesday evening. IJ stated that lettings are new to the school.</p> <p><b>Vision and Values and Behaviour policy</b> - work will begin on this after half term. This work will be supported by Dave Harris who is a speaker from Independent Thinking. He will provide input on the next INSET day. This topic promoted some discussion amongst Governors. EB said that school is actually doing better at this than the current policy reflects. IJ said that questions are raised about rewards and sanctions. Should we focus on value and pride? LFL commented that this comes from Markeaton Minds.</p> <p><b>Strike Action</b> – 8 out of 14 classes were closed as a result of the recent strike action. The same number will be closed on 1<sup>st</sup> March 2023. LM asked if there had been much feedback from the strike action. IJ said this has been minimal. LFL said that people should be angry and frustrated. It is difficult to work from home when the children are off school. IJ said that the strikes are meant to cause chaos. LM said that the very fact that staff informed IJ before taking strike action has minimised school closures. This has enabled IJ to prepare for the disruption. IJ said that it might be more difficult to cope when strikes are on consecutive days and the same teachers are off on both days.</p> <p><b>Staffing – See separate confidential minute</b></p> <p><b>Safeguarding</b> – Governors discussed all areas of the safeguarding report. The number of CPOMS referrals have increased. EB said that attachment</p>	

	training includes advice on how to deal with challenging behaviour. This is being enforced in whole school management.	
12/23	<b><u>Health and Safety update</u></b> The conditions survey is in. SS is waiting for Ade to return to begin to traffic light the actions.	
13/23	<b><u>Finance update</u></b> Not discussed.	
14/23	<b><u>Safeguarding</u></b> Discussed in detail in HT report.	
15/23	<b><u>Wellbeing and Equality</u></b> LM, LW and LFL have booked sessions with Kate Nash which end in November. Governors discussed key questions. LM to get back to Kate Nash to see if there will be more sessions. Governors discussed the type of questions which might be asked by Ofsted. IJ said that the training is impacting and the behaviour policy needs changing. <b>LFL asked when the new policy will be ready.</b> IJ said this would be after the next inset day. This will be a good time to review rewards and sanctions. EB said there is now a more bespoke approach to challenging behaviours to ensure that staff work as a team. IJ said that for some children there are quite specific triggers. EB said that being on the school gate helps enormously as parents can speak to you.	<b>LM</b>
16/23	<b><u>Determination of confidentiality of business</u></b> Staffing	
17/23	<b><u>What have we achieved from this meeting?</u></b> Governors have been updated on committee discussions and have also identified a need to use their time more effectively. Governors have also discussed meeting with other Governing Boards within the cluster of schools. LM to pursue this.	<b>LM</b>
18/23	<b>Dates of next meetings –</b> <b>Resources Meeting 27 April 2023 at 5pm in School (Budget)</b> <b>FGB Meeting 27 April 2023 at 5.30pm in School (Budget)</b> <b>Curriculum Meeting 25 May 2023 at 5pm via Teams</b>  <i>All Meeting Dates for 2022-2023 on Governorhub</i>	

**The meeting ended at 6.40 pm**

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