



THE CHALLENGE ACADEMY TRUST



MEADOWSIDE COMMUNITY PRIMARY SCHOOL & NURSERY

Minutes of the Local Governing Board Meeting (Education Focus) held on Thursday 18th July 2024

Time: 16.03pm – 17.48pm.

Venue: School

Chair: Phil Calrow

Clerk: Debbie Walsh

Local Governing Board Membership

Name	Category	Term Ends	Attendance
Adrian Burrows (AB)	Co-opted Governor	06.04.2026	Yes
Phil Calrow (PC)	Chair, Co-opted Governor	14.10.2024	Yes
Claire Curtis (CC)	Headteacher	N/A	Yes
Sarah Dixon (SD)	Co-opted Governor	12.10.2026	Yes
Jenny Gill (JG)	Co-opted Governor Vice Chair	07.07.2025	Yes
Nicola Whyte (NW)	Co-opted Governor	06.04.2026	No
Kerry Woods (KWo)	Staff Governor	12.10.2024	Yes
Alan Manuel	Co-opted Governor	16.02.2026	Yes
Vacancy	1 x Co-opted Governor		
Vacancy	1 x Parent Governor		

In Attendance

Name	Role
Debbie Walsh (DW)	Entrust Clerk

Documents Shared Ahead of the Meeting

<p>Agenda Meadowside Primary LGB Education Focus 18.7.24</p> <p>HT Report Part One Summer 2024 MEA updated</p> <p>Item 5 877 2016 Draft Minutes 16.5.24 Meadowside LGB (Business Focus) meeting reviewed</p> <p>Item 5 Data January & July 2024</p> <p>Item 5 Meadowside Note of Visit Reading March 2024</p> <p>Item 5 Meadowside Note of Visit updated July 2024</p>
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- Item 5 Meadowside Primary Maths Review June 2024 (1)
- Item 5 Meadowside TCAT Primary Outcomes 2024
- Item 7 Priority Action Plan 2023-25 Meadowside
- Item 8 Quality of Education – Standards Link Gov Mtg 12.07.2024
- Item 10 RSHE Policy
- Item 11 Accident Tracking – Oct-Jan
- Item 11 Accident Tracking Feb – May
- Item 11 Governor Training 2024-25
- Item 11 MEA Monthly Budget Report – P10 Estimated
- SEN Report for Governors summer 24

Forest School Quotes

- Meadowside mound levelling 19.10.23
- Meadowside clearing forest school area 18.10.23
- Meadowside Coppice Area 17.10.23
- Meadowside Fence 18.10.23
- Meadowside observatory 18.10.23

Item 11 Intruder Alarm Quotes

- ADT Quote
- Intruder Alarm Quotes Summary
- ROC Quote
- UIS

Documents for the meeting were held on GovernorHub. Governors confirmed that they had reviewed the documents prior to the meeting.
 The meeting was quorate.
 There were confidential matters discussed that are recorded in Confidential Appendix A.

1	Welcome and Introductions The meeting began at 16.03pm. PC opened the meeting and welcomed all in attendance. There were confidential items to be recorded in Confidential Appendix A.
2	Apologies and Absence Apologies for absence had been received from NW. Resolved: Apologies for absence were received and accepted from NW.
3	Declarations of Interest in relation to Items on the Agenda

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	No declarations were made in relation to any items on the agenda.							
4	<p>Governing Board Matters</p> <p>a) Membership</p> <p>AB and SD informed Governors that they wished to resign from their roles as co-opted Governors with effect from 31st August 2024. PC thanked both Governors for their work during their term of office. The resignations would leave two further co-opted Governor vacancies.</p> <p>Resolved: Governors accepted the resignation of AB and SD.</p> <p>KWo is to leave the school on 31st August 2024 and expressed a wish to become a co-opted Governor with effect from 1st September 2024. This would leave a vacancy for a staff Governor. A staff Governor election would be arranged in September 2024.</p> <p>Resolved: Governors unanimously agreed that KWo would become a co-opted Governor with effect from 1st September 2024.</p> <p>Action: Staff governor election to be arranged in September 2024.</p> <p>b) Governor Training</p> <p>KWo had placed details of autumn term training on GovernorHub. Governors were reminded to update GovernorHub when they had completed training.</p>							
5	<p>Minutes of the LGB Meeting held on 16th May 2024</p> <p>Acceptance of the minutes</p> <p>The minutes of the LGB Meeting, held on 16th May 2024, were approved as an accurate record of the meeting, to be signed by the Chair, archived, and displayed as required.</p> <p>Matters Arising</p> <p>Budget 2024/25</p> <p>CC explained the anticipated outturn at the end of 2024/25 was now forecast to be £15,457 surplus. The increase had been a result of staff contracts awarded being at a lower cost than originally predicted.</p> <p>Review of Action Log</p> <p>Action Log 16th May 2024</p> <table border="1" data-bbox="231 1832 1401 2036"> <thead> <tr> <th data-bbox="231 1832 365 1928">Item</th> <th data-bbox="365 1832 1038 1928">Action</th> <th data-bbox="1038 1832 1401 1928">Responsible</th> </tr> </thead> <tbody> <tr> <td data-bbox="231 1928 365 2036">4</td> <td data-bbox="365 1928 1038 2036">Membership table to be compared to GovernorHub and the school website.</td> <td data-bbox="1038 1928 1401 2036">CC – ongoing. CC had arranged to work with TCAT on review of</td> </tr> </tbody> </table>		Item	Action	Responsible	4	Membership table to be compared to GovernorHub and the school website.	CC – ongoing. CC had arranged to work with TCAT on review of
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		school website. JG governance role to be clarified as parent as opposed to co-opted.
4	The constitution section of GovernorHub to be compared to the Instrument of Government.	CC – ongoing
6	<p>Education Update:</p> <ul style="list-style-type: none"> a) Whole School Assessment and SATS Data b) Monitoring – Strengths & Next Steps c) Curriculum Development Update d) TCAT Phonics/reading review e) TCAT Maths review <p>January to July 2024 data had been provided prior to the meeting. JG and AM had met to discuss the data. Fisher Family Trust (FFT) targets from the autumn term had been used when discussing children’s learning journeys. The data indicated who had met their target, those working at greater depth and those who had not achieved their targets. Groups that needed to be monitored had been highlighted.</p> <p>CC said the reading results had been disappointing. Reading would be a focus area in the next academic year. The reading scheme for teaching reading lessons after phonics would potentially change from October 2024 as the current reading scheme did not build up adequate reading stamina.</p> <p>Grammar results had been good. Grammar had been a focus this year.</p> <p>Phonics data had been disappointing but there would be the potential to build on children’s abilities in the new academic year. The school was clear on the work that needed to be carried out in order to address issues. CC and AM confirmed there was a robust process for moderation in place. Phonics teaching had been externally validated but disrupted staffing had been an issue.</p> <p>Whole school ‘talk for writing’ training would take place during an upcoming INSET day. It would be important that staff understand why schemes of work would change in both reading and writing.</p> <p>Maths results had been good. Maths Key Stage Two outcomes were the strongest subject area. The recent maths review had been positive and development points were being addressed.</p> <p>The school was striving to enhance the current curriculum.</p> <p>A Governor asked ‘Should individual teachers be trained in White Rose?’ Should Early Careers Teachers have autonomy as this could be a potential risk due to inexperience?’ AM confirmed medium term planning was reviewed to ensure staff were accessing a bank of resources to use alongside White Rose. Most White Rose units had been completed and had been tracked throughout the year. Data confirmed the approach to teaching and learning in Maths was successful.</p>	

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7	<p>Headteacher’s Report</p> <p>Governors had received the Headteacher’s report prior to the meeting. The main points discussed were:</p> <p>Educational Visits</p> <p>Educational visits had been highly successful. Use of the minibuses from the High school had made a significant difference and reduced costs. An equitable educational visit offer across year groups would be in place in 2024/25. There was now increased capacity in the admin team to organise educational visits which supported teaching staff with their workload.</p> <p>A Governor asked ‘Do you feel the children get the opportunity to experience different cultures and develop personally through educational visits?’ CC responded, no, not all the way throughout school, hence this being an area under development.</p> <p>Parental Engagement</p> <p>CC explained that when people who come into school and complete their volunteer induction it is important they feel valued. Volunteers would need to be trained if necessary and be equipped with the required skills. Parents had been invited into school to show them how they could help. AM advised more Stay and Learn sessions would take place next year to help break down barriers and to help parents understand how their children learn. A timetable would be in place to ensure events involving parents do take place throughout the year. AM explained he wanted Stay and Learn sessions to be fun, enabling parents and children to work together on a termly basis. It was especially important that parents understood what the curriculum looked like for their child.</p> <p>A Governor enquired ‘How many volunteers does the school have?’ CC said there were a few volunteers and conversations were taking place with those parents who were willing to help. A quality assurance process took place before volunteers come into school.</p> <p>Attendance</p> <p>A Governor questioned ‘Can we improve attendance for mid-week holidays?’ CC confirmed incentives were given to improve attendance. CC was proud of attendance and a great deal of work had taken place to improve attendance figures. If the school can, it would be preferable to avoid mid-week starts and ends to holiday periods.</p> <p>Health and Safety</p> <p>The lockdown drill had gone well. Parents were advised of the drill in advance. Adjustments to the process related to the alarm sounding for too long. The children coped very well with the drill. Lockdown announcements via classroom screens was being considered. The policy would be reviewed as a result of the drill.</p> <p>A fire evacuation had taken place and had worked well.</p> <p>Resolved: Governors accepted the Headteacher’s Report.</p>
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8	<p>a) Priority Action Plan (PAP)</p> <p>Governors had received the PAP prior to the meeting. The main points discussed were:</p> <ul style="list-style-type: none"> • TCAT had requested a two-year PAP and as a result some actions would stay in the plan for the new academic year. • Reading and writing would be high focus areas. • The kitchen bid had been successful but needed to go to tender and therefore would not take place in 2024/25. <p>Forest School</p> <p>The forest school bid to TCAT had been unsuccessful. The school had an amazing forest school area, but it was unsafe in certain areas i.e. fencing and pond area. Development was required. Quotes had been received and the work would be funded by school (as opposed to TCAT) to enable the area to be brought into use. The fence replacement, clearing of the woodland area and mound levelling work were the most important. The cost of the projects would be approximately £5,000. The Premises Manager would be able to carry out some other work on the area to reduce costs. Being able to use the area would be extremely beneficial for Early Years Foundation Stage (EYFS) and science. The budget did have a small surplus and could accommodate the cost. Further development would be needed in future to fully use the area’s potential.</p> <p>Resolved: Governors agreed to fund the fence, woodland and mound work to enable the area to be used.</p> <p>b) Update / Emerging Priorities for 2024/25</p> <p>Priorities for 2024/25 would be reading and writing and enhancing children’s personal development and cultural experiences.</p>
9	<p>Link Governor Reports:</p> <p>a) Special Educational Needs and Disabilities (SEND)</p> <p>PC summarised his report which had been uploaded to GovernorHub. The main points made were:</p> <ul style="list-style-type: none"> • A new SEND coordinator had been recruited internally. The new coordinator was an experienced teacher. A handover had taken place. • A Designated Provision (DP) lead had been appointed externally. The DP lead was an experienced teacher who wished to develop their knowledge in SEND. • SEND attendance was very good. • There were positive year groups in terms of attainment. Moderation in terms of assessment would develop due to initiatives planned for the new academic year. • There were pockets of good practice in terms of SEND but this needed to increase across school and release time would be important going forward to allow teachers to learn from their peers. • The school had been awarded the Commitment and Inclusion award. • The commitment of the mental health team was evident.

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	<ul style="list-style-type: none"> • DP numbers had changed but the number of Educational Healthcare Plans (EHCPs) were below national average. This did not reflect the level of need in the school. • Several EHCP applications had been made and school awaited the outcomes. School had worked hard to ensure sufficient evidence was in place to support EHCP applications. • The school offer in relation to mental health and supporting emotions was at a very high level. <p>A Governor queried ‘Do you have parents who are resistant to an EHCP application being made for their child?’ CC confirmed this was the case. The teaching staff had excellent relationships with parents, which enabled conversations regarding children’s needs to take place. Parents were made aware of the support in place for their child. Parents were also made aware of concerns at the earliest possible stage.</p> <p>A Governor questioned ‘Do children resent children who receive additional support?’ AM explained children were very aware of other children needs and were accepting of the support they received as a result.</p>
<p>10</p>	<p>Progress update on governing body objectives</p> <p>Link Governor visits had taken place by Governors. The production of Matilda had been exceptionally good. SD had attended.</p> <p>Attendance and training and new Governors were focus areas for the new academic year.</p>
<p>11</p>	<p>Policies</p> <p>The following policy had been reviewed by Governors and was approved:</p> <ul style="list-style-type: none"> • RSHE Policy <p>Resolved: Governors approved the policy listed above.</p> <p>The Behaviour policy was being reviewed following staff consultation and would be shared with Governors in due course.</p>
<p>12</p>	<p>Any Other Business</p> <p>CC explained the school wished to change the provider who monitored the intruder alarm. Quotes had been received and a summary had been shared with Governors prior to the meeting. The Premises Manager’s preferred provider was UIS who offered CCTV alongside alarm monitoring. The Premises Manager would be asked to confirm UIS would cover all current requirements. The company was used by other TCAT schools. CC agreed to contact other Headteachers to confirm there were no issues with the company.</p> <p>Resolved: Governors agreed to use UIS once clarification had been received re coverage of current requirements and quality assurance.</p>
<p>13</p>	<p>Reflection</p> <p>PC thanked AB and SD for their service as Governors.</p>
<p>14</p>	<p>Date and time of next meetings</p> <p>All meetings take place at 16:00pm in school.</p>

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	<ul style="list-style-type: none"> • Thursday, 3rd October 2024 • Thursday, 28th November 2024 • Thursday, 6th February 2025 • Thursday, 3rd April 2025 • Thursday, 15th May 2025 • Thursday, 3rd July 2025 <p><i>KWo left the meeting at 17.16pm.</i></p> <p>Governors agreed that AM would be present at Part Two discussions. Should the matter discussed require AM to leave the meeting he would do so.</p>
	CONFIDENTIAL Part Two
15	<p>Confidential minutes of the previous meeting held 16th May 2024</p> <ul style="list-style-type: none"> a) Acceptance of the minutes b) Matters Arising c) Review of Action Log <p>Details recorded in Confidential Part 2 minutes.</p>
16	<p>Confidential Items for Discussion</p> <ul style="list-style-type: none"> a) Part 2 Headteacher’s Report <p>Details recorded in Confidential Part 2 minutes.</p>
17	<p>Any other confidential business</p> <p>Details recorded in Confidential Part 2 minutes.</p>

The meeting closed at 17.48pm.

Action Log 16th May 2024

Item	Action	Responsible
4	Membership table to be compared to GovernorHub and the school website.	CC – ongoing. CC had arranged to work with TCAT on review of school website. JG governance role to be clarified as parent as opposed to co-opted.

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4	The constitution section of GovernorHub to be compared to the Instrument of Government.	CC – ongoing
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Action Log 18th July 2024

Item	Action	Responsible
4	Staff governor election to be arranged in September 2024.	CC

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