

Meadowside Community Primary School - Full Governing Board

Minutes of the Meeting Held on 14.10.2021

Present: Phil Calrow (Chair), Stuart Wright, Adrian Burrows, Jenny Gill, Jo Makin, Judith Murray, Kerry Woods

Apologies: Gareth Harris

In Attendance: Alison Stokes (part), Dr. Carsten Kressel (Minutes)

Welcome and Apologies

Apologies had been received from Mr. Harris.

Declarations of Interest

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

Governing Board

Election of Chair

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

Membership

Ms Collins had resigned from her position as a co-opted governor. Recruitment for new governors is under way.

Governor Training

A list of available training was distributed. Governors are welcome to attend the training. Jenny Gill will attend induction training.

Pay Committee

Governors **agreed** the following membership for the Pay Committee: -

Gareth Harris

Jenny Gill

Adrian Burrows

A meeting will take place on 21.10.2021, at 2.30 pm.

Minutes

The minutes of the meeting held on 8.7.2021 were **agreed** as a true and accurate record.

Matters Arising / Action Log

None.

Safeguarding & Welfare Update

Mrs. Stokes attended to give a report on Safeguarding and welfare. She highlighted the following points: -

- Annual Safeguarding training raining was conducted for all staff.
- Additional peer-on-peer abuse training was put together. The material and training is used across the school.
- She had attended training for Operation Encompass and as a fire warden.
- Two blue letter and three red letters for behaviour have been sent since the summer holidays.
- 1 case of peer-on-peer abuse was recorded in the same period.
- No Early Help referrals have been made yet.
- Two referrals to the mental health practitioner and one to the nurse were made.
- One child has been classed as vulnerable.
- Detailed Safeguarding figures were given.
- The school is working with Torus to link into their priorities for community support, including books and mental health first aid for parents.
- Good numbers attend nursery and the weekly mums and tots session. Attendance at mums and tots is beginning to translate into registrations for nursery.
- The school is working with the PCSOs, Helping Hands and Friends of Meadowside.

Governors asked the following questions: -

- How many hours do we get with the mental health nurse? - Answer: One day per week in total. We work very closely and flexibly.
- Is the number of behaviour letters significant? - Answer: Yes, the matter is being addressed. Staff have been reminded to use the behaviour system to deal with low-level behaviour.

Alison Stokes left the meeting.

Premises and Health & Safety

Premises Walk

A premises walk took place to familiarise governors with the results of the refurbishment, co-location of the two DP units, the expanded nursery room, the immersion and sensory rooms and outdoor areas for the DP and Early Years. Governors also saw the uniform type of displays in classrooms and corridors.

Works Update

A list of works completed had been uploaded. Mr. Wright highlighted the following points: -

- TCAT awarded the school £45k for a comprehensive redecoration programme. The final step will be the installation of murals. The alarm system and fire alarm were renewed. The drainage system continues to be investigated and documented. In the process, a comprehensive map of the system is produced and all discovered defects are repaired.

The aim is to minimise the risk of future flooding and to establish a clear basis for allocation of liability in the event of future flooding.

- School capital: A united, shared DP area has been created to improve co-operation and quality of delivery. Other items of expenditure include an ID printer, plumbing and flooring. Phase 1 of the sensory room was completed, and the nursery was redecorated. New IT infrastructure has been installed.
- Reactive maintenance. - More drainage work is planned.

Health & Safety Audit Report

Presentation of the Health & Safety audit report was deferred to the next meeting. Another audit is due.

Link Governor Report

Mrs. Woods presented the Health & Safety link governor report. The Health & Safety team meets monthly. Mrs. Woods takes the minutes, offers challenge and follows up actions. Cleaning, maintenance, Safeguarding etc. are reviewed.

The building maintenance plan foresees annual refurbishment of one or two classrooms in future. A Polish school uses the premises on Saturdays. They are held to to comply with Health & Safety rules.

Governors asked who deals with the Polish school. They were informed that it is mostly Mrs. Lowe or Mr. Murphy. The fire doors help to regulate access and close off parts of the building they should not access. The aim is to grow this letting into a regular, solid income for the school.

School Re-brand

Mr. Wright informed governors that it is planned to promote the school through new branding. There is significant competition for children to access nurseries and wrap-around care in the area, especially from Sandy Lane. A re-branding is planned to raise the profile, modernise the image and ultimately help to attract new pupils. Potential options for branding with the elements of trees and books were developed, using bright TCAT corporate colours. At the same time, it is planned to change the uniform colour to bottle green, to make it less susceptible to dirt. The expectation is that the new logo will complement the darker colour well. A marketing leaflet has been produced, promoting the school and its facilities.

Governors asked if parents would be able to continue using older uniforms after the change of colour. Mr. Wright answered that the new colour will be phased in from September 2022. The option to subsidise uniforms from Pupil Premium to help disadvantaged families is being explored.

Governors **agreed** the rebranding as proposed.

Finance

Mr. Wright presented the financial update. He highlighted the following points: -

Budget Outturn 2020/21

- The budget was affected adversely by staff absences that could not be covered internally. They led to a £100k overspend, including expenditure of £38k on supply staff.
- A staffing issue was resolved with a settlement.
- A provisional overall in-year deficit of £75k was recorded, which was covered by reserves.
- The outturn includes provision for a 2.75% pay increase for support staff.
- Pupil Premium has been absorbed into expenditure on staffing and learning resources.
- The increased cost of reactive maintenance was offset by additional income.
- Insurance claims are being progressed.
- Refurbishment costs have contributed to the overspend.

Budget Update 2021/22

- The school is receiving £10.4k for tutoring.
- The sensory room will be improved.
- Nursery funding is about 19% higher than anticipated.
- Reactive maintenance expenditure already stands at 75% of the budget provision for the whole year. It will be offset by additional income.
- Jenny Gill will be invited to participate in future meetings with finance staff.

Governors asked the following questions: -

- Are we ready to deal with higher energy prices? - Answer: We expect an adverse impact.
- Can we deal with general price inflation? - Answer: We have additional funding from the recovery grant and the school-led tuition fund. The latter is calculated to provide 15 hours of tuition per eligible child, with low hourly rates for the tutors and very restrictive eligibility rules. Tutors will be brought in. Despite the tutoring, it is expected that recovery will be a long-term process.
- Are we recruiting volunteers to support oracy work? - Answer: We are keen to bring in good volunteers. The drive towards language development continues. We will assess the situation after half-term.
- Have we had recent cases of Covid-19? - Answer: We have had a few cases and will monitor the situation carefully.

Income: Letting and Wrap-around Care

Wrap-around care will be reviewed at Christmas. The offer is made as affordable as possible. Custom has slowed down slightly after an initial wave of interest but it is steady and broadly offsets the cost. **Governors asked** if there is sufficient capacity to meet higher demand. They were informed that there is sufficient space. However, some parents await funding support for the fees and have not paid yet, so the school needs to be careful to avoid a large build-up of debt. The provision is being promoted on Class Dojo.

GDPR

The school has received three subject access requests. No issues are anticipated.

No GDPR breaches have occurred.

Staffing and HR

Stone King have been chosen as the new HR provider by the trust. They will meet with all staff.

Governors asked what the level of attendance was. Mr. Wright answered that it was 94% including DPs, about 95% without. The common cold and the flu are also spread widely.

Priority Action Plan

Mr. Wright reported the score cards and priority action plan. The score card highlights the following points: -

- Intensive programme for speech and language development
- Clear focus on language, vocabulary development and reading
- Structured approach to interventions
- Strong culture of inclusivity and support for children with SEND, resulting in re-award of Flagship School status from IQM
- Attendance at least in line with national average
- Highly secure Safeguarding system and team
- Culture of staff well-being and manageable workload
- High-quality CPD for curriculum and pedagogy

Areas for development are: -

- Implement the new EYFS curriculum
- Coaching and monitoring of vision
- Teaching of the new RSE/PSHE curriculum - This includes peer-on-peer abuse. A few children have come forward since tuition about peer-on-peer abuse has started, and there has been a positive response from parents to communication and what the children learn.
- Support the chair of governors
- David Clay appointed as new SENCo.
- Talk for Reading continues.
- Little Wandle to be introduced for phonics.
- Re-establish expectations for reading
- Curriculum is taught using current research on cognitive science and Rosenshine principles.

Mr. Burrows left the meeting.

All these elements are contained in the Priority Action Plan (PAP).

The PAP has objectives in respect of pupils,

Governors **agreed** the PAP.

Governors asked if a governor action plan will be developed. The Chair agreed to take the matter forward.

Action 1: *Chair to draft a governor action plan.*

Admissions

No changes are planned.

Policy Review

Governors **adopted** the following school policies: -

- Intimate Care Policy – Needs are becoming more prevalent.
- Early Years Policy – New baseline and curriculum
- Safeguarding Policy – Annual review
- Physical Restraint Policy - DfE guidance on physical contact

Governors noted the following TCAT policies: -

- Maternity Policy
- Flexible Working Policy
- Authorised Leave Policy
- Probation Policy
- Sickness & Absence Policy
- Complaints Policy
- Teacher Appraisal Policy

A summary document of the new TCAT policies was uploaded to provide an overview.

Dates of the Next Meetings

2.12.2021, 4 pm, Education

17.2.2022, 4 pm, Education

7.4.2022, 4 pm, Business - Zoom

19.5.2022, 4 pm, Education

14.7.2022, 4 pm, Business - Zoom

Any Other Business

None.

Action Log - October 2021

No.	Description	Responsible
1	<i>Chair to draft a governor action plan.</i>	

