

**POVEREST PRIMARY SCHOOL  
GOVERNING BOARD  
MINUTES OF MEETING  
14 JULY 2022 AT 2PM AT THE SCHOOL**

**PRESENT:**

Mrs C Dale  
Mr S Haylen  
Mr K Graham  
Mr G Martin  
Mrs J Nemeth  
Mr M Parker  
Mrs S Tysall      Chair  
Mr J Wardle  
Mrs S Weeks      Head Teacher  
Mrs C Wildman  
Mrs A Willis

**IN ATTENDANCE:**

Mr P Haylock      Deputy Head Teacher  
Miss K Lewis      Clerk  
Mrs G Mills      SENDCo/Assistant Head Teacher for item 15  
Mrs. C White      Business Manager for item 8.1  
Mrs E Wilson      Deputy Head Teacher

Item	Agenda Item	Action
1.	<b>WELCOME AND APOLOGIES FOR ABSENCE</b> Amelia Willis was welcomed back as a parent governor and John Wardle welcomed as a new parent governor.  There were no apologies.  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> AW had been re-elected and JW elected as parent governors.  Trevor Baughan's term as a parent governor had come to an end in April. He had been thanked for his significant contribution to the GB and school during his 4 year term as a governor.  Zona Onubogu had submitted his resignation as a co-opted governor due to work commitments and was thanked for his contribution.  A timeline of governors' terms of office had been circulated. A number of terms came to an end in the autumn term. Vacancies would be discussed at the September meeting.  A potential new governor had submitted an application.  3.2 <u>Governing Board Self-Evaluation</u> A session on this had been held earlier in the day and ST would prepare a report on the findings.	September meeting          Chair
4.	<b>MINUTES</b> 4.1 <u>Minutes of 23 March 2022</u> The minutes were approved and signed by the Chair.  4.2 <u>Actions and Matters Arising</u> 4.2.1 <u>Completion of Governor Safeguarding Training</u> Governors had been asked to complete safeguarding training. It had been reported at the earlier strategy sessions that whole school training was taking place on 30 August between 9am and 12pm to which governors were invited.	

Item	Agenda Item	Action
	<p>ST would also raise a safeguarding training session for all governors with the AFACT Board.</p> <p>4.2.2 <u>Website development</u> An update was provided on the current position. The SLT now needed to review the final version before the website was launched.</p> <p>4.2.3 <u>Head Teacher Report - wellbeing</u> It was confirmed there was a budget for wellbeing.</p> <p>4.2.4 <u>GDPR/Data Protection</u> An audit was taking place in the in the autumn term and a report would then be provided to governors.</p> <p>4.2.5 <u>Governor Training</u> Governors had been asked to complete cyber training as part of the school's insurance risk assessment. The details would be issued again.</p> <p>All other actions had been completed or were covered by the agenda.</p>	<p><b>Chair</b></p> <p><b>SW</b></p> <p><b>Clerk, Governors</b></p>
5.	<p><b>CHAIR'S ACTION</b> ST reported on an issue that had been dealt with. ST had supported G Mills and SW with their written letter to the LA about the number of SEND children.</p>	
6.	<p><b>School improvement</b></p> <p>6.1 <u>Review Progress against School Development Plan (SDP) and self-evaluation 2021/2022</u> The updated SDP had been circulated. The SATs results were reviewed. The school was pleased with the KS2 results, as some children had struggled to settle back into school after COVID, and there had also been an emotional impact. Teachers had worked very hard with the children.</p> <p><b>Governors asked what action was being taken in response to the Phonics results.</b> It was reported that the school was disappointed with the results; some children were close to the pass mark. Children had suffered because of the pandemic and not being in school, plus the phonics scheme had been changed as a as result of government direction. The previous scheme had worked extremely well. Staff absence had also had an impact. What would be in place for next year was explained including returning to the previous scheme. Parent volunteers were now able to come into school. There was also a video for parents on ClassDojo.</p> <p><b>It was asked if there were contingencies for staff absence.</b> SW explained what was in place to deal with absence and that the school worked hard to provide cover. The HT report contained details of absence.</p> <p>There were no further questions.</p> <p>The updated SEF would be circulated.</p> <p>6.2 <u>School Day plans Sept 2022 in light of the white paper</u> The white paper had set out that schools were expected to provide a 32.5-hour school week. This was not a statutory requirement, although Ofsted would consider it. As reported at the March meeting, the school was already reviewing its school day and had been trialing changes to the beginning and end of the day. Parents would now be consulted and governors informed of the outcome.</p> <p>6.3 <u>School Plans for changes to the curriculum in Sept 2022</u> It was reported that no changes were planned. The curriculum information was on the website.</p> <p><b>A governor asked if a meeting had taken place with the company involved in sustainability education services.</b> It was confirmed that the school had not yet met with the company; but this area would be covered in the next School Development Plan and a teacher had been identified to be allocated to this area.</p>	<p><b>Clerk</b></p> <p><b>SW</b></p>

Item	Agenda Item	Action
7.	<p><b>Finance</b></p> <p>7.1 <u>Increasing class sizes</u> This item had been raised at the May Resources Committee meeting during its discussion on addressing any deficit budget. It was confirmed that there was currently no limit on KS2 size classes. At present there were 30 children in each class. Following discussion, it was agreed that the next meeting of Resources Committee should be presented with a number of scenarios regarding the future finance situation for consideration and recommendation to the FGB.</p> <p>7.2 <u>Approve Risk Register</u> The register had been agreed by the Resources Committee and the FGB was now being asked for its approval. <b>The register was approved.</b></p> <p>The register would be reviewed again at the next Resources meeting.</p>	<p><b>SW, Finance Manager, Resources committee</b></p> <p><b>Resources Committee</b></p>
8.	<p><b>Health and Safety</b></p> <p>8.1 <u>Health and Safety and Premises report</u> CW joined the meeting. A report had been circulated. The key issue was addressing the flooring problem in the canteen. It was reported that the school had been in touch with LA which had come in to look at the flooring. A flooring specialist had also been consulted. The school continued to work with LA and the contractor who fitted the floor on replacing it. It was agreed that JN would meet with CW to further discuss.</p> <p>7.2 <u>Road updates</u> MP was working with the Parent Forum on road safety issues. It was reported that double yellow lines had now been painted.</p> <p>PH reported that he was speaking to a councillor on 15 July. Parents had also been asked to contact councillors with concerns.</p> <p>Governors fully supported the route that the school was taking in pursuing the safety issues.</p>	JN
9.	<p><b>HEAD TEACHER'S REPORT</b> The report had been circulated and questions were invited. The following were highlighted:</p> <p><i>Attendance</i> – the figures were in line with national at just under 93%, but this was lower than pre COVID. It was noted that there was significant emphasis attendance in the education white paper.</p> <p><i>Staff absence</i> - the figures and reasons for absence and how these were reported were discussed, together with the impact for staff and the school. It was agreed that:</p> <ul style="list-style-type: none"> <li>• in future the categories would be split and more narrative provided</li> <li>• staff policy provided to JN and ST</li> </ul> <p>9.2 <u>Safeguarding</u> A report had been circulated and was discussed.</p> <p>9.3 <u>Wellbeing</u> The staff wellbeing survey had been discussed at the earlier strategy sessions and an action plan would now be produced.</p> <p><b>Governors asked if staff knew who they could approach at the school about wellbeing issues.</b> It was confirmed that they could contact CD, G Mills and the Head of Pastoral Care. A report was provided on what was in place for staff to support their mental health and wellbeing.</p> <p>9.4 <u>Reports from subject leaders – Maths and English</u> The reports had been circulated and were noted. The positive comments from the Bromley Borough English Adviser during her visit to the school were acknowledged.</p>	<p><b>SW, SLT</b> <b>SW, SLT, JN, Chair</b></p> <p><b>SW, SLT</b></p>

Item	Agenda Item	Action
	The subject leaders were thanked for their reports.	
10.	<p><b>REPORTS FROM COMMITTEES</b></p> <p>10.1 <u>Behaviour for Learning, Safety and Community meeting 4 May 2022</u> The minutes had been circulated and were noted. A detailed analysis of data had been provided and discussed.</p> <p><b>Transition to secondary school was raised.</b> It was reported that children were positive about going to their new schools. A sports day for the AFACT schools had been held and children going to the same secondary school were put together.</p> <p>Governors advised that behaviour seen on their earlier learning walks was exemplary.</p> <p>10.2 <u>Resources Committee 11 May 2022</u> The minutes had been circulated and were noted. As reported earlier, the financial outlook had been discussed.</p>	
11.	<p><b>LINK GOVERNOR AND MONITORING VISIT REPORTS</b></p> <p>ST had met with G Mills on SEND and a report circulated. A SATs visit report had also been issued.</p> <p>The report from the earlier learning walks as part of governors' day would be circulated.</p>	Clerk
12.	<p><b>AFACT UPDATE</b></p> <p>12.1 <u>November 2021 minutes</u> The minutes were noted.</p> <p>12.2 <u>27 June 2022 meeting</u> It was reported that Downe Primary School had left the group as it was joining a MAT as a result of its particular circumstances.</p> <p>There had been a number of projects across the schools during the past year. More collaboration across the schools' governing boards had been planned together with training.</p> <p>HTs and senior leaders were planning to meet mid-September to work on an action plan for the group.</p> <p>SW said she had found the HT group fortnightly meetings invaluable.</p>	
13.	<p><b>Statutory and other policies/documents for approval/approved by FGB</b></p> <p>The Pay Policy had been reviewed by JN and SW and would be sent to the FGB for approval.</p>	Clerk
14.	<p><b>GOVERNOR TRAINING</b></p> <p>JW had undertaken The Key induction training which he had found very useful. Governors also had access to the National College.</p>	
15.	<p><b>AOB</b></p> <p>8.1 <u>SEND</u> G Mills joined the meeting to explain the current SEND situation and requests received from the LA about taking children with high needs and the impact for the school. It was <b>agreed</b> that SW, G Mills and ST would arrange to meet to discuss.</p> <p>It was <b>further agreed</b> that there should be an item on SEND at a FGB meeting.</p>	<p><b>SW, ST, G Mills</b></p> <p><b>SW, ST, G Mills, Clerk</b></p>
16.	<p><b>CONFIDENTIAL ITEMS</b></p> <p>There were no items.</p>	
17.	<p><b>DATES OF NEXT MEETINGS- AUTUMN TERM:</b></p> <p>A schedule had been circulated:</p>	

Item	Agenda Item	Action
	FGB meetings: - Wednesday 14 September 2022 6.30pm - Wednesday 30 November 2022 6.30pm Committee meetings: - Behaviour for Learning: Wednesday 5 October 2022 6.30pm - Pay: Wednesday 11 October 2022 6.30pm - Resources: Wednesday 16 November 6.30pm	

The meeting closed at 4.15pm

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