

**POVEREST PRIMARY SCHOOL  
GOVERNING BOARD  
MINUTES OF MEETING  
23 March 2022 AT 6PM AT THE SCHOOL**

**PRESENT:**

Mr T Baughan  
Mrs C Dale  
Mr S Haylen  
Mr P Haylock Deputy Head Teacher representing the Head Teacher  
Mrs J Nemeth  
Mr Z Onubogu (virtual)  
Mr M Parker  
Mrs S Tysall Chair  
Mrs A Willis (virtual)

**IN ATTENDANCE:**

Miss K Lewis Clerk  
Mrs E Wilson Deputy Head Teacher

Item	Agenda Item	Action
1.	<b>WELCOME AND APOLOGIES FOR ABSENCE</b> Apologies were received and accepted from Mr G Martin, Mrs S Weeks (Head Teacher) and Mrs C Wildman.  Absent: Mr K Graham  The meeting was quorate.	
2.	<b>DECLARATION OF PECUNIARY INTEREST/NON-PECUNIARY INTEREST</b> There were no declarations of interest in any agenda items.	
3.	<b>BOARD MATTERS</b> 3.1 <u>Board Membership</u> A timeline of governors' terms of office had been circulated and was discussed. A number of terms came to an end in the summer and autumn terms in 2022.  3.2 <u>Parent Governor election</u> As AW and TB's terms of office came to an end in April and May, it was agreed that a parent election would take place after the Easter break to fill the two vacancies.  The skills required were reviewed.	Chair, Clerk
4.	<b>MINUTES</b> 4.1 <u>Minutes of 8 December 2021</u> The minutes were approved and signed by the Chair.  4.2 <u>Actions and Matters Arising</u> 4.2.1 <u>Library Bus</u> <b>Governors asked when work to the bus would be completed as this was something the Head Boy and Girl had raised at the December meeting.</b> It was reported that the aim was for it to be ready to officially open by the time of the Jubilee celebrations.  4.2.2 <u>Road Safety</u> It was reported that a meeting had been held with Bromley. Governors remained concerned about road safety outside the school and discussed liaison with the borough on this.  4.2.3 <u>Completion of annual declaration of interests' forms</u> Completion of forms continued to be chased by the Clerk.  4.2.4 <u>GB Self Evaluation</u> A self-evaluation document based on the 20 key questions for governing boards had been issued for governor feedback which would be discussed at the Governors' Day on 14 July.	Governors          Governors' Day

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	<p><b>4.2.5 Governor Safeguarding Training</b> The majority of governors had now completed the training. Those who hadn't were asked to complete as soon as possible.</p> <p><b>4.2.6 Item 4.2.5 Governor areas of responsibility and returning to arranging visits/meetings</b> Governors were asked to begin organising visits to the school for next term.</p> <p>JN had arranged to visit on 30 March to review the health and safety report provided to the Resources Committee and undertake a premises walk.</p> <p><b>4.2.7 Item 4.2.6 Website development</b> A meeting with the designers was taking place on 31 March. The website was on track to be launched in September.</p> <p><b>4.2.8 Head Teacher Report - School roll</b> <b><i>Governors had asked for a report on the impact of the number children joining the school in different year groups throughout the school year.</i></b> PH reported that overall there was no significant impact. Behaviour could however be poorer, particularly with older children, but the school had successfully dealt with the issues.</p> <p><b>4.2.9 Early Years visit</b> ST reported that this was taking place next term.</p> <p><b>4.2.10 School lighting</b> A governor had raised a site management issue in relation to the lighting of the school when closed. PH reported that this had involved a security light on the KS2 playground. The light is now working.</p> <p>All other actions had been completed or were covered by the agenda.</p>	<p><b>Governors</b></p> <p><b>Governors</b></p>
5.	<p><b>CHAIR'S ACTION</b> No emergency action had been taken by the Chair or Vice Chairs.</p>	
6.	<p><b>School improvement</b></p> <p><b>6.1 Review School Development Plan (SDP) and self-evaluation 2021/2022</b> The updated documents had been circulated and questions were invited. <b><i>A number of questions had been submitted to the school ahead of the meeting and would be circulated with the school's answers with the minutes.</i></b></p> <p>In response to a question, it was confirmed that disadvantaged children were defined by Ofsted as those with special educational needs and disabilities (SEND), pupils who met the DfE criteria for pupil premium funding and children in need of help and protection who are receiving statutory local authority support from a social worker.</p> <p><b><i>A governor raised more able children and how they were being stretched academically.</i></b> A governor visit would be arranged. It was noted that more able children were also part of the key objectives in the Governor Vision Statement Application Plan: "Doing everything in our power to ensure the curriculum/extra-curricular provision is centred on the needs of each individual child" and the appointment of a more able coordinator worker.</p> <p>There were no further questions.</p> <p><b>6.2 Governor Vision Statement Application Plan</b> The Working Group had met to review and refine the plan and it had then been circulated to the FGB. The final version had been issued.</p>	
7.	<p><b>HEAD TEACHER'S REPORT</b> The report had been circulated and questions were invited. The following were highlighted:</p> <p><b><i>Safeguarding-</i></b> the figures were discussed, particularly in relation to vulnerable</p>	

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	<p>children. <b>Governors had requested a further breakdown ahead of the meeting which was provided.</b></p> <p><b>Wellbeing - a governor had asked for an update on CD raising her profile amongst staff regarding their wellbeing.</b> CD confirmed that staff were aware of her role and had come to her. She had either been able to signpost staff elsewhere for support or had spoken to them herself. Staff were feeling isolated. There needed to be a meeting between SLT and Head of Pastoral Care on actions required. Ideas were being discussed as staff began to come together for meetings. <b>A governor raised the staffroom currently being used as an intervention room.</b> It was accepted that the staffroom needed to be reclaimed for staff as a separate facility and there would be a relaunch after Easter. Improving interaction among staff was discussed and a school events coordinator. Governors agreed that there should be a budget for wellbeing which would be investigated.</p> <p><b>Data</b> – it was reported that spring term data had shown significant improvement on the autumn figures. Staff and children's illness continue to impact.</p> <p>EYFS children had been the most affected by the COVID restrictions. However the data was positive. EW said that this was the first year of the new curriculum and explained how children were assessed. The school was tracking children through pupil progress reviews and they were doing well.</p> <p>Children were attending trips again which was important to contribution to their development.</p> <p><b>Attendance</b> -COVID absence data had been provided. Attendance levels were an issue nationally.</p> <p><u>7.1 Reports from subject leaders - Art and Design and PE reports</u> The reports had been circulated and were noted.</p> <p>A learning walk on displays in classrooms had also been provided.</p> <p>PH said that school clubs had been a huge strength of the school before COVID and were important in helping children develop. These were now being relaunched after Easter and the school could start identifying children who were not engaging. There was money available to help pay for the cost to ensure all children had access.</p> <p>Governors raised celebrating success through the display of children's achievements in sports and art etc. This was discussed including former pupils inspiring current children. It was agreed that this should be further investigated.</p>	<p><b>SW, SLT, CD</b></p> <p><b>SW, SLT</b></p>
8.	<p><b>GDPR/Data Protection</b> <u>Data Protection Officer update</u> It was reported that a company who specialised in data protection and education had been appointed to work across all four AFACT schools. Meetings were being arranged to discuss the situation in each school and an audit. This included providing copies of policies and privacy notices etc, which would then be reviewed and a list of actions drawn up.</p>	
9.	<p><b>REPORTS FROM COMMITTEES</b> <u>9.1 Behaviour for Learning, Safety and Community meeting 19 January</u> The minutes had been circulated and were noted. An extensive analysis of data had been provided and discussed.</p> <p><u>9.2 Resources Committee 16 March</u> The minutes would be circulated.</p> <p>It was reported that the committee had discussed the budget for next year. There was concern about the school's eligibility for the minimum funding guarantee (schools were guaranteed a certain amount of per-pupil funding each year) for 2022/23 and the impact.</p>	<p><b>Clerk</b></p>

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	A report on staffing for the summer term had been provided to the committee. PH reported on the position.	
<b>10.</b>	<b>LINK GOVERNOR AND MONITORING VISIT REPORTS</b> 10.1 <u>Wellbeing</u> JN had come into school during mental health week.  10.2 <u>PHSE</u> ST, TB and JN had visited to look at how PHSE was taught - they had been very impressed.  10.3 <u>Chair and Vice Chair meetings with HT</u> ST and MP continued to meet fortnightly with SW.  One item was deemed confidential and minuted separately.	
<b>11.</b>	<b>AfACT UPDATE</b> Due to illness and absence the meeting in on 22 March could not go ahead and would be rearranged for next term.	
<b>12.</b>	<b>Statutory and other policies/documents for approval/approved by FGB</b> It was confirmed that the Biometrics, SEND and Staff Disciplinary policies had been approved by email.	
<b>13.</b>	<b>GOVERNOR TRAINING</b> Governors had been asked to complete cyber training as part of the school's insurance risk assessment. A number of governors had undertaken the training and others were reminded to do so.	<b>Governors</b>
<b>14.</b>	<b>AOB</b> 14.1 <u>Change to beginning and end of the school day</u> Parent opinion was now being sought before bringing the proposal to governors for approval.  14.2 <u>Display of Art</u> It was reported that the school would be discussing displays of artwork by a local doctors' surgery. It was agreed that this was an important contribution to the marketing of the school.	<b>SW</b>
<b>15.</b>	<b>CONFIDENTIAL ITEMS</b> Item 10.	
<b>16.</b>	<b>DATES OF NEXT MEETINGS- SPRING TERM</b> - FGB meeting: Part of Governors' Day Thursday 14 July - Committee meetings: Behaviour for Learning: Wednesday 4 May 2022 Resources: TBC	

The meeting closed at 8.10pm

Signed: ..... Date: .....