

Meadowside Community Primary School - Full Governing Board

Minutes of the Meeting Held on 19.5.2022

Present: Phil Calrow (Chair), Stuart Wright, Jenny Gill, Gareth Harris (Chair - part), Alan Manuel, Judith Murray, Nicola Whyte

Apologies: Adrian Burrows, Kerry Woods

In Attendance: David Clay, Donna Lowe, Dr. Carsten Kressel (Minutes)

Welcome and Apologies

Apologies had been received from Adrian Burrows and Kerry Woods.

Mr. Harris opened the meeting in Mr. Calrow's absence.

Declarations of Interest

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

Governing Board

Governor Training

No training information had been received.

Minutes

The minutes of the meeting held on 7.4.2022 were **agreed** as a true and accurate record.

Matters Arising / Action Log

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

- Action 1 - Parent governor elections were in-hand.
- Action 2 - Governor visits for Ms Whyte, Mrs. Gill and Mr. Harris had taken place. More visits will be organised.
- Action 3 - Consultation about extending the school day was due to be launched. The proposal was tabled prior to being sent to parents. The most significant change would apply to the nursery, which would complete the free 30 hours of childcare by Friday lunchtime, so that all childcare on Friday afternoons would be chargeable for these children. **Governors asked** the following questions: -
 - Why do you launch the consultation about extending the school day before it becomes the law? - Answer: It gives more time for curriculum work in the afternoon.
 - What is the main difference? -Answer: The start time in the morning remains unchanged; additional time in the afternoon will help the timetable to accommodate the full curriculum.
 - When will the consultation close? - Answer: 13.6.2022.

Safeguarding / Welfare

Mrs. Stokes gave the following update: -

- She had attended pupil voice training and Arbor training.
- TCAT audit and supervision continues.
- Attendance figures were analysed in detail with Ms Whyte to inform targeted work with families, especially to deal with persistent absence. Some families are close to fast-track prosecution.
- Behaviour is strong. However, some children sit outside the normal policy. The Behaviour Policy is under review, with a new policy to be produced in September.
- Plans have been made for a child due to join Year 2.
- Behaviour plans have been reviewed to make them as meaningful and effective as possible. Mentors have been assigned, with good impact.
- A Year 6 girl was nominated for the PC Harold Howarth award and won, despite very strong competition.

Governors asked the following questions:-

- Do you record behaviour on Arbor? - Answer: No, on CPOMS.
- Is there still an impact from the pandemic? - Answer: We have provided nurture and defined clear expectations, and the children have settled back in.

Mr. Calrow joined the meeting and took over as Chair.

Link Governor Reports

Governors noted the link governor reports: -

Quality of Education - Mr. Harris had met with Mr. Clay and Mr. Manuel to look at curriculum and standards. He had challenged the Meadowside Mindset. Year 2 and Year 6 data was reviewed. Staff absence and its impact on Year 2 was discussed. Any issues that continue beyond the current year will be dealt with in KS 2. Staffing was reviewed. **Governors asked** the following questions: -

- How did the SATS go? - Answer: The children dealt with the papers well.
- What ARE do you expect? - Answer: Between 60% and 70%, depending on thresholds and performance of children, who were previously on the borderline of ARE.
- When are the results due? - Answer: 5th July.
- How did the children respond to the tests? - Answer: They were prepared well.
- Were they stressed? - Answer: We ensured they were relaxed and did not put pressure on them.

Business, Finance and Personnel - Mrs. Gill had met with Mrs. Lowe and Sarah Messenger.

- Scheduled DFE income is received as expected. Take-up of paid nursery places has increased, and school-led tutoring funding has increased. Enquiries for outside lettings are being received, and the rent for the Polish school will be increased.
- Staff expenditure was analysed in detail.
- The telephone system needed to be paid for from the main budget.

- A water leak continues to cause significant additional cost; asbestos in the duct around the pipes complicates and delays the repair.
- The national tutoring programme continues to be used; it requires a 40% top-up from the school, which will increase to 60% in the coming academic year. It is unclear if the money can be spent in full due to very restrictive eligibility criteria and a very bureaucratic accounting process. The allocation was increased from £16k to £21k, and £10k of this increased allocation remains unspent. Maximum use will be made, including the provision of catch-up activities during the holidays. Any clawback will not affect future funding, but there is an expectation from the DfE that schools should use the full allocation.
- Provision for non-expected expenditure and inflationary price increases was included.
- An in-year surplus of £30k is anticipated.
- Governors noted the potential additional pressure that school-led tutoring puts on already stretched school funding, due to the significant contribution schools are required to make in order to access the additional funding. **They asked** if it was possible to pay staff to work additional hours. This was confirmed, but it may be difficult to sustain, as the school contribution will increase from 40% to 60% in the coming academic year, ultimately rising to 75%. The school is looking at the most efficient delivery model despite all shortcomings of the scheme.

Safeguarding, Welfare and Behaviour - Ms Whyte reported that she had visited to review attendance and behaviour. Attendance was found to be strong. Pupil Premium and FSM attendance will be reviewed in more detail at a future meeting. She had also met with the school council, who told her why they felt safe. Persistent absence will be reviewed in more detail, and seven families may receive fast-track prosecution due to lack of attendance. Behaviour is good, but independence needs more work.

Governors asked the following questions:-

- Are there any heightened mental health needs? - Answer: We have made support available, but need is not higher than in the past.
- Is there more separation anxiety? - Answer: Mostly in Year 2, as they have been affected significantly by the pandemic. We put the academic mentor into that year group.

Premises, Health and Safety - Mrs. Woods had submitted a report.

Finance

Mr. Wright presented the financial update: -

Budget 2021/22

In addition to the matters reported by Mrs. Gill, Mr. Wright reported the following points: -

- The overspend of the budget for supply staff reflects the appointment of a class teacher, who was initially paid through the supply budget. Her salary moved over to the main budget from the spring term. The budget was also affected by Covid-related absences and the long-term absence of a member of staff since October. The costs of a supply TA, who is deployed in the DP and who is also paid through the supply budget, will be paid for by the local authority.

- The new telephone system initially needed to be paid for from the main budget. The outlay will be recouped from DFC over a period of three years.

Draft Budget

The budget makes provision for inflation, but more money may be required in order to meet actual rising prices, potentially reducing the in-year surplus below the forecast of £30k.

Governors asked if the trust levy provided value for money. Mr. Wright answered that the trust infrastructure was invaluable

Governors **approved** the draft budget for 2022 /23.

Lettings & Wraparound Care

The Polish school continues to use the school building on Saturdays, with annual income for Meadowside of £6,650, at minimal overhead costs for the school. They would like to continue. The rate per day will be increased, and the school has asked to increase it from £175 per day to £250 per day, to reflect increased use of space and costs of utilities. Agreement from the Polish school to this new price remains outstanding, and a compromise may need to be agreed.

Governors asked the following questions: -

- Do they carry insurance? - Answer: Yes, they have their own insurance.
- Do they leave the building in a good shape? - Answer: Yes, initial issues have been resolved.
- Up to which year group does the school go? - Answer: Up to the equivalent of Year 6.
- Are there any Polish nursery children? - Answer: We have advertised the nursery to them. They may teach nursery children in future.
- Do we advertise the Polish school? - Answer: We have publicised them on social media, and they have a page on our website.

The school has received £3,302 of income from wrap-around care since the end of October. The income may total £4.5k - £5k for the full year.

Premises, Health & Safety

Insurance Update

The school continues pursuing a solution to the flooring situation where the newly laid floor has bubbled up in certain places. A £40k insurance payout for the flood damage remains pending until the flooring issue has been resolved. The matter also delays other plans.

Ongoing Works

Work on the water leak will take place in due course. As the ducts contain asbestos, affected areas of the school will need to be closed off while the work takes place. Contractors with an asbestos licence have been appointed.

Planned Works

Governors conducted a learning walk to familiarise themselves with areas that will be the subject of a comprehensive bid to improve the outdoor environment and play equipment for the nursery, DP and both key stages. The plans include 20k of investment for the DP play area, a MUGA, a 400m running track, a canopy and tree planting. An initial phase for the DP is planned to take place in the summer holidays.

GDPR

Mrs. Love reported two data breaches: -

- In the first breach, the kitchen displayed a list of photos of children with their allergens. The list has been removed from display and is kept in a folder now.
- In the second breach, a parent gave an incorrect email address that was used to create a login to Tapestry and send an invitation to join the site. As a result, the actual owner of the incorrectly given email address, received an invite to Tapestry. That person contacted the school to make them aware of the mistake but did not attempt to access the site. No confidential information was sent to them.

Two SARs were received. One was in respect of a former pupil, another was received from a parent whose child had an accident in school, who wanted access to the investigation report. The report was given.

Staffing & HR

Mr. Wright reported the following staffing developments: -

- Alan Manuel and David Clay were both appointed to the position of assistant headteachers following an internal recruitment process.
- Emma Burrows, the Year 1 teacher, has resigned in order to move to Birmingham. The position was advertised externally, and 20 applications for a replacement were received. Governors are invited to participate in the interviews. Mrs. Gill indicated that she may be able to support the process. **Governors asked** if the school felt that it had received a good number of applications. Mr. Wright answered that 20 applications were a lower number than for similar positions in the past, but it appeared to be a good response in current circumstances.
- Alison Fowler will leave the school at Whit. Mr. Manuel will join Year 2, bringing forward the arrangement that was planned from September.
- Janet Lever continues to work as an academic mentor.
- Vacancies for teachers in KS 2 and the DC were advertised internally.

Policy Review

Governors **agreed** the First Aid Policy.

Meeting Dates for 2022/23

Governors **agreed** the following meeting dates for 2022/23:

13.10.2022, 4 pm - Business, Finance and Premises

8.12.2022, 4 pm - Education

9.2.2023, 4 pm - Business, Finance and Premises

23.3.2023, 4 pm - Education

18.5.2023, 4 pm - Business, Finance and Premises

13.7.2023, 4 pm - Education

Any Other Business

Mr. Wright will have jury duty for the first two weeks of July. Therefore, governors **agreed** to reschedule the next meeting to take place on 30.6.2022, on Zoom. SATS data will be sent out separately when it becomes available.

Action Log - May 2022

No actions were recorded.