



THE CHALLENGE ACADEMY TRUST



MEADOWSIDE COMMUNITY PRIMARY SCHOOL & NURSERY

MINUTES:

Local Governing Board Meeting (Education Focus) held on Thursday the 19th of October 2023

Time: 16:02 – 17:47

Venue: School

Chair: Phil Calrow

Clerk: Katie Whitmore katie.whitmore@entrust-ed.co.uk

Local Governing Board Membership

Name	Category	Term Ends	Attendance
Adrian Burrows (AB)	Vice Chair, Co-opted Governor	06.04.2026	Present
Phil Calrow (PC)	Chair , Co-opted Governor	12.10.2024	Present
Claire Curtis (CC)	Headteacher	N/A	Present
Sarah Dixon (SD)	Co-opted Governor	12.10.2026	Present
Jenny Gill (JG)	Parent Governor	07.07.2025	Present
Gareth Harris (GH)	Co-opted Governor	04.04.2027	Apologies
Nicola Whyte (NW)	Co-opted Governor	06.04.2026	Present
Kerry Woods (KWo)	Staff Governor	12.10.2024	Present
Vacancy	Co-opted Governor		
Vacancy	Parent Governor		

Also in Attendance

Name	Role
Alan Manuel (AM)	Assistant Head
David Clay (DC)	Assistant Head
Katie Whitmore (KWh)	Entrust Clerk

Documents Shared Ahead of the Meeting

AGENDA Meadowside Primary LGB 19.10.2023 Item 5. Meadowside FGB Minutes 130723 Item 6b. Link Governor Report Oct 23 Item 6b. Quality of Education – Standards. Link Gov Mtg 16.10.23 Item 7. HT Report Part One Autumn 2023 MEA Item 8. Priority Action Plan 2023-25 Meadowside Item 12. Meadowside Gobs Action Plan evaluated Oct 23 Item 14. Meadowside CCTV Policy Item 14. Appendices for CCTV Policy Item 14. SEND Policy Sept 2023-24 Item 14. TCAT Safeguarding Policy Revised 2023
--

Signed.....

Date.....



The meeting was quorate with more than half of Governors in post present.
The meeting opened at 16:02

Agenda Items					
1	<p>Welcome</p> <p>The Chair welcomed Governors to first meeting of academic year.</p>				
2	<p>Absence and Apologies</p> <p>GH had sent apologies in advance of the meeting and had shared his intention to resign as Co-opted Governor due to increased work commitments.</p> <p>Resolved: Governors accepted apologies and resignation from GH.</p>				
3	<p>Declarations of Interest in Relation to Items on the Agenda</p> <p>Resolved: Governors had no conflicts on interest in relation to items on the agenda.</p>				
4	<p>Local Governing Board Matters</p> <p>a) Election of Chair and Vice Chair PC self-nominated for the role of Chair, which Governors seconded.</p> <p>AB and JG self-nominated for the role of Vice Chair. Both stepped out of the room while Governors discussed the nominations.</p> <p>Resolved: Governors elected PC as Chair and JG as Vice Chair for 2023-24.</p> <p><i>16:06: DC joined the meeting at this point.</i></p> <p>b) Membership: Vacancies & Terms of Office There were no terms of office due to expire before the next meeting 12.12.2023.</p> <p>Further to the resignation of GH there were three vacancies on the Board for two Co-opted Governors and one Parent Governor.</p> <p>Action: The Headteacher will consult with TCAT with a view to recruiting a Co-opted Governor from SLT (Senior Leadership Team) at a school within the Trust to replace GH.</p> <p>Action: The Clerk will share TCAT LGB Terms of Reference, relating to Board membership, with the Chair and Headteacher</p> <p>c) Link Roles Governors discussed Link Governor allocations for 2023 and agreed the following:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Link</th> <th style="width: 30%;">Governor</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> </tr> </tbody> </table>	Link	Governor		
Link	Governor				

Signed.....

Date.....

SEND (Special Educational Needs and Disability) & Vulnerable Groups	PC
Quality of Education – Standards	JG (Interim Link)
Quality of Education – Curriculum	AB
Safeguarding, Behaviour and Welfare	NW
Personal Development	SD
Finance & Personnel	SD
Premises, Health & Safety, and Governor CPD (Continued Professional Development)	KWo

Action: Governors will arrange a Pay Committee.

Resolved: Governors agreed Link roles for 2023-24.

d) Code of Conduct

The Chair had requested, via GovernorHub ahead of the meeting, that Governors confirm they have read the Code of Conduct.

Resolved: Governors had confirmed that they had read the Code of Conduct.

e) Update Register of Business Interests

Resolved: Governors confirmed that they had updated their register of business interests within GovernorHub.

f) TCAT Scheme of Delegation

Resolved: Governors had all seen the TCAT Scheme of Delegation, which detailed Governor accountabilities and responsibilities.

5 Minutes of the LGB meeting held on the 13th of July 2023

a) Acceptance of the Minutes

Resolved: Governors accepted the minutes of the meeting 13.07.2023 as a true and accurate record. These would be uploaded to the school website and made available publicly on request.

b) Matters Arising

There were no matters arising from the minutes of the meeting 13.07.2023.

c) Review of Action Log

Minute Reference	Action to be taken	By Whom	Completion Date
Action 1	Set meeting dates for 2023/24	CC	Complete
Action 2	Submit regular monitoring reports on debt levels of families.	CC	Complete

Signed.....

Date.....

		<p>Update 19.10.2023: The Headteacher would share this with a Confidential Appendix to the minutes.</p>		
<p>6</p>	<p>Reports</p> <p>a) Chair’s and Vice Chair’s Actions There had been no Chair’s or Vice Chair’s actions.</p> <p>b) Link Governor Reports</p> <p>i. Quality of Education (Standards) AM referred to the Quality of Education (Standards) Link report which had been completed by the outgoing Link Governor, GH, and shared on GovernorHub. The following was highlighted:</p> <ul style="list-style-type: none"> • Based on Summer outcomes, Writing will be a priority for school. • Predictions for 2023-24 in Writing have been banded, setting aspirational targets with no ceiling for pupils. • Lots of intervention and training in Quality First Teaching will take place to enable children to reach targets. • A book review had been strong and showed that the model for writing was consistent across school. • SLT (Senior Leadership Team) will address the language teachers use with children, to ensure that children understand their targets. <p>Governors asked if the tolerance scale of 7% for Writing targets was achievable. AM advised that pupil progress meetings had indicated that targets in line with FFT50 were the most realistic for the current cohort and were achievable at the lowest of the confidence band predictions, also allowing for aspirational progress.</p> <p>Governors questioned if the lower performing readers had poorer attendance, and what was being done to address this. The Headteacher advised that the next data drop in January 2024 would look at PA (Persistent Absenteeism), alongside PP (Pupil Premium) and gender performance in Reading.</p> <p>Governors queried the impact of the Little Wandle phonics scheme. The Headteacher confirmed that this had been used across the whole class this year and work was in progress regarding impact. This was a high school priority; half termly assessments will take place and will be reported to Governors.</p> <p>ii. SEND and Vulnerable Groups PC referred to the Link report for SEND and Vulnerable Groups which had been shared on GovernorHub, and noted the following:</p> <ul style="list-style-type: none"> • There was targeted support in place across school to address SEND, SALT (Speech and Language Therapy) and SEMH (Social, Emotional and Mental Health) • PP was just under 55%. PC was assured of how PP funding allocation was linked to PP pupils, of how the curriculum had been adapted to support these pupils, and that 			

Signed.....

Date.....

	<p>interventions for PP pupils were in place. The Headteacher continued that work was also being done to develop self-esteem and that school were keen to subsidise more educational visits.</p> <ul style="list-style-type: none"> • PC as Link, along with Governors, will continue to monitor how school meets the needs of vulnerable children, how PP funding is spent and monitor the impact of strategies and spend. <p>The Headteacher updated Governors on the new Behaviour Policy, which had been implemented in the Summer term. School had adopted trauma informed practice with the aim to help pupils to self-regulate their behaviour to access learning. There had been some pushback from parents with the new policy as it promoted child interaction rather than the previous approach of avoidance, however school was making progress in behaviour with the new approach. Implementation had taken a lot of SLT time, however the team at school were on board and parents were very much involved.</p> <p>Governors asked why two pupils with high level needs had left school. DC confirmed that this was because those children had got placements at the appropriate provision for their needs.</p> <p>Governors queried how SLT were ensuring that the large proportion of PP children received the targeted support they needed. AM advised that PP pupils were just below where they should be. Pupil progress meetings continued to take place, where teachers and TAs will input the children needing support and what support they will need. Progress will be monitored; the Headteacher advised that this will be shared with Governors in Spring once the next data drop has taken place in January 2024.</p> <p>Action: The Headteacher will bring the PP statement to the next meeting 12.12.2023.</p>
7	<p>Headteacher’s Report</p> <p>The Headteacher referred to the summary report which had been uploaded to GovernorHub in advance of the meeting. There would be a full report to the LGB at the first meeting of each term, with a supplement at the second LGB of each term. The Headteacher advised that the information captured within the Scorecard section was a snapshot of a live document held by TCAT. The Headteacher invited questions and comments from Governors.</p> <p>Governors queried what the category ‘Service’ referred to within school context figures. The Headteacher confirmed that this related to children of Service personnel.</p> <p>Governors asked how attendance was being monitored. The Headteacher advised that attendance lists would be reviewed before 9:30am each morning by one of three SLT staff, to make calls and collect children personally if needed. Attendance was not where it needed to be, as PA was above national figures and parents continued to take children out of school to go on holiday which was unauthorised. Letters had been sent out to families of persistently late children.</p>

Signed.....

Date.....

	<p>Governors questioned the number of families who had been fast tracked due to persistent absence. The Headteacher advised that PA was at 15.5% but had dropped from the previous year. Families known as PA last year continuing into this year had already been fast tracked. There were three trained EBSA (Emotionally Based School Avoidance) staff in school. Governors were assured of systems in place to build on previous strategies around attendance.</p> <p>Governors queried if good attendance was celebrated. AM confirmed that there was a positive attendance scheme in place and that attendance was celebrated in assemblies.</p>
<p>8</p>	<p>Scorecard and PAP (Priority Action Plan)</p> <p>The Headteacher had shared a snapshot of the scorecard within the Headteacher’s Report.</p> <p>The PAP had been shared with Governors, which detailed the high expectations for 2023-24. The PAP was a working document which will be updated throughout the year, with lots of action already taken place.</p> <p>Governors asked if all staff were trained in the Little Wandle phonics scheme. The Headteacher advised that all staff in Key Stage 1, and some staff in Key Stage 2, were. The Spelling scheme across school was phonics based. It may be considered for Key Stage 2 in the future as the scheme helped children to break down spellings phonetically.</p>
<p>9</p>	<p>Review and Confirm School’s Vision and Values Statement</p> <p>The Headteacher confirmed that this was being developed. All stakeholders will be consulted to develop this, including parents and pupils. This will be finalised with staff at the INSET (In Service Education and Training) day 03.01.2024. Governors were invited to attend the INSET day to provide input. Governors agreed that a clear vision for all stakeholders was needed.</p> <p>The Chair added that OFSTED (Office for Standards in Education) had been keen for children at school to take on responsibilities. The Headteacher confirmed that a school council and head girl and head boy had been introduced this year, and pupils will attend TCAT Parliament.</p> <p>Action: Governors to confirm attendance at INSET 03.01.2024.</p>
<p>10</p>	<p>Confirmation of Statutory Assessment Arrangements</p> <p>The Headteacher advised that Key Stage 1 SATs (Statutory Assessment Tests) will no longer take place from 2023-24. There had been no changes to Multiplication checks, Phonics screening, nor Key Stage 2 SATs and dates for these had been confirmed. Moderation arrangements would be through the LA (Local Authority).</p>
<p>11</p>	<p>Governor Skills Audit</p> <p>Action: The Clerk will share the NGA Model Skills Audit with Governors.</p>

Signed.....

Date.....

	<p>Action: Governors will complete the Skills Audit before the next meeting 12.12.2023, which will be reviewed to identify the skill set of the LGB and training needs.</p>
<p>12</p>	<p>Agree LGB Objectives 2023-24</p> <p>The Chair had shared the Governor self-evaluation document in advance of the meeting. Following discussion of the actions within this, Governors agreed the following LGB objectives for 2023-24:</p> <ul style="list-style-type: none"> • Support school in developing vision and values • Link Governor visits into school • Undertake training to ensure skillset of the Board supports school priorities. • Communication with parents, including half termly Governor update in the school newsletter and attendance at Parent’s Evening. <p>Action: Governors to confirm attendance at Parent’s Evening 06.11.2023.</p> <p>Resolved: Governors agreed LGB objectives for 2023-24.</p>
<p>13</p>	<p>Governor Training, including Safeguarding.</p> <p>KWo confirmed that Governors had completed the following training:</p> <ul style="list-style-type: none"> • All had completed annual safeguarding training on Education Connect • PC had completed Complaints Handling training. <p>KWo shared that there were training courses available for Governors through the LA and Entrust.</p> <p>The Headteacher advised that TCAT had subscribed to National College which had lots of useful training course for Governors.</p> <p>DC advised that one Governor will need to attend SEN training which will go towards school’s Inclusion Mark.</p> <p>Action: The Clerk will update KWo with training courses and applicable charges from Entrust.</p> <p>Action: The Headteacher will confirm Governor access to National College.</p> <p>Action: Governors will confirm attendance at SEN training with DC.</p>
<p>14</p>	<p>Policies</p> <ul style="list-style-type: none"> • CCTV <p>The Headteacher advised that this policy was required after installing CCTV over the Summer break. This was a TCAT policy which had been amended for school.</p> <p>Governors asked who would complete the safety check each morning.</p>

Signed.....

Date.....

	<p>The Headteacher confirmed that this would be completed by the Site Manager, otherwise this would be done by herself if the Site Manager were not in school.</p> <p>Governors questioned if there had been any comments from parents regarding CCTV. The Headteacher advised that there had been no comments from parents. Signs were up around the school site to make it explicitly obvious. CCTV had only been checked twice when there were reports of animals on site.</p> <p>Resolved: Governors ratified the CCTV policy. This would be uploaded to the school website and shared with staff and parents.</p> <ul style="list-style-type: none"> • Safeguarding The Headteacher advised that this was a TCAT policy which had been amended for school. <p>Governors questioned if there was a review meeting once safeguarding incidences had completed. The Headteacher advised that incidences would be reviewed by the Welfare and Inclusion team in school. School had supervision through TCAT.</p> <p>Governors queried if there were steps in place to ensure seamless handover when a child moves to another school. The Headteacher confirmed that CPOMS (Child Protection Online Management System) linked to the next school that the child will attend, and the new school would need to complete an authorisation for the child on CPOMS. Additional information would be taken to the new school securely. SLT would have telephone conversations with next school, or the new school would call SLT.</p> <p>Governors asked about safeguarding checks in place for new members of staff who had completed part of their career abroad. The Headteacher confirmed that there would be a Risk Assessment in place to safeguard children until the required checks had been completed.</p> <p>Resolved: Governors ratified the Safeguarding policy. This would be uploaded to the school website and shared with staff and parents.</p> <ul style="list-style-type: none"> • SEND The Headteacher advised that staff had been involved in drafting this policy. <p>Resolved: Governors ratified the SEND policy. This would be uploaded to the school website and shared with staff and parents.</p>
<p>15</p>	<p>Reflection</p> <p>Governors reflected that they had all completed essential safeguarding training, had challenged senior leaders on data and standards, had challenged the Headteacher on attendance and behaviour, and that the Link report had challenged leaders on SEND and PP.</p>

Signed.....

Date.....

<p>16</p>	<p>AOB</p> <p>a) New Heating System The Headteacher updated Governors on the building work and that it had proven tricky as school had been informed of works last minute. Twenty-one boreholes as part the new heating system had been drilled in the school field, with the next stage of work being a review of pipework to support the new system, which could be quite disruptive to school. The roof was being replaced as it had been found that it was causing school to lose a lot of heat. The Headteacher will get quotes to fix the leaks on other roofs in school while workers are on site.</p> <p>Governors asked when the works for the new heating system would be completed. The Headteacher advised that new windows would be installed in six to eight weeks, that roof scaffolding had been installed and works would take twenty-six to twenty-eight weeks, and that money linked to the project needed to be spent by April 2024.</p> <p>b) Capital Works The Headteacher shared that CCTV and new school gates had been completed. There was no confirmed start date for toilet refurbishment and there were concerns about disruption to school; it was hoped that this would take place over the October half term.</p> <p>c) Playground The Headteacher reported that pupil and parent voice had been positive regarding the works to the school playground. School had asked TCAT to make a video including the new playground to advertise Nursery and Reception.</p> <p>d) Helping Hands and Breakfast The Headteacher advised that a condition of Greggs' free bread delivery for breakfast was that this must be organised by volunteers, and not by school staff. School was looking at ways to get parents involved to continue this initiative with Greggs. Snack trays from Helping Hands had not happened this term; school will meet with them to discuss options as they use school space and there is not currently a rental agreement in place as it was originally linked to providing breakfast for pupils in Years 1-6. School had made an application to Torus housing for funding to provide fruit for KS2.</p>
<p>17</p>	<p>Date and time of next meetings</p> <ul style="list-style-type: none"> • Tuesday 12th of December 2023, 16:00 in School. <i>Apologies were noted in advance from SD.</i> • Thursday 8th of February 2024, 16:00 in School • Thursday 14th of March 2024, 16:00 in School • Thursday 16th of May 2024, 16:00 in School • Thursday 18th of June 2024, 16:00 in School <p><i>17:16: DC, AM and KWo left the meeting at this point</i></p>
<p>18</p>	<p>Confidential Items</p>

Signed.....

Date.....

	Discussion was captured within a Confidential Appendix.
--	---

The meeting closed at 17:47

Action Log

Minute Reference	Action to be taken	By Whom	Completion Date
4b	The Headteacher will consult with TCAT with a view to recruiting a Co-opted Governor from SLT (Senior Leadership Team) at a school within the Trust to replace GH.	CC	ASAP
4b	The Clerk will share TCAT LGB Terms of Reference, relating to Board membership, with the Chair and Headteacher	KW	ASAP
4c	Governors will arrange a Pay Committee.	Governors	ASAP
6b	The Headteacher will bring the PP statement to the next meeting 12.12.2023.	CC	12.12.2023
9	Governors to confirm attendance at INSET 03.01.2024.	Governors	ASAP
11	The Clerk will share the NGA Model Skills Audit with Governors.	KW	ASAP
11	Governors will complete the Skills Audit before the next meeting 12.12.2023, which will be reviewed to identify the skill set of the LGB and training needs.	Governors	12.12.2023
12	Governors to confirm attendance at Parent's Evening 06.11.2023.	Governors	06.11.2023
13	The Clerk will update KWo with training courses and applicable charges from Entrust.	KW	ASAP
13	The Headteacher will confirm Governor access to National College.	CC	ASAP
13	Governors will confirm attendance at SEN training with DC.	Governors	ASAP

Signed.....

Date.....