



Markeaton Primary School, Bromley Street, Derby DE22 1HL

MINUTES
Full Governing Board Meeting
Thursday 17th February 2022 at 5.30 pm

<u>Item</u>	<u>Topic</u>	<u>ACTIONS</u>
01/22	<p><u>Present</u></p> <p>Laura Martin, Chair (LM), Ian Johnson, Headteacher (IJ), Joanne Fleay (JF), Matt Ball (MB), Lauren Gascoyne (LG), Harsha Ramesh (HR) , Claire Connor (CC), Laura Fox-Lee (LF)</p> <p>In attendance: Emma Edge (EE), Emma Balfour (EB) Assistant Headteachers</p> <p>Clerk: Billie Welford</p> <p><u>Apologies for Absence</u> – Louise Wilber</p>	
02/22	<p><u>Declaration of Pecuniary Interests</u> – For items on this agenda</p> <p>None declared.</p>	
03/22	<p><u>Governor Administration</u></p> <p>New Governors/Recruitment Today's meeting was attended by two new Parent Governors, Claire Connor and Laura Fox-Lee. Governors had voted unanimously (remotely) to recruit both candidates. LM welcomed them to the Board and introductions took place. The constitution of the Board is currently inaccurate as Parent Governors are over-subscribed (should be only 2). As of today, LM informed Governors that JF intends to step down from her role as Parent Governor at the end of the year.</p> <p>Duty Governor of The Month Governors had previously discussed reinstating the Duty Governor of the month and the topic was raised again. LM explained the role and how it had worked previously. IJ said that currently, no-one knows who the governors are. Covid had prevented Governors from carrying out duties in school but everyone has been back at school since September now. IJ explained that the Duty Governor would be expected to attend any interview taking place, PTFA events, be an informal presence in the playground and possibly attend staff meetings for a brief period of time. Currently the staff meetings take place every Wednesday until Easter then they will change to a Monday. LM stated that the position had worked very well in the past. IJ said that it is needed now and should be reinstated. There also has to be certain expectations and commitment in order for the role to be useful. With a show of hands, Governors voted unanimously to reinstate the role. LM said that there</p>	<p>Unanimous</p> <p>Unanimous</p>

	<p>is a section on the website with bios from Governors. IJ said that there had previously been discussion about a Governor Newsletter which could include who you are and what you are accountable for. JF suggested linking information about the Governors to the Twitter feed. LM to pursue. LM to also create a timetable for Governor of the Month.</p> <p>Skills Audit Returns</p> <p>For the benefit of the 2 new governors, LG explained what the skills audit is and how the results help to identify gaps in skills/knowledge. LM said that she appreciated that Governors might find the task of completing the documentation a little daunting. LG said that Governors might not know which skills they should have in their role. LG to set up a training session.</p> <p>As this year's audit has now been completed, LG explained that the focus is usually on areas with the lowest scores. As Training Governor, LG to email all to summarise the findings of the audit.</p> <p>Governor Training and Development –</p> <p>Governors were reminded to look at Governorhub for training opportunities. New Governors should ensure that they check for Induction training which is essential for their role. LM explained that there is a budget for training. LM also informed new Governors to complete the statements on Governorhub eg KCSIE. IJ said that Flik Learning has also been used for Governors in the past. LG to send out links to Governors.</p>	<p>LM LM</p> <p>LG LG</p> <p>LG</p>
04/22	<p><u>Review of minutes from FGB 25 November 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
05/22	<p><u>Matters arising</u></p> <p>There were no outstanding actions from these minutes.</p>	
06/22	<p><u>Minutes from Resources meeting 20 January 2022</u> (for information only)</p> <p>The minutes had been circulated to staff prior to this meeting.</p>	
07/22	<p><u>Matters arising</u></p> <p>None</p>	
08/22	<p><u>Minutes from Curriculum meeting 3 February 2022</u> (for information only)</p> <p>The minutes had been circulated to staff prior to this meeting.</p>	
09/22	<p><u>Matters arising</u></p> <p>None</p>	
10/22	<p><u>Policies/Documents for Ratification – Circulated</u></p> <p>None.</p>	
11/22	<p><u>Headteacher's Update</u></p> <p>IJ had circulated the SEF Summary prior to this meeting. For the benefit of new Governors, IJ explained the purpose of the document and how it helps to build a narrative around the Ofsted Framework. A version of the document had been circulated to Governors at an earlier date but the LA contact had felt that the document was too lengthy and it needed to be condensed.</p>	

IJ explained how the document is used and the purpose of the colour-coding. It is hoped that in future, Governors will create questions based on this document. When Governors come into school for visits their reports should evidence that the visit was based on an area of the SEF. LM explained that Governors must create a report for every visit made and that it is important to link the monitoring visits to the SEF. The report is built up using a pro-forma which can be found on Governorhub.

Characteristics of the school (from report):

- 71 pupils with SEN (Special Educational Needs) – 17.0%
- 25 Pupils have an EHCP (Educational Healthcare Plan) – 5.9%
- 48 pupils EAL (English as an Additional Language) – 11.5%
- 3 pupils CLA (Children Looked After) – 0.7%

101 pupils Pupil Premium (including Services Children, CLA, FSM + Ever 6) – 24.2%

IJ asked if there were any questions relating to the SEF Summary. MB enquired about the drop in attendance levels. IJ said that this was specifically down to Covid-related absences when there was a rise in cases just before Christmas. It is expected that percentages will soon begin to creep back up again.

JF asked how these figures compare with other schools locally. IJ said that in the context of Covid the figures are comparatively similar.

MB asked about the high numbers of SEN children and whether resources are available to deal with the increase. IJ said that financially it is tough as there is less funding now. EB said that there had been a big increase in children being diagnosed. EHCP numbers had fallen but they are still high. A lot of EHCP applications are based around anxiety now and IJ stated that there had been a lot of post-Covid anxiety amongst parents. For the benefit of the new Governors, IJ said that the percentage of ADHD children at this school is significantly higher than the local and national average.

IJ said that Pupil Premium numbers had not fluctuated very much but EAL figures had increased significantly. This figure also includes bilingual children.

Safeguarding

The safeguarding report had been circulated to Governors prior to this meeting. IJ explained that it is a snapshot since the last FGB and asked if there were any questions arising from it.

HR enquired about the high number of referrals (143) made on CPOMS since the last safeguarding report. IJ said that sometimes this will be about the same referral reported previously or actions taken, but the number is not unusually high as staff record everything.

Covid update

LM asked about the situation in school now regarding Covid. IJ said that there had been nothing significant to report. DCC said that cases are falling and isolation guidance will probably change by the time the children return after half term.

Curriculum

EE explained how staff continue to evaluate and articulate the intent, implementation and impact rationale for each subject to showcase the curriculum. Markeaton Minds is visible across the curriculum (diagram in SEF). This created further discussion amongst Governors. EE explained how the role of Subject Leaders is being developed to effectively monitor and

	<p>evaluate standards.</p> <p>IJ stated that staff are trying to coincide the curriculum review with a potential Ofsted inspection. The curriculum section of the website is relevant. Looking at the school development priorities, if we say how we evidence a strength we have to show where this can be found.</p>	
12/22	<p><u>Health and Safety Update</u></p> <p>To be discussed at the next Resources meeting.</p>	
13/22	<p><u>Finance Update</u></p> <p>To be discussed at the next Resources meeting.</p>	
14/22	<p><u>Safeguarding – Full report circulated previously</u></p> <p>See Headteacher's report.</p>	
15/22	<p><u>Wellbeing</u></p> <p>IJ said that he had tasked Miss Hawley to carry out an audit to support staff. She is going to be speaking to staff. Parents are speaking to their children about anxiety and sometimes this can be negative.</p> <p><u>Equality</u></p> <p>IJ said that he had had a good conversation with one of the teachers and instead of Black History month this will now become Shared History. They had discussed planning for this over the next 2 years. The changeover will be huge but there are lots of books available at 'New Chapter'. One of their USPs is that the author can be contacted and children can ask questions via Twitter. It might be something to introduce to other subject areas too.</p>	
16/22	<p><u>Determination of confidentiality of business</u></p> <p>None.</p>	
17/22	<p><u>What difference has this meeting made to our pupils?</u></p> <p>Having welcomed two new governors we have a fully formed board with the skills and experience to further support staff in moving forward with the school improvement plan. The introduction of new Governors will refresh the ideas of the Governing Board. Lots of innovative ideas have been discussed.</p>	
18/22	<p>Dates of next meetings –</p> <p>FGB Meeting 28 April 2022 at 5.30 pm via Teams (Budget) Resources Meeting 28 April 2022 at 5pm via Teams (Budget) Curriculum Meeting 12 May 2022 at 5pm via Teams</p> <p><i>All Meeting Dates for 2021-22 on Governorhub</i></p>	

The meeting ended at 6.30 pm

Signed _____ Dated _____