

Meadowside Community Primary School - Local Governing Board

Minutes of the Meeting Held on 13.10.2022

Present: Phil Calrow (Chair), Stuart Wright, Adrian Burrows, Sarah Dixon, Jenny Gill, Gareth Harris, Alan Manuel, Judith Murray, Nicola Whyte, Kerry Woods

Apologies:

In Attendance: Pam Queeney (Helping Hands), Carol Kilgannon (Helping Hands), Steve Murphy (Helping Hands), David Clay, Donna Lowe, Conor McClafferty (part), Dr. Carsten Kressel (Minutes, via Teams)

Welcome and Apologies

The Chair welcome Sarah, Dixon, Carol Kilgannon, Pam Queeney and Steve from Helping Hands.

Declarations of Interest

No declarations of personal or pecuniary interest in the matters to be discussed were made.

Governing Board

Governor Training

No training information had been received.

Election of Chair

Mr. Calrow was **elected** to the position of Chair, for the period of one year.

Election of Vice-Chairs

Mr. Burrows and Mr. Harris were **elected** to the position of Vice-Chairs, for the period of one year.

Membership

Mrs. Murray's term of office will expire in November. She will not seek renewal of her membership beyond the current term. Governors thanked her for her dedication and service to the school during her time as a governor.

Mrs. Lowe will leave the school at the end of the coming week and will resign from her position as associate governor.

Sarah Dixon from Helping Hands attended. She has previous experience as a primary school governor and is a retired GP. Governors **co-opted** her for a term of four years.

Annual Declaration of Interests

Governors completed their annual declarations of interest.

Code of Conduct

Governors noted and **re-adopted** the code of conduct.

Governor Strategy

Mr. Wright introduced a governance document from the trust that explains the trust structure with members, trustees, Andy Moorcroft (CEO), CET (the group of headteachers), Damien McGuire (CFO), Adrienne Laing (COO), and LGBs. Guidance to LGBs, including on the role of link governors, is included. **Governors asked** how support for more able pupils was included in the structure. Mr. Wright answered that it would be covered under vulnerable groups.

LGBs are required to hold half-termly meetings with an alternating focus on educational standards and resources. Standard agenda items are set for this purpose and included in the document.

Governors are expected to access three training sessions per year.

Governor Hub - A separate tab on the Governor Hub contains useful information, including the TCAT induction pack. The induction pack includes an overview of governance and key documents. They set out the role of LGBs and the principle of earned autonomy. Governors need to understand their role within the trust. The TCAT values, vision, objectives, key principles etc. are explained. Governors should familiarise themselves with the documentation. Other useful sources of information are TCAT Times, TCAT Voice, TCAT Thrives.

Governors asked the following questions: -

- Does this strategy documentation set out the checks and balances? - Answer: Yes. It also clarifies the role of the central team.
- Under what circumstances would the trust step in to override earned autonomy? - Answer: Earned autonomy may need to be removed in exceptional circumstances.
- What circumstances would that referred to? - Answer: Mostly if either the trust or Ofsted put it in a category.

Scheme of Delegation

The principle of earned autonomy applies as discussed.

Link Governors

Governors **agreed** the following link roles: -

SEND, Pupil Premium, Vulnerable groups: Phil Calrow - Staff link: Alan Manuel, David Clay
Quality of Education - Standards: Gareth Harris - Staff link: Stuart Wright, David Clay, Alan Manuel

Quality of Education - Curriculum: Aidy Burrows - Staff link: David Clay

Safeguarding, Behaviour, Welfare: Nicola Whyte - Staff link: Alison Stokes

Finance and Personnel: Jenny Gill - Staff link: Stuart Wright, Sarah Messenger

Staff & Premises, Health & Safety: Kerry Woods - Staff link: Stuart Wright, L Fletcher

Personal Development: Sarah Dixon - Staff Link: David Clay

Early Years: Parent governor tbc

Governor Hub

As discussed.

Minutes

The minutes of the meeting held on 30.6.2022 were **agreed** as a true and accurate record. Governors were informed that the financial year-end forecast as reported and recorded in that meeting was cautious. A full update will be given in the Business meeting at the beginning of December.

Matters Arising / Action Log

The actions from the last meeting had been completed.

Presentation Helping Hands

Sarah Dixon (Secretary), Pam Queeney (Treasurer), Carol Kilgannon (Chair), and Steve (Founder) presented on the work of the Helping Hands organisation.

Mr. Wright set the scene as follows: -

- Helping Hands were very helpful to the school and community during the flood in February 2021 and have been based at the school ever since.
- Cookery club - They have trained a volunteer chef and provide free breakfast to children every morning. The chef has now secured a paid position working in the school kitchen.
- The proposal is for Helping Hands to be allocated free space on a more formal basis, in exchange for providing free breakfast for every child.

Presentation by Carol Kilgannon (Chair)

Helping Hands supported pensioners and people who lost their jobs during the lockdowns, then got involved to help the community when it was flooded in February 2021. Since the pandemic, the organisation has used its base in the school and is helping the community affected by the cost-of-living crisis.

Helping Hands would like to take over a base in the school on a more permanent basis, for three years in the first instance, and to adapt the rooms for their purposes. Helping Hands would pay for the required work. In lieu of rent, Helping Hands would continue to provide free breakfast for the children in school, and the Hobby Cook project would continue.

Governors asked the following questions: -

- What facilities do you require? - Answer: The existing IT suite that has not been used for a while would be adapted.
- How are you registered? - Answer: As a CIC, a not-for-profit Community Interest Company.
- How often do you need the base? - Answer: A few times per week, also using the hall for community purposes.
- Will this of the hall affect the operation of the school? - Answer: Use would be scheduled to avoid disruption. Separation of outside visitors from the children and Safeguarding would be ensured.

Governors visited the proposed base. They noted that it would have a dedicated, secure outside access door to ensure separation from the children. All volunteers are DBS checked. A secure door would be built to the corridor to allow access in emergencies. Server access for the school would be retained. **Governors asked** the following questions: -

- Does the proposal affect other groups using the school? - Answer: It is not expected to affect the Polish school.
- Would there be a rental for use of the hall? - Answer: Their payment is in lieu. In addition, they have links to the PTA that can use their projects and potentially channel the funds into the school. There is also a possibility to train chefs and kitchen staff for other TCAT schools.

Mr. Wright summarised that Safeguarding is ensured in the proposal, and the potential financial exposure is managed. The next step is to get approval from the trust. In addition, the work of the organisation helps to raise the profile of Meadowside.

Governors **approved** the proposal to be taken forward to the trust centre in order to seek their approval.

Mrs. Kilgannon, Mrs. Queeney and Steve left the meeting.

Mr. Harris left the meeting.

Garden Collective

Mr. Wright informed governors that Church Collective, a church-affiliated organisation would like to develop a community allotment in the school grounds. The only cost to the school would be for some electricity. Access for volunteers and the community would be organised in a way that would keep them separate from the school, using the Helping Hands facilities. The structures (growing beds, storage shed) would not require planning permission.

Governors considered the need to maintain the non-religious character of the school, whilst also exposing the children to a variety of different religions and faith groups.

Governors **agreed** the request to develop a community allotment.

Whole-School Data Report

Mr. Wright had uploaded comprehensive data. He highlighted the following points: -

Phonics

- 83% of the children achieved the pass mark in the phonics check, the highest result ever. Little Wandle is successful. The scheme is very prescriptive. Training to underpin spaced retrieval has a good impact.
- Year 2 - 72% passed the re-test.

Early Years

GLD was affected by the writing result, which limited it to 33%. Scores in other areas are a lot higher. The school concentrates on communication and fine motor skills for the children. The

latter area will be refined further to practice pencil skills in future. Fine motor skills and self-regulation receive particular attention. At the beginning of the year, the children were at 0% in all areas.

Governors asked if the school talked to nurseries and parents to identify and address any issues early-on. Mr. Wright confirmed this to be part of the transition progress.

Year 2

The recorded outcomes appear low in absolute terms, but they exceeded the FFT target, showing good progress. Furthermore, many children are in the 'just below' category. The school will continue to work with the children and expects them to make further progress throughout KS 2.

Year 6

Combined ARE shows positive outcomes. These are the highest outcomes the school has achieved. Combined GD of 10% was ahead of the national average. The children also achieved good progress in reading (+1.13) and maths (+2.11). Summary information for governors was produced and uploaded.

PAP / Score Card

Mr. Wright introduced the school self-evaluation and priority action plan. He informed governors of the following points: -

- Concentrated work to address persistent absenteeism continues. This matter is on the PAP for the year. Free breakfasts, as discussed earlier in the meeting, are one of the tools used to promote good attendance.
- The share of children with SEND is high at 35%.
- 58% of the children qualify for Pupil Premium.
- The percentage of boys is very high at 54%, in turn affecting the reported writing data.
- All categories have been RAG-rated against the Ofsted criteria, with every category rated green or amber.
- Priorities are identified, based on the self-evaluation. The Priority Action Plan takes forward the identified priorities.

Pupil Premium

Mr. Manuel and Mr. McClafferty introduced the Pupil Premium report. 54% of the children are eligible for Pupil Premium, with varying levels in different year groups. 26% of the children are eligible for Pupil Premium and have SEND.

In total, the school receives £166k Pupil Premium plus £20k recovery funding. Expenditure is accounted for in full. Key points include: -

10 families have been supported with Early Help through the pastoral team.

- Well Comm scheme is used to promote communication and reading
- Little Wandle
- TA support for targeted catch-up.
- A strong focus is on promoting attendance.

- Writing is a focus throughout - short-burst writing, writing opportunities, modelling. This is also reflected in the Attendance Policy.

Strengths of the delivery for Pupil Premium children are demonstrated in the fact that: -

- There is no difference with the attainment of non-disadvantaged children in GLD
- At KS2 SATS ARE in maths and SPAG and combined ARE, the Pupil Premium children outperform the non-Pupil Premium;
- Ditto in KS2 SATS combined GD.

Differences still need to be addressed at the end of KS 1 in reading and writing GD and in maths ARE and GD; and in KS 2 writing ARE and SPAG GD

Governors asked if the available interventions were used to support all children or how the school targeted its support to Pupil Premium children. They were informed that the school has clear data-driven targeting strategies, but that it also uses quality-first teaching that benefits all children. More generally, it lets other children benefit from the support as long as the Pupil Premium children benefit.

Mr. McClafferty left the meeting.

Governance Action Plan

The governance action plan was uploaded. It shows that the quality of challenge has improved. Priorities for further development are to: -

- Recruit more governors
- Visit the school regularly
- Meet with stakeholders, including children and parents.

The quality of questions has improved; visits to school are being scheduled, and meetings with parents is increasing.

Governors were reminded to complete the governor Safeguarding training and to access Keeping Children Safe in Education, parts 1 and 5, through I Am Compliant.

Action 1: *Governors were reminded to complete the governor Safeguarding training and to access Keeping Children Safe in Education, parts 1 and 5, through I Am Compliant.*

In addition, a skills audit will be carried out.

Action 2: *Clerk to send out and collate a governor skills audit for the next meeting.*

Policy Review

Governors **agreed** the following policies: -

- Attendance Policy 2022-23
- Curriculum Policy 2022-23
- DT Policy September 2022

- Early Years Policy September 2022
- Geography Policy September 2022
- History Policy September 2022
- Maths Policy September 2022
- Physical Restraint Policy September 2022
- Reading and Phonics Policy September 2022
- Science Policy September 2022
- SEND Information Report 2022
- SEND Policy 2022-23

The Curriculum Policy sets out the wider picture of how and why the curriculum is structured and sequenced in a certain way also using the findings of meta cognition. The subject policies define the intent, implementation and impact for individual subjects, based on the general parameters set out in the Curriculum Policy.

Governors were particularly referred to the following policies: -

- Attendance Policy
- Curriculum Policy
- Early Years Policy
- Reading and Phonics Policy

Dates of Assessment

Governors noted the dates of statutory assessments in the current academic year.

Any Other Business

None.

Date and Time of the Next Meeting

1.12.2022, 4 pm (online)

Action Log - October 2022

No.	Description	Responsible
1	<i>Governors were reminded to complete the governor Safeguarding training and to access Keeping Children Safe in Education, parts 1 and 5, through I Am Compliant.</i>	Governors
2	<i>Clerk to send out and collate a governor skills audit for the next meeting.</i>	Dr. Kressel