

**POVEREST PRIMARY SCHOOL
GOVERNING BOARD
MINUTES OF MEETING
8th DECEMBER 2021 AT 6PM AT THE SCHOOL**

PRESENT:

Mr K Graham
Mr S Haylen
Mr P Haylock Deputy Head Teacher representing the Head Teacher
Mr G Martin
Mrs J Nemeth
Mr M Parker
Mrs S Tysall (Chair)
Mrs C Wildman
Mrs A Willis

IN ATTENDANCE:

Miss K Lewis Clerk
Mrs E Wilson Deputy Head Teacher

| Item | Agenda Item | Action |
|------|---|--------|
| | <p>REPORT FROM HEAD GIRL AND HEAD BOY</p> <p>Governors welcomed the Head Girl and Boy to the meeting. PH said they had done a tremendous job at the open mornings speaking to parents.</p> <p>They both told governors what they liked and thought about the school. They said they enjoyed coming to school - everyone was supportive, no one was treated differently and they had made friends. They came to school feeling happy and safe. Governors asked what it was like coming to school during the pandemic. One said they been in school because of being a child of a key worker and felt it almost normal, and the other said that teachers helped make it feel like a classroom when learning online. Both were asked what they would keep and what would make the school better. In response to the first point governors were told that the teachers were kind and supportive and caring. They agreed that finishing turning the bus into a library would make things better. They explained how they would do this before they left for secondary school. Governors chatted to them about their secondary school choices.</p> <p>Governors said that they were a credit to the school and thanked them for attending.</p> | |
| 1. | <p>WELCOME AND APOLOGIES FOR ABSENCE</p> <p>Apologies were received and accepted from Mr T Baughan, Mrs C Dale and Mrs S Weeks.</p> <p>The meeting was quorate.</p> | |
| 2. | <p>DECLARATION OF PECUNIARY INTEREST/NON-PECUNIARY INTEREST</p> <p>There were no declarations of interest in any agenda items.</p> | |
| 3. | <p>BOARD MATTERS</p> <p>3.1 <u>Board Membership</u> A timeline of governors' terms of office had been circulated. A number of terms came to an end in the summer and autumn terms in 2022.</p> <p>3.2 <u>Governor skills audit</u> The result of the skills audit had been circulated. It was noted that there were no significant skills gaps.</p> | |
| 4. | <p>MINUTES</p> <p>4.1 <u>Minutes of 22nd September 2021</u> The minutes were approved and signed by the Chair.</p> <p>4.2 <u>Actions and Matters Arising</u></p> <p>4.2.1 <u>Policies</u> The role of governors when reviewing policies was clarified.</p> | |

| Item | Agenda Item | Action |
|------|---|--|
| | <p>4.2.2 <u>Completion of annual declaration of interests' forms</u> Outstanding forms would be submitted.</p> <p>4.2.3 <u>GB Self Evaluation</u> A self-evaluation document based on the <i>20 key questions for governing boards</i> had been prepared for completion. It was agreed that the document would be circulated to all governors for their input. The responses would be collated by the Clerk for review by ST and MP.</p> <p>4.2.4 <u>Governor Safeguarding Training</u> Governors had been asked to complete the school's <i>Safeguard</i> training. A governor said they were completing other safeguarding training. Governors were reminded that boards have overall responsibility for safeguarding and it was best practice for all governors to complete a training course.</p> <p>4.2.5 <u>Governor areas of responsibility and returning to arranging visits/meetings</u> It had been agreed that JN would organise a health and safety visit in the autumn term with ZO. This had been difficult due to COVID restrictions, but a visit would be arranged as soon as it was possible.</p> <p>4.2.6 <u>Website development</u> PH reported that discussions with the website design company were continuing on format and cost. The board discussed costs in relation to future proofing the website.</p> <p>Once the templates had been agreed, it would take approximately four months to launch the site. It was estimated that this would be in September 2022. Governors would be invited to trial the website before the launch.</p> <p>4.2.7 <u>Road safety</u> MP had written an article for the newsletter. It was reported that there had not been any response as yet from the LA to the approaches by the school. Governors raised concerns around the potential for accidents if safety issues were not addressed.</p> <p>4.2.8 <u>Art Project and display at railway station</u> It was reported that this was now unlikely to happen.</p> <p>All other actions had been completed or were covered by the agenda.</p> | <p>Clerk, Governors</p> <p>Clerk, Governors</p> <p>Governors</p> <p>JN, ZO</p> <p>PH</p> |
| 5. | <p>CHAIR'S ACTION No emergency action had been taken by the Chair or Vice Chairs.</p> | |
| 6. | <p>School improvement 6.1 <u>Review School Improvement Plan (SIP) 2021/2022</u> The document had been circulated and questions were invited. <i>It was asked when the impact columns would be completed.</i> It was explained that the these would be inserted at the end of each term; they were also dependent on data.</p> <p>The Governor Vision Statement Application Plan was referred to and that it should be linked to the rest of the SDP.</p> <p><i>Governors asked if the targets would be linked to performance management.</i> PH confirmed that they would be for each member of staff.</p> <p><i>Further questions would be emailed.</i></p> <p>The SDP was agreed subject to the discussed amendments.</p> <p>It was suggested that governors might like to join the pupil conferences which had been introduced to establish the impact of the curriculum on children's learning. Governors felt that this would be very useful, particularly if they could link to their area of responsibility. It was agreed that EW would provide dates to the Clerk for circulation.</p> | <p>SW, PH, EW</p> <p>EW [completed]</p> |

| Item | Agenda Item | Action |
|------|--|---------------------------------------|
| | <p>6.2 <u>Governor Vision Statement Application Plan</u> As referred to earlier, the plan was part of the SDP. This and the Governor Vision Statement was being kept under review by a working group of governors. A meeting would be arranged and ST and the Clerk would liaise on a date.</p> <p>6.3 <u>School Self Evaluation</u> The document had been circulated. <i>It was asked how often the information was updated.</i> It was confirmed that it was half termly but also if there was a significant event. The areas for development were reviewed. Early careers framework for newly qualified teachers was highlighted and discussed.</p> <p>The next Ofsted was raised and how the school might achieve outstanding and the challenges it faced due to pupil performance and attainment in order to achieve it. Writing was highlighted and the impact of children not being in school during to the lockdowns. <i>In response to a question, the issues around writing were explained and the number of interventions that had been introduced and what the school was considering next.</i> There was a very strong English team, with regular meetings along with the modelling of work of exemplar practices within the classroom.</p> <p>Approaching CSNET to find out how other school approached certain areas was discussed.</p> <p>A governor raised building a relationship with a university. EW said that the school was in touch with one university in relation to its students, but COVID had prevented this moving forward. However, it was hoped that a relationship would now further develop.</p> | ST, Clerk |
| 7. | <p>HEAD TEACHER'S REPORT The report had been circulated. PH took the meeting through the report. The following were highlighted:</p> <p><i>School roll</i> - additional children had joined and the school was almost full. <i>Governors said it would be useful to have more commentary around children joining/leaving the school and the impact this has on classes and the school in general.</i></p> <p><i>It was asked if there was feedback from teachers regarding the size of classes.</i> It was explained that this would be more around the makeup of classes. COVID restrictions meant that a lot more space was required.</p> <p><i>SEND</i> - the numbers of children on the Child Protection Register and those with EHCPs within the school were noted.</p> <p><i>Appraisal targets</i> – the focus on returning children to pre-COVID levels of attainment was noted. The meeting discussed those children who did not engage during COVID and the impact it was now having. PH explained how the school had tried to encourage learning, including home visits and this approach continued. Discussions were ongoing with teachers. <i>In response to a question, it was explained how teachers are supported with regard to their workload.</i> Each teacher had had an individual CPD target. A number were undertaking the leadership qualification.</p> <p><i>Attainment</i> – despite the lockdowns the picture at the end of the last academic year was positive. <i>It was asked why maths was not improving as quickly as expected.</i> PH said that this was being investigated and it would be reported back to the next Behaviour for Learning Committee.</p> <p>The results of recent assessments would be discussed by the Behaviour for Learning Committee in January. <i>Governors requested the presentation of COVID figures linked to attainment as a percentage and a comparison to national for the Behaviour for Learning Committee meeting.</i></p> <p>The mental health of children and the involvement of staff was raised and discussed.</p> | <p>SW, PH, EW</p> <p>PH</p> <p>PH</p> |

| Item | Agenda Item | Action |
|------|---|----------------------|
| | <p>COVID – the school had kept as many restrictions in place as possible which had helped and staff had returned to wearing masks. It was explained how events such as open-mornings had taken place with safety measures in place.</p> <p>Attendance – the figures had reduced which matched the national picture. Governors asked how this was being addressed. It was explained that strategies were already in place; however the situation was now more difficult with COVID absences.</p> <p>7.1 <u>Safeguarding report</u> The report was noted. Governors acknowledged the work of the Head of Pastoral Care.</p> <p>7.2 <u>Updated Risk Assessment</u> The document had been circulated.</p> <p>7.3 <u>English and Maths reports</u> The reports from subject leaders were noted.</p> | |
| 8. | <p>REPORTS FROM COMMITTEES</p> <p>8.1 <u>Behaviour for Learning, Safety and Community meeting 13th October</u> The minutes had been circulated and were noted. The new Terms of Reference (ToR) for the Committee were reviewed and agreed.</p> <p>8.2 <u>Resources Committee 25th November</u> The minutes would be circulated. The Terms of Reference for the Committee were unchanged.</p> <p>8.3 <u>Pay Committee 26th November</u> GM reported that the Committee had approved the Head Teacher Performance Management Committee's recommendations and had reviewed and agreed pay recommendation put forward by SW. The FGB supported the Committee's decisions.</p> <p>The Terms of Reference for the Committee were unchanged.</p> | Clerk [completed] |
| 9. | <p>LINK GOVERNOR AND MONITORING VISIT REPORTS</p> <p>9.1 <u>Pupil Premium</u> AWs visit report had been provided to the Resources Committee.</p> <p>9.2 <u>Early Years</u> ST and CW would arrange a visit when possible.</p> <p>9.3 <u>SEND and Safeguarding audits</u> ST had attended both.</p> <p>9.4 <u>Chair and Vice Chair meetings with HT</u> ST and MP continued to meet fortnightly with SW.</p> | ST, CW |
| 10. | <p>AFACT UPDATE</p> <p>The June minutes of the Trust Board had been circulated. The Board had met again on 22nd November. Arranging a meeting of governors from all the schools was reviewed but it was felt that it was not yet safe to do so. How to facilitate meetings once it was safe had been discussed.</p> <p>HTs were continuing to meet fortnightly to provide support, which was working well.</p> <p>Reaching out to other schools had been discussed.</p> <p>An audit of schools by CSNET had also been discussed and an initial meeting was being arranged to set parameters for the audit.</p> <p>The schools were continuing with joint projects.</p> <p>With regard to the DPO position, it had been reported at the FGB in July that</p> | |

| Item | Agenda Item | Action |
|------|--|---|
| | Bromley had withdrawn the DPO service and AFACT schools now had to make their own arrangements. In the interim, HTs were acting as DPO for each other's schools. SW had been researching a DPO service to cover all schools in the group. She was currently speaking to a local MAT and the situation would hopefully be resolved soon. A report had also been provided to the Resources Committee. | |
| 11. | Statutory and other policies/documents for approval/approved by FGB 11.1 <u>Governors' Behaviour Statement</u> This had been reviewed and amended by the Behaviour for Learning Committee. The statement was approved . 11.2 <u>Virtual Meetings Policy (COVID-19)</u> The policy had been updated last year to cover the COVID situation. The policy was approved. A governor raised some issues which would be reviewed by ST and the Clerk. | ST, Clerk |
| 12. | GOVERNOR TRAINING There was no report for this meeting. | |
| 13. | AOB 13.1 <u>Statutory guidance from DfE on cost of uniform</u> It was reported that new guidance from the DfE had been issued requiring schools to make sure that the total cost of their uniform was affordable for parents. The Clerk said that the school had prepared a policy for review and approval by the Behaviour for Learning Committee. 13.2 <u>School lighting</u> A governor raised a site management issue in relation to the lighting of the school when closed. This would be investigated. 13.3 <u>Environmental policy</u> The policy had been drafted and sent to governors for review and comment and was due to be published on the school's website. The Clerk would liaise with school. | Clerk, Behaviour for Learning Committee PH Clerk |
| 14. | CONFIDENTIAL ITEMS There were no items. | |
| 15. | DATES OF NEXT MEETINGS- SPRING TERM - FGB meeting: March 2022 at 6pm – date TBC - Committee meetings: Behaviour for Learning: Wednesday 19 January 2022 Resources: Wednesday 16 March 2022 | |

The meeting closed at 8.15pm

Signed: Date: