

**POVEREST PRIMARY SCHOOL  
GOVERNING BOARD  
MINUTES OF MEETING  
22 March 2023 AT 6PM AT THE SCHOOL**

**PRESENT:**

Mrs J Nemeth  
Mr M Parker  
Mr M Smith  
Mrs S Tysall (Chair)  
Mr D Vernau  
Mr J Wardle  
Mrs S Weeks (Head Teacher)  
Mrs C Wildman (from item 6)  
Mrs A Willis

<b>IN ATTENDANCE:</b>	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>There were no apologies for absence. CW had notified that she would arriving late.</p> <p>Absent: Mr K Graham</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> The current position was noted. Filling the vacancies was further discussed.</p> <p>3.2 <u>Re-appointment of Local Authority Governor</u> JN's term of office came to an end on 27<sup>th</sup> March. Governors had been informed by email that the LA had nominated JN for a second 4-year term. It was <b>agreed</b> that JN be re-appointed as LA governor from the end of her current term. The Clerk would notify Octavo.</p>	Clerk
4.	<p><b>MINUTES</b></p> <p>4.1 <u>Minutes of 30<sup>th</sup> November 2022</u> The minutes of the meeting were approved and signed by the Chair.</p> <p>4.2 <u>Actions and Matters Arising</u></p> <p>4.2.1 <u>Governing Board Self-Evaluation- impact and timeline</u> ST and MP had reviewed the document with regard to these items and it would be circulated.</p> <p>4.2.2 <u>Updates to Keeping Children Safe in Education (KCSIE) September 2022</u> Governors present had signed to confirm they had read the document.</p> <p>4.2.3 <u>Governor Safeguarding Training</u> Any governor that had not completed training was asked to do so as soon as possible and to notify the Clerk once done.</p> <p>4.2.4 <u>Cyber security training</u> Any governor that had not completed training was asked to do so as soon as possible and to notify the Clerk once done.</p> <p>4.2.5 <u>Governor Vision Statement Application Plan (part of SDP)</u> The Vision statement would be reviewed in September.</p> <p>4.2.6 <u>Wellbeing</u> ST had joined the working group along with JN. A meeting had taken place earlier and a report was provided on ideas being discussed.</p>	<p>ST</p> <p>Governors</p> <p>Governors</p> <p>ST, MP</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.	<p><b>SCHOOL IMPROVEMENT</b></p> <p>6.1 <u>Review School Development Plan (SDP) 2022/2023</u> The document had been rag rated and progress against the key priorities was reviewed.</p> <p><b>Governors asked about continued funding for interventions.</b> It was explained that the budget for next year ahd not yet been finalised, but it was hoped that they would continue as this year.</p> <p><b>Improving handwriting skill was discussed and the use of Funky Fingers activities and challenges.</b></p> <p><b>Governors asked about the long-term plan for sustainability and using the Eco Warriors.</b> It was confirmed that a three-year plan had been developed. MS reported that discussions had been held with the Eco Warriors on improving sustainability across the whole school including giving then responsibilities, for example, ensuring lights were turned off. <b>Governors requested to view the long-term plan.</b></p> <p><b>Governors asked about the provision of staff coaching.</b> PH reported on the experience of a teacher coming in from another AFACT school and the positive response this had received from staff. It was confirmed that coaching is undertaken with Early Careers Teachers. Development of this area was kept under review.</p> <p><b>The frequency of lesson observations was raised.</b> It was explained that this would depend on the member of staff and their experience. The SLT also carried out learning walks. <b>It was asked what the focus of learning walks had been this year.</b> It was confirmed that it was feeding back on children's learning. <b>It was proposed that at the Governor's Day in July governors be shown what this entailed.</b> Behaviour for Learning Committee had seen children's books at its last meeting, but it would be useful for all governors to see first-hand.</p> <p>It was reported that the observations from learning walks had been very positive. Governors had joined a walk.</p> <p>6.2 <u>School Self Evaluation</u> The updated document was reviewed. <b>A question was asked about staff not being satisfied with the Handwriting Scheme as highlighted in the SEF. A Governor questioned if the Handwriting Scheme should be a whole school approach and that the SLT surely determine the schemes which should be used.</b> PH confirmed that he would be looking at the handwriting scheme.</p>	<p>MS</p> <p>SW, SLT, ST</p>
7.	<p><b>HEAD TEACHER'S REPORT</b> The report had been circulated and was reviewed.</p> <p>7.1 Report <b>It was asked how retired teachers were being used and how their role fitted in with the curriculum.</b> It was confirmed that the teachers were used for tutoring to cover lost learning due to COVID and to fill the gaps in learning for children from lessons they struggled with. <b>It was asked if these teachers were assessed as regards to the delivery of interventions.</b> It was explained that as with Professional Teaching Partners, all interventions were monitored.</p> <p>The number of boys in the Provision as opposed to girls was discussed and improvements in developing the expertise to identify needs in children in the mainstream.</p>	

Item	Agenda Item	Action
	<p><b>A report on behaviour data was raised.</b> It was explained that the figures had not been updated since the end of autumn term report, but would be available for the next Behaviour for Learning Committee on 3<sup>rd</sup> May.</p> <p>7.2 <u>Safeguarding</u> report The report was reviewed. <b>The financial impact of the number of children with EHC plans was raised.</b> It was explained that children with plans received funding but the level of this was a discussion with the borough.</p> <p><b>It was asked how issues around domestic violence were dealt with.</b> Governors were advised that the school worked with charities in this area and the subject was covered in PHSE lessons.</p> <p>The number of vulnerable families/children were discussed and how they were categorised, recorded and monitored. It was <b>agreed</b> that the Head of Pastoral Care would be asked to provide further details on numbers.</p> <p>Accidents that happened in the playground were discussed. It was <b>agreed</b> that the Head of Pastoral Care would be asked to provide further details on these instances.</p> <p>The report had advised that with winter colds and coughs there had been an increase in parents asking the school to administer Calpol etc. As this was not a prescription medication it could not be done in school. <b>It was asked if these cases contributed to persistent absence.</b> SW would further investigate this.</p> <p>Staff and pastoral care was discussed in relation to their wellbeing.</p> <p>7.3 <u>Subject reports</u> Reports on English, Maths and Science had been circulated.</p> <p>7.3.1 <u>English</u> <b>It was asked what the attendance had been for the Celebration of Learning event last term.</b> It was reported that there had been an excellent response from parents. Parent governors confirmed that it had been a positive event.</p> <p><b>Governors asked about the timeframe for repairing the water damage to the Library Bus.</b> SW confirmed that the paperwork had just been signed off. The bus had been very successful.</p> <p><b>It was asked if governors could see examples of the class dictionaries put together for World Book Day during Governors' Day.</b></p> <p>7.3.2 <u>Maths</u> Governors highlighted the range of activities undertaken on World Maths Day. It was confirmed that the children had thoroughly enjoyed the event.</p> <p>7.3.2 <u>Science</u> The range of activities that the children had been involved in were noted.</p> <p>Governors felt it would be useful to see an action plan in all reports.</p> <p>The members of staff were thanked for their reports.</p>	<p>SW</p> <p>SW</p> <p>SW</p> <p>SW, SLT, ST</p> <p>SW</p>
8.	<p><b>WELLBEING</b> Covered under item 4.</p>	
9.	<p><b>HEALTH AND SAFETY</b> 9.1 <u>Report</u> Updates to the report provided to the Resources Committee had been circulated.</p> <p>DV reported on several issues with the new build. Resolving the flooring problem in the dining hall was moving very slowly. DV and JN would continue to assist the school in pursuing these issues. Governors expressed their concern about the</p>	

Item	Agenda Item	Action
	<p>length of time it was taking to address these cases. Other matters were also discussed together with resources and staffing.</p> <p>9.2 <u>Road safety update</u> A report was provided on the current position regarding the road outside the school. MP and the Parent Forum were thanked for all their efforts in achieving this result.</p>	
10.	<p><b>DATA PROTECTION</b> A report had been circulated and was noted. The school was working with the company providing the data protection officer service.</p>	
11.	<p><b>REPORTS FROM COMMITTEES</b> 11.1 <u>Behaviour for Learning, Safety and Community meeting 18<sup>th</sup> January</u> The minutes had been circulated and were noted.</p> <p>11.2 <u>Resources Committee 15<sup>th</sup> March</u> The minutes would be circulated. AW provided a report on the committee's discussions, which included the issues impacting the budget looking forward, particularly energy costs and wage increases. These were discussed and additional funding sources. The budget for the next academic year would be reviewed by the committee in May.</p>	
12.	<p><b>LINK GOVERNOR AND MONITORING VISIT REPORTS</b> Recent reports had been shared with governors on safeguarding and early years visits.</p>	
13.	<p><b>AFACT UPDATE</b> The November minutes of the Trust Board had been circulated. The meeting of governors from all the schools had taken place on 30<sup>th</sup> January and had been well received. The aim was to run annually and look at joint training sessions. The Trust Board had met again on 6<sup>th</sup> March. It had discussed the Trust Action Plan and collaboration on school improvement. The AFCT schools continued to liaise with another Co-operative trust on a science project.</p> <p>SW reported that she had been appointed to the advisory board for Co-operative schools.</p>	
14.	<p><b>Statutory and other policies/documents for approval/approved by FGB</b> 14.1 <u>Children with Health Needs Who Cannot Attend School, Early Career Teachers, SEND</u> The above policies had been approved by email.</p>	
15.	<p><b>GOVERNOR TRAINING</b> A governor training session would be organised on Governors' Day linked to Governance and Ofsted.</p>	
16.	<p><b>AOB</b> 16.1 <u>Linking the environment and writing</u> It was reported that an inset day on this would be taking place on the 17<sup>th</sup> April.</p> <p>16.2 <u>New catering company</u> The company would start on 17<sup>th</sup> April.</p>	
17.	<p><b>CONFIDENTIAL ITEMS</b> One item was deemed confidential and minuted separately.</p>	
18.	<p><b>DATES OF NEXT MEETINGS- SUMMER TERM</b></p> <ul style="list-style-type: none"> <li>- FGB meeting: 14 July 2023- part of Governors' Day</li> <li>- Committee meetings:</li> <li>- Behaviour for Learning, Safeguarding and Community: 3 May 2023 6pm</li> <li>Resources: 17 May 2023 5pm</li> </ul>	

The meeting closed at 7.50pm

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