# MEADOWSIDE COMMUNITY PRIMARY SCHOOL & NURSERY

## Minutes of the Local Governing Board Meeting (Business Focus) held on Thursday 14th March 2024

**Time:** 4pm
**Venue:** School
**Chair:** Phil Calrow
**Clerk:** The minutes were taken by the school and typed up by Entrust Governor Services

**Local Governing Board Membership**

| Name | Category | Term Ends | Attendance |
|---|---|---|---|
| Adrian Burrows (AB) | Co-opted Governor and **Vice Chair** | 06.04.2026 | Present |
| Phil Calrow (PC) | **Chair,** Co-opted Governor | 12.10.2024 | Present |
| Claire Curtis (CC) | **Headteacher (HT)** | N/A | Present |
| Sarah Dixon (SD) | Co-opted Governor | 12.10.2026 | Present |
| Jenny Gill (JG) | Parent Governor | 08.07.2025 | Present |
| Nicola Whyte (NW) | Co-opted Governor | 06.04.2026 | Present |
| Kerry Woods (KWo) | Staff Governor | 12.10.2024 | Present |
| Vacancy x2 | Co-opted Governor | | |
| Vacancy | Parent Governor | | |

**In Attendance**

| Name | Role |
|---|---|
| Alan Manuel (AM) | Assistant Head |
| Sarah Messenger (SM) | Finance |

**Documents Shared Ahead of the Meeting**

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| 1st quote for classroom furniture - Meadowside CP & Nursery<br>24 3 MEA IT proposal<br>Accident Tracking - Oct-Jan<br>Arbor Account Balances 08.03.2024<br>Draft AGENDA Meadowside Primary LGB (Business) 14.03.24_KM<br>Draft Minutes Meadowside LGB 8 February 2024_KM<br>HT Report Part One Spring 2024 MEA<br>MEA Revised Budget (1)<br>Section 175 Meadowside Primary Safeguarding Audit 2024<br>TCAT Safeguarding Review Meadowside February 2024 |

| 1 | **Welcome and Introduction**<br><br>The Chair welcomed everyone to the meeting. | |
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| 2 | **Apologies and Absence**<br><br>There were no apologies received; all governors were present. | |
| 3 | | |

Signed…………………………                                    Date…………………………

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| | **Declarations of Interest**<br><br>PC declared that his wife is a teacher at Meadowside Primary. | |
| 4 | **Governing Board Matters**<br><br>a) Membership<br><br>CC highlighted the need for additional governors. SD and AB are stepping down at the end of the academic year. PC thanked them for their service and staying on until the end of the academic year. CC asked governing board members to spread the word in the hope that additional co-opted governors would express an interest in joining the board.<br><br>Governors discussed that with SD and AB stepping down there will be significant gaps on the board but it was recognised that this issue is not unique to Meadowside and it is a challenge for many boards to recruit governors. A governor mentioned that the parents of the new children from Hong Kong might be interested in joining the board and their insight would be welcomed.<br><br>b) Training<br><br>KWo updated the board on the training which had taken place and reminded everyone that further training would be available on 7th May 2024. | |
| 5 | **Minutes of the LGB Meeting held on 8 February 2024**<br><br>a) Acceptance of the Minutes<br><br>The minutes of the previous meeting held on 8 February 2024 were accepted as a true and accurate record of proceedings.<br><br>b) Matters Arising<br><br>It was reported that all members had completed the governor skills audit.<br><br>CC informed governance that a governance review may take place.<br><br>PC stated that governors can be assured that TCAT are monitoring compliance. TCAT supports and provides a safety net around school.  CC agrees with this – compliance is checked thoroughly.<br><br>KWo advised that a fire drill had taken place before the site team left and a soft emergency lock down had taken place due to there being a dog on site. | |

Signed…………………………  Date…………………………

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| | c) Review of Action Log<br><br>The SEND training remains outstanding.<br><br>Governor recruitment is mentioned in item 4a) above. | |
| 6 | **Headteacher's Report**<br><br>The Headteacher summarised the main points from her report which had been shared with governors in advance of the meeting.<br><br>Meadowside has applied for five projects through TCAT including a toilet and kitchen refurbishment. Other items in the comprehensive report covered:<br><br>• Admissions<br>• Attendance<br>• Safeguarding<br>• SEND<br>• Behaviour<br>• Racist / Homophobic Bullying Incidents<br>• Pupil Premium<br>• School Performance and Standards<br>• Finance and Premises<br>• Health and Safety<br>• Staffing and Performance Management<br>• CPD Evaluation<br>• Parental Engagement<br>• Wellbeing and Workforce Review<br>• Future Proofing<br><br>It was noted that two of the site team have left and a number of paperwork and non-compliance issues have been picked up. The new site manager will receive training soon so that these issues can be rectified. | |
| 7 | **Safeguarding**<br><br>There were no significant issues discussed under safeguarding. Audits are taking place regularly. All governors have completed their appropriate training. | |
| 8 | **Finance and Premises**<br><br>a) Budget Review<br><br>The budget review took place during the presentation by SM. See item 8b).<br><br>b) Presentation from S Messenger | |

Signed…………………………                                          Date…………………………

SM explained that the original budget had been revised. A governor asked why this was. SM explained that additional funding and staffing changes can all impact the budget and it needed to be adjusted as a result.

SM talked governors through the changes in the document. SM mentioned that pension increases may be covered by the government but there was no news as yet.

In relation to staff costs, teachers and support staff pay increases have been agreed. There is a saving for a teacher leaving at Christmas and the replacement teacher does not start until May. The supply budget has increased. Two members of Premises staff have left and there is a site manager starting in April. There has been a supply cost for a site member which will continue until another member of staff has been recruited.

The training budget has been reduced but CC informed the board that additional funding may be required as she is considering increasing training.

Increases in other line items were highlighted including

- Increase in DBS costs
- Cover insurance
- Cleaning materials
- Electricity


It was noted that gas and water costs have been reduced and furniture will be replaced using insurance money from the flood.

There were no further questions asked.

c)  Premises Update

Once all three furniture quotations are in, CC will send these to governors for consideration and approval so that furniture can be ordered in time for September. There may also be scope for new furniture for the staff room – the furniture is not safe or suitable. CC will ask if the old furniture be removed as part of the deal

d) IT Proposal

Surveys went out to staff to find out where the IT need was as some kit is not fit for purpose. A proposal has been put together for governors and the Trust Board to review. The proposal starts in KS2 and works down. One set of laptops for Y6 would help them prepare them for high school.

Filtering and monitoring functionality will be added.

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| | There was a discussion about the need for computers and laptops for SLT members – it was highlighted that SLT work across school and other sites.<br><br>KS1 iPads would be moved from KS2.<br><br>Governors agreed with the IT proposal and this would now be submitted to the Trust Board for sign off. | |
| **9** | **Governing Board Objectives**<br><br>This item was deferred to the next meeting. | |
| **10** | **Policies**<br><br>There were no new policies to ratify. CC queried whether TCAT policies needed to be agreed at LGB meetings. | |
| **11** | **Reflection**<br><br>This item was deferred to the next meeting. | |
| **12** | **Any Other Business**<br><br>**Arbor** account balances are being tracked. These are small debts and this is a historic issue – the tracking is now in place and this issues will not reoccur.<br><br>**Accidents –** Arbor is now used along with accident slips to record accidents. This data will be reviewed half termly.<br><br>Governors asked whether they would be able to look if there are any trends or patterns.<br><br>PC has asked whether the school had considered using a package called Meditrack? CC agreed to look into this.<br><br>Jenny Gill has agreed to spot check the SATS papers. | |
| **13** | **Date of Next Meeting**<br><br>The next governing board meeting takes place on Thursday 16th May 2024 | |

Signed…………………………                                        Date…………………………

## Action Log

| Item | Action | Responsible |
|------|--------|-------------|
| 8 | Chase final out turn report for the next governing board meeting. | CC |
| 12 | Find out whether the safeguarding SLA includes education support. | CC |
| 10 | PC to look at TCAT policy at the next meeting | PC |
| 12 | Find out more information around Meditrack and consider if this would be useful. Also, enquire about the other TCAT schools – what are they using to report first aid incidents. | CC |

Signed………………………… Date…………………………