



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

**MINUTES**  
**Full Governing Board Meeting**  
**Thursday 21<sup>st</sup> September 2023 at 5.30 pm**

<b><u>Item</u></b>	<b><u>Topic</u></b>	<b><u>ACTIONS</u></b>
49/23	<p><b><u>Present</u></b></p> <p>Laura Martin, Chair (LM), Ian Johnson, Headteacher (IJ), Louise Wilber (LW), Emma Balfour (EB), Emma Edge (EE), Claire Connor (CC), Harsha Ramesh (HR) arrived at 5.45pm,</p> <p><b>Clerk:</b> Billie Welford</p> <p><b><u>Apologies for Absence</u></b> – Matt Ball, Lauren Gascoyne, Laura Fox-Lee</p>	
50/23	<p><b><u>Governor Administration</u></b></p> <p><b>Appointment of Chair/Vice Chair</b> – LM asked Governors for nominations for the above roles. Governors unanimously voted for LM to continue with the role of Chair and for LG to continue as Vice Chair.</p> <p><b>Declaration of Pecuniary Interests</b> – Governors were reminded to sign the annual declaration on Governorhub .</p> <p><b>Standing Orders</b> – There were no changes to this document since last year. Governors agreed that LM should date and sign.</p> <p><b>Terms of Reference</b> - There were no changes to this document since last year. Governors agreed that LM should date and sign.</p> <p><b>Pay Committee Terms of Reference</b> – There were no changes to this document since last year. Governors agreed that LM should date and sign. Also, LM reminded Governors that TORs need to be updated for both Resources and Curriculum Committees (at the next committee meeting).</p> <p><b>Governor Code of Conduct</b> – LM reminded Governors to sign the annual declaration on Governorhub. BW to check this.</p> <p><b>Review of Membership</b> – LM had previously circulated an application for the role of Co-opted Governor. Governors had unanimously agreed to recruit Siobhan Bedford. BW to send out the relevant paperwork. There are currently no vacancies now.</p> <p><b>Staff Governor renewal</b> - IJ to complete the recruitment for staff governor. LW has expressed an interest to continue in the role.</p> <p><b>Progress of LA Governor nomination with Jayne Hadfield</b> – not discussed.</p> <p><b>Governor Visits Schedule</b> – Kate Nash had suggested that all Governors could come into school on the same day and write individual reports of what they had seen/monitored. LM said there could be two of these per year plus individual visits. Governors were in agreement that this would be a very good idea. LM to arrange the dates as soon as possible. LM also reminded Governors of the importance of the visits and the fact that this is likely to be</p>	<p><b>Unanimous</b></p> <p><b>Accepted</b></p> <p><b>Accepted</b></p> <p><b>Accepted</b></p> <p><b>BW</b></p> <p><b>Agreed BW</b></p> <p><b>IJ</b></p> <p><b>Agreed LM</b></p>

	<p>the academic year that Ofsted visit the school.</p> <p><b>Governor Training and Development</b> – Governors had previously been reminded of the compulsory training that they should complete with a deadline of 25<sup>th</sup> September. Governors were reminded that it is essential that they read the KCSIE document by this deadline.</p> <p><b>Duty Governor of the Month</b> – This had been reinstated last year but has not been continued successfully since. LM said that LFL attended during STEM week last year. IJ said that there had been Governor availability when required for interviews etc. There was some discussion around when a Governor presence would be required. IJ said that perhaps Governors could pick out events to attend instead. Governors were in agreement of this.</p>	All
51/23	<p><b><u>Review of minutes from FGB 11 May 2023</u></b> 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>	Accepted
52/23	<p><b><u>Matters arising</u></b></p> <p><b>33/23</b> HR/CC still to arrange to have their photographs taken in school.  <b>36/23 05/23 66/22 52/22</b> The discussions around Governor statements regarding leadership and management are to continue but a deadline is required.  <b>41/23</b> The link for Trauma Informed Training has been sent out to Governors. LM said that this should be completed by all Governors after the Safeguarding training.</p> <p><b>There were no further outstanding actions from these minutes.</b></p>	<p>HR/CC</p> <p>LM</p> <p>ALL</p>
53/23	<p><b><u>Review of minutes from CURRICULUM meeting 25 May 2023</u></b> (for information only)</p> <p>Governors discussed these minutes which are for information only.</p>	
54/23	<p><b><u>Matters arising</u></b></p> <p><b>Nothing raised from these minutes.</b></p>	
55/23	<p><b><u>Policies/Documents for Ratification – Circulated</u></b>  <b>Information Security Policy</b> – CC to review this again tomorrow and report back to LM to sign off. This policy had also been reviewed in June last year.</p>	CC/LM
56/23	<p><b><u>Headteacher's Report</u></b>  The HT Review of 2022/23 had been Circulated on Governorhub prior to this meeting. IJ asked Governors if there were any questions regarding the report. IJ said that the questionnaire results for parents and carers (and separate one for staff) are on the website. <b>HR asked about the process for questionnaires.</b> IJ said that school uses Survey Monkey and the data results are compiled. IJ said that ¾ of parents put their name to the questionnaires but staff usually remain anonymous.  IJ commented on the attendance data headlines on this document. IJ said that this shows a direct comparison on last year and gives a 5 year trend. IJ said that the improvements now need to be maintained. IJ also commented on the high profile cases of low attendance in SEND and the intensive work</p>	

	<p>required to get the children back in school.</p> <p><b>Safeguarding Report</b> – This report had been uploaded to Governorhub. Governors discussed this document. IJ explained that the period covered is from 11<sup>th</sup> July 2023 to 21<sup>st</sup> September. Staff had completed a lot of safeguarding training, to include KCSIE updates and Child on Child abuse training. Further training had taken place including Neglect and Domestic Abuse. All the relevant safeguarding policies have been reviewed.</p> <p>IJ explained that there is now an additional section to the report, Filtering and Monitoring. Filtering is the process of stopping inappropriate content getting through electronically. IJ said that a Filtering and Monitoring Governor is now required who needs to be aware of the process. On-line videos are available. This role will be taken on by LM who is currently Safeguarding Governor.</p> <p><b>School Development Plan</b> – IJ informed Governors of the new targets for 2023-2024, which are as follows:</p> <ol style="list-style-type: none"> <li>1. <b>To further enhance continuous provision across FS2 and Y1</b></li> <li>2. <b>To develop and embed the use of technology across the curriculum</b></li> <li>3. <b>To improve progress in Writing and Maths from Y2 to Y6</b></li> <li>4. <b>To design and deliver a program of CPD to subject leaders from local schools</b></li> </ol> <p>IJ said that the new targets will be brought to Governors once the action plans are in place. More detail to follow.</p>	
57/23	<p><b><u>Complaints</u></b></p> <p>Nothing discussed.</p>	
58/23	<p><b><u>Performance Management Review Date</u></b></p> <p>LM/IJ to set this date,</p>	IJ/LM
59/23	<p><b><u>Safeguarding</u></b></p> <p>Discussed in the HT Review. A reminder that Governors must read and confirm on Governorhub. IJ said that there is a lot of training lined up for staff.</p>	
60/23	<p><b><u>Wellbeing and Equality</u></b></p> <p>A Senior Mental Health Lead is required. School still has the Bridge the Gap referrals if required. EB said that Markeaton still has the in-house play therapy which is booked up until Easter.</p> <p>CC asked if there were any areas of wellbeing which are not covered. IJ said that posters were constantly displayed in school regarding the Education Support Partnership.</p> <p>EB said that parents should be more involved with PSHE and that work needs to be done with them to explain the terms used in school. EE said that the nhs website gives a forum to discuss with parents when terms have been discussed with the children. EB to host special needs coffee mornings. IJ said that the trauma attachment training is very useful.</p>	
61/23	<p><b><u>Determination of confidentiality of business</u></b></p> <p>Nothing confidential.</p>	
62/23	<p><b><u>What have we achieved from this meeting?</u></b></p> <p>Governors have identified that this could be an Ofsted year and they have identified training which needs to be undertaken.</p> <p>The need for Governor visits has been discussed and occasions when they</p>	

	are required in school.	
63/23	<b>Dates of next meetings –</b> <b>Curriculum 12 October 2023 at 5pm (Teams)</b> <b>Resources 19 October 2023 at 5pm (Teams)</b> <b>FGB 23 November 2023 at 5.30pm (in School)</b>  <i>All Meeting Dates for 2023-2024 on Governorhub</i>	

**The meeting ended at 6.20 pm**

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