

Meadowside Community Primary School - Full Governing Board

Minutes of the Meeting Held on 17.2.2022

Present: Phil Calrow (Chair), Stuart Wright, Jenny Gill, Gareth Harris, Judith Murray, Kerry Woods

In Attendance: Adrian Burrows, Alan Manuel, Alison Stokes, Donna Lowe, Sarah Messenger, Dr. Carsten Kressel (Minutes)

The meeting took place remotely, via Zoom.

Declarations of Interest

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

Governing Board

Membership / Structure

Mrs. Makin had resigned from her position as a co-opted governor, as she had left the school to take up a position as a headteacher in Halton.

Alan Manuel was **co-opted** to the governing board.

Mr. Burrows' term of office had expired. He was invited to continue as a governor and be co-opted. He will reflect and indicate his intentions.

It was proposed to co-opt Nicola White at the next meeting in view of her background in Safeguarding and attendance as an attendance officer at the local authority.

Governor Training

A seminar on legal aspects was attended by Mrs. Woods and Mr. Wright.

Mrs. Gill and Mrs. Murray will attend link governor training.

Governors are invited to attend training that is listed on the governor forum.

The trust holds three trust-wide training sessions per year. Governors are encouraged to attend.

Small sequences of the training were requested for use in meetings.

Minutes

The minutes of the meeting held on 2.12.2021 were **agreed** as a true and accurate record.

Matters Arising / Action Log

The actions from the last meeting had been addressed as follows: -

- Action 1 - The skills audit, annual declarations of interest and GDPR forms had been signed and returned.
- Action 2 - The forms of all non-TCAT governors had been returned.

Governing Board Action Plan

Work on the governor action plan continues. It was proposed and **agreed** to use the NGA skills audit in future, as it easier to process.

Action 1: Use the NGA skills audit for future skills reviews.

Link Governor Reports

Governors noted the link governor reports that had been uploaded.

Safeguarding

Mr. Calrow had met with Alison Stokes to review Safeguarding and behaviour.

- There is a strong emphasis on behaviour.
- Persistent absence is being addressed, also involving the local authority and the TCAT hub.
- Mental health training and services for parents were reviewed.
- Safeguarding data was reviewed.
- Instances of racism and the response to it were discussed.
- Challenge questions on behaviour, racism, and mental health were recorded.

Finance

Mrs. Gill had visited to review finance.

- At the time of her visit, a surplus of £22,996 was forecast.
- School-led tutoring and recovery premium funding are spent strictly in accordance with rules; the activity has good impact.
- A reserve to cover the anticipated retrospective pay increase for support staff is being accrued at currently 1.75% (2.75% from April until August 2021).
- Staffing changes were discussed.
- Wrap-around care is being monitored. Currently, it shows a deficit of £336, subject to full payment of accrued debts.
- Challenge was offered about the costing of staffing changes and the increase in energy costs.
- A bonus of £30k from the previous year may be added to reserves. This money was removed from the accounts at the end of last year. The school has appealed against the decision, and discussions continue.

Governors asked the following questions:-

- Who does the tutoring? - Answer: School-led tutoring started in January, delivered by Steve Bulger and Naomi Barclay. They teach classes in the morning as backfill for Mr. Gray and Mr. Manuel and tutor in the afternoon. A TA provides speech and language support. Yipiyap delivery is also used.
- What is the quality of tutoring? - Answer: All tutors except those from Yipiyap were recruited by the school and are monitored regularly. The quality of provision is good. The impact will be established.
- Who plans the tutoring? - Answer: The tutors, in connection with the class teachers, based on question analysis.

- How do the children respond to the tutors? - Answer: The tutors perform well; the transition is seamless, and the children respond well to them. It is hoped to retain them.

PSHE /RSE

Mrs. Murray had met with David Clay to review the curriculum for PHSE and RSE.

- They reviewed the Meadowside Mindset and how it is being taken further.
- They also discussed the school council.
- Work on the curriculum for PSHE and RSE continues, which will be reviewed at the next meeting.
- Mrs. Murray is interested in pupil voice, in relation to the Meadowside Mindset and the effect of Covid.

Health & Safety

Mrs. Woods had reviewed Health & Safety. She highlighted the following points: -

- All contractors coming on site need to have a negative LFT.
- A Covid risk assessment is in place and gets updated regularly.
- Two air monitors are used in rooms that are difficult to ventilate.
- The parking situation is being addressed, also in consultation with the neighbours. Zigzag lines outside the school gates are planned.
- The fire risk assessment was reviewed, and any actions were addressed.
- The Critical Incidents Procedure was reviewed.
- Flooding was reviewed, and work is ongoing to plan alleviation measures.
- The floor is lifting in different places throughout the school; this is being investigated.
- The issue of children leaving the premises without permission was raised. As a rule, only children in upper KS 2 are allowed to leave on their own at the end of the school day.
- A rota for fire wardens was drafted. Deputy fire wardens will be trained.

Governors asked what happens if air monitors are on red. Mrs. Lowe answered that the school has air purifiers that can be used if areas cannot be aired adequately.

Finance

Mrs. Messenger from the trust office presented the financial update for period 5, until the end of January. She highlighted the following points: -

- ESFA income is on target.
- Teacher pay and pension grant were received in a separate allocation.
- The health and social care levy to cover additional NI is also received separately, as is the funding for the national tutoring programme.
- Pupil Premium income is slightly higher than expected. It is not proposed to amend the budget.
- DP income is slightly lower than budgeted. Additional funding is due to be received, as seven out of eight children in the provision have ASD, which attracts higher funding, whereas the provision is only funded to support children with lower-level needs. An additional £10k is anticipated in total for the period since September.

- Lettings for the Polish school are performing well. £6.8k of income is expected over the year. Charges will be reviewed and may increase next year. No other lettings have been factored in.
- The line for paid childcare places shows income from the nursery, link club and one child. Sustainability of the link club is being monitored.
- Staffing - A reserve for the anticipated retrospective pay settlement for support staff is being accrued as advised by the finance director.
- Admin - No major issues.
- Curriculum - Learning resources are virtually spent. The budget may need to be increased again, subject to savings in other areas.

Governors asked if there had been educational visits. Mr. Wright answered that Year 5 had visited the Lowry and the Van Gogh exhibition earlier in the day. Pupils had also visited BCA. All other visits were minimised due to the pandemic. They are expected to increase again.

- The cost of tutoring will be recorded.
- Catering charges from the local authority remain outstanding. In June, catering will be taken in-house. This change will increase the staff cost but reduce the invoiced catering cost.
- Marketing will be continued and may need more funding.
- The provision for utility bills has been increased by 10% to respond to higher utility costs. Gas costs may not need an increase, but the rising cost of electricity is likely to require an adjustment.
- Reactive maintenance may be overspent. The reserve for special projects and planned maintenance can be moved into this budget line.
- Training has an overspend.
- Medical and hygiene may need to be increased.
- IT is underspent.
- An in-year surplus of £47,162 is forecast.

Governors asked if the school would spend more on marketing to attract more lettings. Mrs. Lowe answered that she had contacted previous letting customers, which have not returned. It may be necessary to look elsewhere. However, it may be difficult to replicate the Polish school, which is a rare and prestigious letting.

Wrap-around Care

This is a new offer from October. Parents have the option to pick up their children at 4.30pm or 5.30 pm. Staffing options are still being refined. One club leader has been appointed, she will be supported every day by Nick Churton. A programme of activities has been developed. Some people have built up significant debt, and the club operates with a deficit. A clear process for reducing debts will need to be developed. It is hoped that more than 10 children can be attracted every day with an improved offer to make the club profitable. The situation will be monitored

closely, and half-termly reports will be given to governors. Mrs. Lowe is in touch with a private provider to learn best practice.

Safeguarding, Behaviour & Welfare

Mrs. Stokes gave the following update: -

- The issue of persistent absence is being addressed robustly, also involving the attendance officer.
- Staff training for Safeguarding will be a focus.
- The number of blue and red behaviour letters has increased. It is hoped that it will reduce again, as behaviour routines get embedded once more. However, the overall number of such letters is low, reflecting generally good behaviour.
- Homophobic and racist incidents are also addressed.
- Safeguarding numbers and referral numbers were given.
- Torus Housing work with parents on mental health first aid for children and teens. It is hoped to continue this work.
- The Warrington Disability Partnership are supporting parents with Springboard work access training.
- Mental health work and support for parents and families continues.
- Work with the PCSOs is ongoing.
- The family room is almost complete. It offers a neutral, calming space for parents and children.
- The Safeguarding Audit from the local authority was very positive, with the only recommendation being to continue certain good practice.
- A TCAT Safeguarding and Business audit is scheduled to take place after the half-term.

Premises / Health & Safety

Mrs. Lowe reported that all accidents are recorded on I Am Compliant. Most of the 34 recorded incidents are at a low level, including two near misses. She highlighted the following points: -

- A child trapped its hand in a fire door due to a faulty mechanism.
- Trip hazards around eco drains have developed and need to be addressed.
- The fire risk assessment was completed, and recommendations were addressed.
- The RPA Health & Safety audit was received and is addressed.
- Staff training was noted.
- The Health & Safety Policy is being reviewed in sections.
- The majority of incidents are recorded in the nursery, mostly involving boys.
- Raised bumps are appearing in the newly laid floor in different parts of the school, potentially due to a faulty drain. The matter is being monitored.
- Drains are being monitored. A foul drain was found to be connected to a surface water drain. Further investigation will take place with a view to rectifying faults that are found.
- A condition report from the DfE was received. It advises that a structural engineer should assess the building. A response from TCAT is awaited.
- The welfare kitchen was completed.
- Painting was completed.

- Roof repairs remain outstanding.
- The main entrance door was repaired.
- Signage will need to be replaced.
- The wooden fence around the football pitch will need to be replaced.
- Sankey Brook flood risk management will need to be addressed with the DfE and the environment agency. Their response is being awaited.
- Plans are made to improve the toilets. It is hoped to attract TCAT funding.
- Funding is being sought for outdoor development.

Governors asked what the situation with the RPA was. They were informed that flood defence work was delayed pending flooring issues being addressed. Investigations continue.

GDPR

No major data breaches occurred. A near miss was identified and averted by removing photos of children with allergies from the kitchen. The Safeguarding and Business audit will review GDPR in detail.

It was proposed to add GDPR to the Safeguarding link role.

Governors asked if classrooms were checked every time before the Polish school coming in. Mrs. Lowe answered that nothing that would fall under GDPR should be on display in the classrooms. The office checks compliance periodically.

Staffing and HR

Mr. Wright reported the following matters: -

- Sharon Dubique is reducing her work days from five days to three.
- Jo Barrow is reducing her work days from four days to three. They will job share.
- Suzanne McIlwaine is supporting the nursery in the morning and the development centre in the afternoon.
- Nicola Kenny joined from Brook Acre to work in Reception.
- Alison Brettle was appointed as a midday supervisor.
- Sharon Walker was appointed as link club assistant.
- Paula Evans was appointed as maternity cover in the office.
- Naomi Barclay was appointed as a teacher in DP₁ and tutor on a fixed-term contract.
- Steve Barclay was appointed as a teacher in Year 5 and tutor on a fixed-term contract.

Priority Action Plan

Mr. Wright reported the score cards and priority action plan. The score card highlights that the self-assessment shows that Early Years is graded as 2/3.

The SES, compared to the Ofsted framework, identifies the following priorities: -

- Ensure the curriculum is taught in line with the findings of cognitive science
- Training in Talk for Reading

- Embed Little Wandle / ensure high-quality teaching of phonics
- Re-establish expectations for home reading
- Develop and refine the curriculum
- Implement the Early Years curriculum
- Develop the outside area for the nursery
- Support the Chair of governors to ensure effective governance - Mr. Calrow will shadow governors at BCA.
- Standards coaching and monitoring to ensure consistent application of the school vision
- Effective implementation of PSHE and RSE
- Teaching of number and maths

The priorities are reflected in the Priority Action Plan, where all targets are reviewed and RAG-rated regularly. Governors are invited to familiarise themselves with the plan and review it.

Governors asked the following questions: -

- Does the PAP include trust initiatives? - Answer: Yes, they are included. The school was a test site for new IT infrastructure. Staff training needs were identified and are being pursued.

Mr. Harris left the meeting.

- Is there a target to be excellent, and would that be realistic? - Answer: The school has ambitions to be outstanding and is moving in that direction, providing excellent standards. However, it has become very difficult to be graded outstanding. The school is always looking for the next challenge and describes itself as restless in that respect.

Admissions

The school had 34 first-choice applications for admission to Reception. The school also has 52 children in nursery. It shows the importance of marketing.

Dates of the Next Meetings

7.4.2022, 4 pm, Education, in person

19.5.2022, 4 pm, Education

14.7.2022, 4 pm, Business - Zoom

Any Other Business

Governors commended the involvement with parents.

Mrs. Murray will get login details for the PSHE Association. Action

Action Log - February 2022

No.	Description	Responsible
1	<i>Use the NGA skills audit for future skills reviews.</i>	Chair