

**POVEREST PRIMARY SCHOOL
GOVERNING BOARD
MINUTES OF MEETING
14 JULY 2023 AT 9.50am AT THE SCHOOL**

PRESENT:

Mr T Baughan
Mr K Graham
Mrs J Nemeth
Mr M Parker
Mr M Smith
Mr S Reynolds
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
Mrs C White	Business Manager for item
Mrs E Wilson	Deputy Head Teacher

Item	Agenda Item	Action
1.	WELCOME AND APOLOGIES FOR ABSENCE Sam Reynolds was welcomed to the Governing Board. Apologies were received and accepted from Mrs C Wildman.	
2.	DECLARATION OF PECUNIARY INTEREST/NON-PECUNIARY INTEREST There were no declarations of interest in any agenda items.	
3.	BOARD MATTERS 3.1 <u>Confirm appointment of Co-opted Governor</u> SR's appointment as a co-opted governor which had been approved by email was confirmed. 3.2 <u>Board Membership and constitution</u> The current position including vacancies was noted. ST was continuing to look for additional governors. TB had been appointed as a co-opted governor at the EGM on 3 May 2023. It was proposed and agreed that ST would change category from co-opted to foundation governor to fill that vacancy. This appointment would take effect from 14 th July. 3.3 <u>GB evaluation 2022-23</u> An updated document had been circulated and was noted. 3.4 <u>Governor Skills audit</u> An audit form would be circulated for governors to complete for September. 3.5 <u>Collection of GB diversity data for website</u> The Clerk reported that the DfE was encouraging the publication of GB diversity data on school websites. This was not a statutory requirement. Schools must ensure that individuals cannot be identified through the publication of this data. There was no prescriptive way to collect the data from volunteers. The Clerk would further investigate the collection of this information.	<p>Governors</p> <p>Clerk</p>
4.	MINUTES 4.1 <u>Minutes</u> The minutes of the meeting FGB meeting held on 22nd March 2023 were approved and signed by the Chair.	

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	<p>The confidential minutes of the EGM held on 3rd May were approved and signed by the Chair</p> <p>4.2 <u>Actions and Matters Arising</u></p> <p>4.2.1 <u>Governor Safeguarding Training</u> Any governor who had not completed training was asked to do so by the start of next term and to notify the Clerk once done. It was reiterated that all governors must complete safeguarding training and keep themselves updated with developments. Online training was available through the school's Safeguard system, National College and The Key. Governors were invited to join the school's training session on 29th August.</p> <p>The requirements regarding filtering and monitoring under the September 2023 updates to Keeping Children Safe in Education were discussed and the board's role in ensuring that systems were in place.</p> <p>4.2.2 <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. This also related to the school's insurance requirements.</p> <p>All other actions had been completed or were covered by the agenda.</p>	<p>Governors</p> <p>Governors</p>
5.	<p>CHAIR'S ACTION No emergency action had been taken. ST reported that she and MP had held several meetings with PH and EW on arrangements for next year.</p>	
6.	<p>SCHOOL IMPROVEMENT</p> <p>6.1 <u>Review progress against the School Development Plan (SDP) and Self-evaluation form 2022/2023</u></p> <p>6.1.1 <u>SDP</u> SDP end of year progress was reviewed.</p> <p>Year 6 SATs - SW said that the school was pleased with what had been achieved but disappointed with the Year 6 SATs results. A report was provided. Appeals had been submitted. Governors asked how the issues raised by the results would be addressed next year. It was confirmed that plans were being put in place and reading would be a focus. Improving reading was discussed.</p> <p>It was noted that children had made good progress.</p> <p>The school was pleased with the phonics results and the target set had been met. Children who hadn't passed were SEN or had poor attendance. The school would continue to focus on improving phonics results for all children. Governors would later receive a presentation from an Early Careers Teacher on what had been put in place to improve phonics this year at the end of Governors' Day.</p> <p>Governors raised results in other AfACT schools. It was confirmed that there would be analysis and discussion on how the schools would support each other and for benchmarking purposes.</p> <p>All results would be discussed in detail at the Behaviour for Learning Committee meeting next term.</p> <p>Staff wellbeing - the current action plan would be shared with JN as governor with responsibility for wellbeing. It was acknowledged that governors had asked for this information to be sent to JN several times.</p> <p>It was reported that the task force met every 3 to 4 weeks and improvements for staff had been put in place.</p> <p>A staff survey drawn up with other AfACT schools on wellbeing would be completed and the results compared. Similar surveys had also been drawn up for children and parents and results would also be compared.</p>	<p>MS</p>

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	<p><i>It was asked what the plans were for the existing staff questionnaire.</i> It was confirmed that this was a separate survey to the Afact one. There was discussion around time series analysis using the original questionnaire. PH would be looking at this as part of his approach towards staff wellbeing.</p> <p><i>SW was asked what the school would like to celebrate from the SDP.</i> SW highlighted the improvement in phonics results and how this had been achieved, the overall progress the children had made and improving attendance, although there was still work to be done in these areas. <i>Governors raised whole school attendance and that for certain groups and asked how improving attendance was being addressed for those groups .</i> PH explained the approach that would be taken next year and the focus on the groups. Factors impacting attendance were discussed including holidays being taken in term time. Further discussion would take place at the Behaviour for Learning Committee.</p> <p>Governors asked about the success of music and Spanish in the school. It was explained that there were issues linked to the timetabling of Spanish. PH would be looking at this in September especially with the use of Kapow to support planning. Governors further asked for information about music. It was reported that children play musical instruments and the school works with the Bromley Youth Music Trust. Examples of additional music were seen in school and Bromley music events.</p> <p>6.2 <u>School Self Evaluation</u> The document was noted. PH would be looking at a new format next term.</p>	
7.	<p>HEALTH AND SAFETY</p> <p>7.1 <u>Fire Alarm system upgrade</u> Governors on the Resources Committee had been asked to consider and approve an upgrade to the fire alarm system, using a company that had been proposed to undertake the work following the obtaining of quotes. CW reported on the current position and that a decision was now needed to allow the work to begin as the proposed company was coming in to do other work during the summer break. Governors on the committee felt that there needed to be a complete package for fire and security rather than using separate companies, and the implications from an insurance perspective were also raised. The situation was discussed. It was suggested that schools in the Afact Group be approached regarding the firms that they used. It was agreed that CW would for contact Afact schools and check the insurance position. It was further agreed that the decision regarding proceeding with the upgrade would be delegated to JN and DV.</p> <p>It was confirmed that the Site Manager was looking to combine all fire and security elements into one single maintenance contract.</p> <p>7.2 <u>Health and Safety and Premises report</u> The report confirmed that the issues from the new build in the dining area and upstairs corridor were yet to be resolved. <i>Governors were concerned about who was taking responsibility for this remedial work and that the school would not be expected to pay anything further. It also needed to be ensured that guarantees and appropriate paperwork were in place.</i> DV and JN were thanked for their support to the school regarding these issues.</p> <p>7.3 <u>Boilers</u> CW reported that replacement valves were now required. The school was obtaining quotes for maintaining the boilers.</p> <p>7.4 <u>Road update</u> It was reported that a new design for Tillingbourne Green had been issued for consultation regarding the introduction of waiting times, loading and School Keep Clear Restrictions. There was a discussion about the ongoing issues linked to the school road and some parents creating dangerous situations when dropping children off, waiting in undesignated areas and speeding. The council believed that the restrictions would improve the situation along Tillingbourne Green to enhance access visibility and general road safety.</p>	CW, JN, DV

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8.	<p>CONTRACTS</p> <p>8.1 <u>HR</u> CW reported that the school's the current HR provider was withdrawing part of its service and therefore the school had been looking for a replacement contract for this aspect. A fact schools had worked together on this and a company was put forward for approval which would provide the service for all the schools. The proposed company was agreed subject to review after one year.</p>	
9.	<p>HEAD TEACHER'S REPORT</p> <p>The report together with supporting documents had been circulated and were reviewed.</p> <p>9.1 <u>Annual safeguarding report</u> The report was discussed.</p> <p>Governors asked if all staff had now completed Prevent training. This was confirmed.</p> <p>Governors asked what the training the staff were undertaking at the start of term linked to Safeguarding. The school stated staff were undertaking Safeguarding, Prevent and Health and Safety.</p> <p>ST stated that the case study linked to the Annual Report should be placed in a confidential section.</p> <p>9.2 <u>HT report</u> <i>Staff absence – The level of sickness was raised.</i> It was confirmed that the figures had reduced as two staff members on long-term sick leave had left. It was agreed that the average number of days in the different categories be provided.</p> <p><i>Secondary schools</i> - The variety of destinations for Year 6 for children moving on to secondary education was noted. It was reported that MS was in contact with the transition teams in secondary schools.</p> <p><i>Sport and music</i> - the excellent sports provision was highlighted by SW and the school was extremely proud of this. The achievements in music were also emphasised.</p> <p>SEND- governors asked how many children were attending the Provision. It was confirmed that there were 22 children. The situation was discussed.</p> <p>It was asked how many EHC plans in addition to the Provision would there be at the start of the new year. It was confirmed that there should be 14.</p> <p>The school was proud of its inclusion model.</p> <p>9.3 <u>Subject reports</u> Reports on modern foreign languages (MFL) and music had been circulated.</p> <p>9.3.1 <u>MFL- Spanish</u> Governors asked how many lessons were provided. It was confirmed that there was one lesson but the language was used whenever there was an opportunity. As previously reported, PH said that the position would be reviewed once the current scheme had come to an end. It was discussed how a language could be further included in the curriculum.</p> <p>9.3.2 <u>Music</u> Poorest music competition was highlighted which governors had been invited to attend. A governor said they would be interested to know how music was planned and adapted to children's musical tastes. The school was congratulated on its Y6 production of <i>Matilda</i>.</p> <p>The members of staff were thanked for their reports. Governors requested that subject reports should be linked to the SDP.</p>	PH

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	<p>9.4 <u>Sustainability</u> The report was discussed. Governors raised that they would like to know more about the approach to recycling and how external events were managed in this regard. MS confirmed that this was part of the long-term plan and he appreciated that there was a lot more to do.</p> <p>A governor said that they would like to work with a staff member on sustainability. It was raised how it could become embedded in the curriculum. It was confirmed that it was already incorporated into aspects of the curriculum.</p> <p>It was reported that ST and JW had come into school and looked at food wastage.</p> <p>9.5 <u>School Council</u> The report set out the children's responses to a series of safeguarding questions to demonstrate that the children knew who to approach if they had any concerns.</p> <p>9.6 <u>PE and Sports Premium Funding</u> The report on the use of the funding was published on the website. A parent governor echoed SW's earlier comments on excellent sport and competition opportunities. Parents and governors would be proud of how the school presents itself through the children at competitions. The number of events arranged by Mr. Duffin was impressive. The school had achieved a silver award and was now aiming for platinum. Mr Duffin was thanked for all his efforts.</p> <p>9.7 <u>Staffing structure</u> It was confirmed that the structure was in place for next term. It was asked when parents would be informed. It was confirmed that it would be announced in the end of term newsletter.</p>	
10.	<p>REPORTS FROM COMMITTEES</p> <p>10.1 <u>Behaviour for Learning, Safety and Community meeting 3rd May 2023</u> The minutes had been circulated. The discussion around KS1 and achieving in line with national was highlighted. It was confirmed that this was high on the SDP agenda for PH. Governors would be regularly updated.</p> <p>10.2 <u>Resources Committee 17th May 2023</u> The minutes had been circulated and were noted.</p> <p>10.2.1 <u>Risk Register</u> The register had been agreed by the Resources Committee and the FGB was now being asked for its approval. The register was approved.</p>	
11.	<p>LINK GOVERNOR AND MONITORING VISIT REPORTS Recent reports had been shared with governors.</p>	
12.	<p>AfACT UPDATE The March minutes of the Trust Board had been circulated. The Trust Board had met again on 26th June. It had discussed the Trust Action Plan and collaboration. The schools continued to liaise with another Co-operative trust on science.</p> <p>A second event for all the schools' governors would take place January/February 2024.</p>	
13.	<p>Statutory and other policies/documents issued for approval/approved by FGB The Data Protection Policy, reviewed in the light of the appointment of a company to act as the Data Protection Officer for Afact schools, had been approved by email.</p> <p>One governor said that they had some questions around the policy and was asked to send them to the Clerk to be taken up with the company.</p>	
14.	<p>GOVERNOR TRAINING A governor training session had organised on governance and Ofsted at 1.30pm.</p>	

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	Governors reported on the training they had completed linked to SEND, Safeguarding and Ofsted. A governor had attended the Schools and Academies Show.	
15.	AOB 15.1 <u>Fire Drill</u> It was asked what the evacuation time had been for the last fire drill. It was confirmed that whole process had taken 11 minutes in total.	
16.	CONFIDENTIAL ITEMS The case study in the Annual Safeguarding Report had been deemed confidential.	
17.	DATES OF NEXT MEETINGS- AUTUMN TERM TBC	

The meeting closed at 11.50am

Signed: Date: