

**POVEREST PRIMARY SCHOOL  
GOVERNING BOARD  
MINUTES OF MEETING  
30<sup>th</sup> NOVEMBER 2022 AT 6PM AT THE SCHOOL**

**PRESENT:**

Mrs J Nemeth  
Mr M Parker (joined virtually)  
Mr M Smith  
Mrs S Tysall (Chair)  
Mr D Vernau  
Mr J Wardle  
Mrs S Weeks (Head Teacher)  
Mrs A Willis

**IN ATTENDANCE:**

Mr P Haylock                      Deputy Head Teacher  
Miss K Lewis                      Clerk

Item	Agenda Item	Action
1.	<p><b>WELCOME AND APOLOGIES FOR ABSENCE</b></p> <p>Michael Smith was welcomed and introduced as the staff governor on the Board.</p> <p>Apologies were received and accepted from Mr S Haylen, Mr G Martin and Mrs C Wildman.</p> <p>Absent: Mr K Graham</p> <p>The meeting was quorate.</p>	
2.	<p><b>DECLARATION OF PECUNIARY INTEREST/NON-PECUNIARY INTEREST</b></p> <p>There were no declarations of interest in any agenda items.</p>	
3.	<p><b>BOARD MATTERS</b></p> <p>3.1 <u>Board Membership</u></p> <p>The current position was noted. Grant Martin's term would shortly come to an end and he was thanked for his contribution to and support of the Governing Board and school during his time as a governor.</p> <p>Vacancies were discussed. It was agreed that ST would further explore the recruitment of additional governors.</p>	ST
4.	<p><b>MINUTES</b></p> <p>4.1 <u>Minutes of 14<sup>th</sup> September, EGM 28<sup>th</sup> September and additional meeting 24<sup>th</sup> September 2022</u></p> <p>The minutes of all three meetings were approved and signed by the Chair.</p> <p>4.2 <u>Actions and Matters Arising – 14<sup>th</sup> September</u></p> <p>4.2.1 <u>Governing Board Self-Evaluation</u></p> <p>ST would insert impact and a timeline into the report.</p> <p>4.2.2 <u>Updates to Keeping Children Safe in Education (KCSIE) September 2022</u></p> <p>A link to the document for governors to read and a summary of changes had been circulated. Governors would be asked to confirm that they had read the document and it was decided that the best way to do this was to sign a sheet to confirm they had read it.</p> <p>4.2.3 <u>Governor Safeguarding Training</u></p> <p>It was now a requirement of KCSIE that governors receive appropriate safeguarding and child protection (including online) training which was regularly updated. Some governors still needed to complete training. The Clerk would chase this.</p> <p>4.2.4 <u>Cyber security training</u></p> <p>The Clerk would confirm that all governors had completed the training.</p>	<p>ST</p> <p><b>Governors. Clerk</b></p> <p><b>Governors, Clerk</b></p> <p><b>Clerk, Governors</b></p>

Item	Agenda Item	Action
	All other actions had been completed or were covered by the agenda.	
5.	<b>CHAIR'S ACTION</b> No emergency action had been taken.	
6.	<b>SCHOOL IMPROVEMENT</b> 6.1 <u>Review School Development Plan (SDP) 2022/2023</u> The document had been circulated and was reviewed. The plan was <b>agreed</b> .  6.2 <u>Governor Vision Statement Application Plan (part of SDP)</u> The plan and vision statement would be reviewed.  6.3 <u>School Self Evaluation</u> The document had been circulated and was reviewed.	ST, MP
7.	<b>SEND</b> Geraldine Mills was due to present on this subject but was unwell and had to send her apologies.  ST reported that she and AW had attended a meeting with GM, PH, SW and the LA on 29 <sup>th</sup> November. The level of funding for Poverest children was discussed and further meetings would need to be held on this. <b>Governors asked what the next steps were.</b> PH advised that detailed costings would need to be provided by the LA as part of the LA Review linked to ECHPs. The position was further discussed and it was agreed that it was essential to move forward as soon as possible to obtain the correct funding for the school.	
8.	<b>WELLBEING</b> MS provided an update on the working group and action plan. JN asked about input into the discussions as the governor for wellbeing. MS explained that discussions were in the early stages. It was agreed that JN would be sent a copy of the draft action plan and invited to the next meeting of the working group.  Governors discussed the teaching environment and the pressures.  MP volunteered to review the answers to the next staff wellbeing questionnaire which would be undertaken before the end of term.	MS
9.	<b>HEAD TEACHER'S REPORT</b> The report had been circulated and was reviewed.  <i>School roll – <b>it was asked if all classes were full.</b> SW confirmed that not all were. However, there were waiting lists for some year groups.</i>  <i>Data – <b>Governors asked how the school was addressing the discrepancy in data between KS1 and 2.</b> It was confirmed that this was an area of focus as part of further developments within the school. Children made good progress in Year 2 but attainment was below national. It was explained that various interventions were in place to tackle this underperformance. Assessments were taking place during the week of 5<sup>th</sup> December and the results and impact of interventions would be discussed by the Behaviour for Learning Committee in January. It was acknowledged that Poverest was in the top 20% of schools for greater depth reading.</i>  9.1 <u>Safeguarding report</u> The report from the Head of Pastoral Care was reviewed. Governors expressed concern about her workload and the type of issues that were dealt with, and the impact for other staff. SW confirmed that the SLT provided good support as did the other AFACT head teachers.  9.2 <u>English report</u> The report was noted. Governors were impressed, particularly by the comments by the Borough representative JA and making use of her support. <b>The Grammar training undertaken was referred to and it was asked if there had been a</b>	

Item	Agenda Item	Action
	<p><b>learning walk in relation to this.</b> SW confirmed that there would be a learning walk later in the term.</p> <p>9.3 <u>Sustainability report</u> The report prepared by MS was discussed. <b>Governors asked about recycling bins in the school.</b> MS confirmed that there were bins in classrooms and around the playground. He was introducing labelling for the bins. The aim was to recycle as much as possible. The election of an eco-warrior for each class was highlighted. <b>Governors were impressed with the idea of ECO - Warriors.</b></p>	
10.	<p><b>Health and Safety</b></p> <p>10.1 <u>Road safety update</u> Email correspondence with the Borough had been circulated concerning the on-going Tillingbourne Green/Lee Green road safety issue and actions already undertaken. The Borough's latest response had been disappointing. SW reported that a meeting of the Parent Forum was taking place shortly and this issue would be part of the agenda. It was confirmed that the local MP and councillors had been approached. The Board were very concerned about the situation and the failure to come to any agreement to address safety outside the school. Further actions by parents and the Board that could be taken were discussed. It was agreed that the next step should be a letter from the Board with input from the Parent Forum.</p>	MP, SW
11.	<p><b>REPORTS FROM COMMITTEES</b></p> <p>11.1 <u>Behaviour for Learning, Safety and Community meeting 5<sup>th</sup> October</u> The minutes had been circulated and were noted. The Terms of Reference for the Committee were agreed unchanged.</p> <p>11.2 <u>Resources Committee 29<sup>th</sup> November</u> The minutes would be circulated. AW provided a report on the committee's discussions which included the issues impacting the budget looking forward and energy saving. The committee had also reviewed the flooring position in the dining area - a meeting was taking place shortly with the contractor.</p> <p>The Terms of Reference for the Committee were agreed unchanged.</p> <p>11.3 <u>Pay Committee 14<sup>th</sup> November</u> JN reported that the committee was advised that the Head Teacher Performance Management had taken place and the panel had made its recommendations. The committee had reviewed and agreed pay proposals put forward by the Head Teacher. The Board supported the Committee's decisions.</p> <p>The Terms of Reference for the Committee were agreed unchanged.</p>	
12.	<p><b>LINK GOVERNOR AND MONITORING VISIT REPORTS</b></p> <p>12.1 <u>Pupil Premium</u> AW's visit report had been circulated which had been discussed at the Resources Committee meeting.</p> <p>12.2 <u>SEND</u> As previously reported ST and AW had attended a meeting with the borough.</p> <p>12.3 <u>Premises, health and safety</u> DV and JN had visited the school. As previously advised, a meeting was due to take place shortly on the flooring in the dining area.</p>	
13.	<p><b>AfACT UPDATE</b> The June minutes of the Trust Board had been circulated. The Board had met again on 7<sup>th</sup> November. Arranging a meeting of governors from all the schools had been agreed and would take place on 30<sup>th</sup> January 2023 at 6pm, venue Edgebury. The agenda would include the Cooperative Trust ethos and values and how these fitted in with the schools' values, AfACT action plan and the governor role in terms of strategic v operational. The action plan would be circulated prior to this meeting.</p> <p>The schools were liaising with another Cooperative Trust in Lancashire and were arranging joint activities.</p>	Clerk

Item	Agenda Item	Action
14.	<b>Statutory and other policies/documents for approval/approved by FGB</b> 14.1 <u>Governors' Behaviour Statement</u> This had been reviewed by the Behaviour for Learning Committee. The statement was <b>approved</b> .  14.2 <u>Business Continuity Plan</u> The plan had been circulated and was reviewed.	
15.	<b>GOVERNOR TRAINING</b> Training attended was reported.	
16.	<b>AOB</b> 16.1 <u>Premises</u> DV raised issues that he had identified on his visit to the school and these would be investigated.  JW reported that he had been exploring MUGA lighting. Opportunities for hiring out the school were discussed. JW would continue to investigate the lighting.	<b>SW, SLT</b>   <b>JW</b>
17.	<b>CONFIDENTIAL ITEMS</b> There were no items.	
18.	<b>DATES OF NEXT MEETINGS- SPRING TERM</b> - FGB meeting: 22 March 2022 at 6pm at the school - Committee meetings: Behaviour for Learning: Wednesday 18 January 2023 at 6pm Resources: Wednesday 15 March 202 at 5pm	

The meeting closed at 8.15pm

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