



Markeaton Primary School, Bromley Street, Derby DE22 1HL

MINUTES
Full Governing Board Meeting
Monday 3rd October 2022 at 5.30 pm

<u>Item</u>	<u>Topic</u>	<u>ACTIONS</u>
51/22	<p><u>Present</u></p> <p>Laura Martin, Chair (LM), Ian Johnson, Headteacher (IJ), Matt Ball (MB), Lauren Gascoyne (LG), Harsha Ramesh (HR), Claire Connor (CC), Louise Wilber (LW)</p> <p>Clerk: Billie Welford</p> <p><u>Apologies for Absence</u> – Laura Fox-Lee</p>	
52/22	<p><u>Governor Administration</u></p> <p>Appointment of Chair/Vice Chair - Governors unanimously voted to re-appoint LM as Chair and LG as Vice Chair. There was no other interest declared.</p> <p>Declaration of Pecuniary Interests – Governors were reminded to sign the annual declaration on Governorhub.</p> <p>Standing Orders – Governors unanimously agreed to adopt this document. LM to sign and date.</p> <p>Terms of Reference - Governors unanimously agreed to adopt this document. LM to sign and date.</p> <p>Pay Committee Terms of Reference – LM/MB/LG are currently members of this committee. LM asked Governors to inform her if anyone else is interested in this role. LM to check why the document states 2 meetings per academic year before signing. Governors were also reminded that TORs need to be updated/signed for both the Resources and Curriculum Committees (at the next committee meeting)</p> <p>Governor Code of Conduct – Governors were reminded to sign the annual declaration on Governorhub.</p> <p>Review of Membership - Progress of LA Governor nomination with Jayne Hadfield. The Board is still waiting for confirmation from Derby City Council regarding becoming the LA Governor although she has already been appointed to this role by Governors. There is only 1 vacancy now and that is for a Co-opted Governor. There is currently an advertisement on the Governors for Schools website. LM reminded Governors that the skills focus is on finance and HR. The role could be taken on by a parent with the necessary skills.</p> <p>Governor Visits Schedule – LM to circulate an updated copy of this document along with the rota for Governor of the Month. LM said that there is</p>	<p>Unanimous</p> <p>All</p> <p>Agreed LM Agreed LM LM</p> <p>All</p> <p>LM</p>

	<p>obviously some flexibility with the rotas so if there are any issues please let her know. Once finalised, the document will be uploaded to Governorhub. LM informed Governors that the first PTFA fundraising event had taken place. This was a sale of second hand uniforms which was very successful.</p> <p>Governor Training and Development – LG asked Governors to inform her if there was any specific training that they wish to undertake. There is compulsory safeguarding training to be completed with a deadline date of October half term. The training can be accessed online on Flik. If Governors need access to this please contact LM. There is also a video available for all Governors to watch.</p> <p>Duty Governor of the Month – See comments above.</p> <p>Skills Audit – BW to circulate the latest skills audit for Governors to complete. LG to set up an informal meeting with instruction on how to complete the audit.</p> <p>IJ said that Governors should look in the Ofsted Handbook for the 2 governor statements regarding leadership and management. IJ will then add their assessment to the SEF.</p>	<p>BW/LG</p> <p>All</p>
53/22	<p><u>Review of minutes from FGB 15 July 2022</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
54/22	<p><u>Matters arising</u></p> <p>42/22 Governors had previously discussed proposed changes to the website. LM to set up a meeting with Elaine to implement them.</p> <p>There were no further outstanding actions from these minutes.</p>	LM
55/22	<p><u>Policies/Documents for Ratification – Circulated</u></p> <p>Allegations of Abuse Against Staff – LG/MB Early Career Teacher – LFL/HR Pupils with Additional Needs – LG/LW Safer Recruitment – LM/CC School Website – LM/HR Single Central Record – LM/CC Statutory Policies – LFL/MB Suspension and Exclusion – LW/LM Website Checklist for Maintained Schools – MB/HR</p> <p>These policies had first been presented to the Governors in July. There were still some issues to be discussed with SS before ratification. LM gave Governors a deadline of one week for them to send queries to LM or SS.</p>	All
56/22	<p><u>Headteacher's Report – Verbal Update</u></p> <p>The School Development Priorities had been circulated to Governors in advance of this meeting. Any comments/queries were to be directed to IJ via email. None had been received.</p> <p>IJ explained each target in depth and the reasons that they had been included. He explained that each target is colour coded and has an action plan</p>	

	<p>stating who is involved. All subject leaders also create their own plan showing how it relates to the targets.</p> <p>1. IJ said that the first target is big and teachers need to see best practice. The School Improvement Officer will be giving input. Kate Nash will also complete subject leader review documents. IJ explained that Kate Nash was the SSIO before joining Ofsted. IJ has maintained contact with her and she still does Performance Management review for Headteachers.</p> <p>2. There has been a drop in the standard of writing and spelling since the Covid pandemic so steps were being implemented to improve this.</p> <p>3. Attendance is currently below national average and needs to be improved upon. EB said that a lot of the absences have been because of holidays taken in term time. IJ said that the issue is overwhelming currently with meetings and fines etc. IJ said that there will also be a focus on identified groups such as SEND to see if there are any patterns forming. LG said that it is early days but best attendance for year groups might be useful now. IJ said that historically, attendance has been very good but now we need to recognise good attendance, It appears that the same families are 10 minutes late on a regular basis.</p> <p>4. IJ wants to form a cluster of local schools and partner with 4 others. IJ would like staff to visit other schools and for them to visit Markeaton Primary. IJ said that it is very difficult to perform cross moderation.</p> <p>LM commented that the Governing Board is still relatively new and would learn from other more experienced Boards.</p> <p>IJ asked if there were any further questions regarding the document. CC asked if it could be used to base their school visits on. IJ said that Governors should be looking at the priorities when visiting.</p>	
57/22	<p><u>Performance Management Review Date</u></p> <p>IJ to discuss with LM.</p>	
58/22	<p><u>Safeguarding</u></p> <p>Changes to the KCSIE document – This is mandatory safeguarding training. LM to send out to Governors who should read part one only. LM asked that this document is read by all Governors by 24th October 2022. Everything else by 24 November 2022.</p>	LM
59/22	<p><u>Wellbeing and Equality</u></p> <p>LM/BM had been looking at governor responsibilities. JF used to be the wellbeing Governor and wondered if CC might take this on now. IJ said that school is looking at Trauma Aware status. This is a huge thing in Derby City and often involves LAC and children involved with social workers. All schools need to be aware of it and know what changes to make in the classroom. There are 8 modules in total and EB has slides to complete up to 5 of them. Staff have been undertaking this training and there are 2 twilight sessions left. IJ said that in terms of wellbeing, staff and pupils can be affected by traumas such as divorce and sometimes staff are not sure how to react to some behaviours.</p> <p>LM asked about staff wellbeing. IJ said that he felt that school has got a lot in place to address this such as yoga. Staff understand that SLT will help if they have any issues. HR commented that the cost of living increases can affect staff and children. IJ said that he is sending out a questionnaire to parents to establish how school can support families. IJ had not had this conversation with staff. EE said that staff can be reassured that there will be no</p>	

	<p>redundancies. IJ said that he would ask parents about school trips. EE said that trips can be arranged without having to hire coaches. IJ said that school can't offer financial help to parents but could implement smaller things such as subsidising the panto at Christmas. IJ said that help was given last year for PE kits. IJ said that the uniform can't be changed but the supplier would consider a nearly new aisle in the uniform shop. IJ is awaiting comments from parents. MB commented on all of the exceptional things that school does that go unnoticed.</p>	
60/22	<p><u>Determination of confidentiality of business</u> None.</p>	
61/22	<p><u>What have we achieved from this meeting?</u> A good start has been made on the School Development Plan. Further session required to discuss the priorities.</p>	
62/22	<p><u>Dates of next meetings –</u></p> <p>NB. Governors opted to continue with the arrangement for committee meetings to be held via Teams.</p> <p>Curriculum 13 October 2022 at 5pm (Teams) Resources 20 October 2022 at 5pm (Teams) FGB 24 November 2022 at 5.30pm (in School)</p> <p><i>All Meeting Dates for 2022-2023 on Governorhub</i></p>	

The meeting ended at 6.30 pm

Signed _____ Dated _____