



Markeaton Primary School, Bromley Street, Derby DE22 1HL

MINUTES
Full Governing Board Meeting
Thursday 22nd April 2021 at 5.00 pm via Teams

<u>Item</u>	<u>Topic</u>	<u>ACTIONS</u>
17/21	<p><u>Present</u></p> <p>Laura Martin, Chair (LM), Ian Johnson, Headteacher (IJ), Nicki Jenkins (NJ), Joanne Fleay (JF), Lauren Gascoyne (LG), Louise Wilber, Staff (LW),</p> <p>Attended by: Emma Edge, Assistant Headteacher (EE)</p> <p>Clerk: Billie Welford</p> <p><u>Apologies for Absence</u> – Matt Ball</p>	
18/21	<p><u>Review of Membership</u></p> <p>LM, NJ and JF had met with Harsha Ramesh to discuss one of the vacancies for a Co-opted Governor. All were impressed with his enthusiasm and felt that his areas of interests placed him more with the Curriculum Committee. After some discussion, LM proposed that Harsha joins the Governing Board. All Governors were in agreement to this. It was also agreed that Harsha will join the Curriculum Committee. He has already completed a DBS application and will be sent welcome documentation and Governorhub access by BW.</p> <p>This now leaves only 1 vacancy for a co-opted governor. LM suggested that it was now time to elect a Parent Governor and either LM or JF will move to the Co-opted vacancy. BW to send details of procedure.</p>	<p>BW</p> <p>BW</p>
19/21	<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. BW to check that all Governors have complied with this request.</p>	<p>ALL</p> <p>BW</p>
20/21	<p><u>Review of minutes from FGB 4 February 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

21/21	<p><u>Matters arising from above minutes</u></p> <p>05/21 87/20 The Policy Schedule is still work in progress. Governor responsibilities are still under discussion. NJ said that she was waiting until another new governor is recruited before finalising.</p> <p>90/20 LM still to circulate notes from the visioning meeting which took place on 19th November 2020. LM will send to BW to upload.</p> <p>07/21 All remaining dates for meetings this year are included in these minutes. They will all take place via Teams.</p> <p>07/21 20/20 The Governor Work Planner is ongoing.</p> <p>08/21 The Policy Schedule is still under review.</p> <p>There were no further outstanding actions from these minutes.</p>	<p>NJ/LM</p> <p>LM/BW</p> <p>NJ/LM</p> <p>NJ/LM</p>
22/21	<p><u>Review of minutes from Resources 23 March 2021</u> (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>	
23/21	<p><u>Matters arising from above minutes</u> See above.</p>	
24/21	<p><u>Budget Plan</u> Final Budget Allocation Budget Guidance Notes Contracts and Terms 2020-21 (includes DCC Sold Svcs) Best Value Statement Value for Money Statement</p> <p>The above documents were uploaded to Governorhub. IJ began by explaining that he had emailed Rachel Noble to get a clear picture of the end of year forecast. The expected carry forward figure was around £9k but IJ had received an email to say it was around £58k. Initially this was alarming for IJ and he tried to ascertain where in excess of £50k had suddenly come from. Rachel explained that extra income had been awarded and 2 separate claims had been successful. SEN money had been included and payments for free school meals. It transpired that invoices had been stopped from 31st March as lock down began. The reality is that this will now come out of next year's budget and it amounts to around £23k. IJ will be taking this up with the finance team as he felt that outstanding payments should have been highlighted. NJ agreed that this would usually have been picked up but felt that extra income was good news. NJ asked what the amended carry forward will be. IJ said that when the unaccounted invoices have been paid there should now be approximately £34k to carry forward which gives a more positive picture. £11k has now been earmarked for extra tutoring.</p> <p>NJ explained the Budget Monitoring Plan and that the budget is set for 3 years and adjusted each year. IJ said that some of the SEN money will be lost as school will lose 6-7 EHCP children from Y6 in September. This, of course, could be offset by children coming into school who need EHCPs. IJ said that having supply TAs creates more flexibility.</p> <p>NJ explained that the Budget Guidance breaks down how the funding works to give an annual allocation. This is done by using formulae.</p> <p>NJ explained that the Contracts and Terms are presented at the Resources</p>	

	meeting to keep contracts under review to ensure they are competitive. The Best Value Statement explains how we ensure we are achieving best value for money.	
25/21	<p>Headteacher's Report - Verbal update to include:</p> <p>Attendance – IJ shared a screen with Governors to show attendance figures since September. He explained that attendance has been very good at 97.07% which is above the national average. The chart also shows who is not attending but currently nothing stands out as an issue. Punctuality is also good.</p> <p>Return to school of all children – This has been very positive and there has been good feedback from parents. It has been noticeable that it has been difficult for some children to reconnect with their friendship groups. Some have drifted apart and aren't as close in some groups.</p> <p>It is also noticeable that children need to build up on skills for speaking, listening and stamina. The KPI focus is now on maths and English. EE said that maths skills have been audited in 'ready to progress' criteria. This gives a clear path of what to teach up until the summer term. Also, staff are now able to focus on the essential skills in English and have time to revisit areas. LW said that maths resources had been audited and organised in an easy to use manner. Some of the old resources have resurfaced and the children are enjoying using them. The classrooms are now well-equipped. IJ said that Covid restrictions have meant that not all resources have been in use. Lesson observations begin next week for maths. NJ asked if many children had either tested positive or needed to isolate. Will online learning still be available if required? IJ responded that there had been no positive test results. Also, the online learning will still be available if any of the children have to isolate. IJ continued that the excitement amongst the children has been very noticeable since their return. He felt that their powers of recovery were amazing.</p> <p>All staff reports must be completed by 8 June and will follow the usual format. Pupil progress meetings will take place at the end of June and data will be entered into the system. Reports will be sent to parents on 2 July and if parents want to have a conversation with staff then this will be offered. There will also be a 'meet the new teacher' event on 12 July. There will be a bespoke residential experience for the Y6 leaving party. Staff will be taking the children to an adventure park then they will have a sleepover at school which includes a takeaway. Breakfast will be served in school. There will be a Y5 and Y6 performance on the last day of school. Staff have invested in a script and 4 weeks of English lessons will be used for classes to rehearse. The event will also be recorded.</p> <p>Safeguarding issues - See separate confidential item.</p> <p>Other issues - IJ said that the bid for the outdoor classroom has been rejected.</p>	
26/21	<p><u>Policies/Documents for Ratification - Circulated</u></p> <p>Adverse Weather Policy Attendance Policy CCTV Policy Complaints Policy Freedom of Information Policy GDPR Regulation Photography Policy</p>	All policies unanimously accepted by Governors

	<p>Parent/Carer Code of Conduct Policy</p> <p>LG asked what GDPR training the staff had undergone. IJ said that they had completed 2 modules from Flick Learning. LG also wondered if a glossary could be provided to explain some of the legal terms in FOI. IJ to look into.</p> <p>Legionella Health and Safety</p> <p>LM said that MB will review the Legionella Health and Safety Policy.</p>	<p>IJ</p> <p>MB</p>
27/21	<p>Covid 19 Update since return of all children</p> <p>See 25/21</p>	
28/21	<p><u>Safeguarding</u></p> <p>See 25/21</p>	
29/21	<p><u>Wellbeing and Equality</u></p> <p>JF said that she had been in contact with a student who is developing a wellbeing app for children. He needs to try it out with children and wondered if school would allow this. IJ said to send it over.</p> <p>NJ asked how staff were being supported with regard to wellbeing. IJ said it was difficult to say how staff were feeling but diary items are becoming more normal and hope is on the horizon. IJ said that he was going to try staff meetings for wellbeing.</p> <p>LW said that children were beginning to see grandparents for the first where they have hugged and shared news. It has been lovely to hear they have been reunited. NJ said that this was important, it has been almost a year now and the novelty has worn off for most. There have been no proper holidays and it is important that we still focus on wellbeing.</p> <p>On behalf of all Governors, LM gave thanks to all staff for their hard work.</p>	
30/21	<p><u>Determination of confidentiality of business</u></p> <p>Safeguarding section of HT report.</p>	
31/21	<p><u>Date of next meeting</u></p> <p>The following meetings will all take place via Teams:</p> <p>Curriculum 13 May 2021 at 5.00 pm</p> <p>Resources 24 June 2021 at 5.00 pm</p> <p>FGB 15 July 2021 at 5.00 pm</p>	

The meeting ended at 6.10 pm

Signed _____ Dated _____