

**POVEREST PRIMARY SCHOOL  
GOVERNING BOARD  
MINUTES OF MEETING  
THURSDAY 28<sup>TH</sup> MARCH 2019 AT 7PM**

**PRESENT:**

Mrs P Baines  
Mr T Baughan  
Mrs C Dale  
Mr K Graham  
Mr S Haylen  
Mr G Martin  
Mr S Murphy (Chair)  
Mrs J Nemeth (observer until item 4)  
Mr M Parker  
Mrs S Tysall  
Mrs S Weeks (Head Teacher)  
Mrs A Willis

**IN ATTENDANCE:**

Miss K Lewis                      Clerk  
Mrs E Wilson                      Deputy Head Teacher

Item	Agenda Item	Action
1.	<b>WELCOME AND APOLOGIES FOR ABSENCE</b> There were no apologies. The meeting was quorate.  JN was welcomed to the meeting and introductions were made.	
2.	<b>DECLARATION OF PECUNIARY INTEREST/NON-PECUNIARY INTEREST</b> None were declared.	
3.	<b>BOARD MEMBERSHIP</b> 3.1 <u>Foundation Instrument of Government</u> The Clerk reported that the LA had not yet approved the IoG and she was liaising with Octavo.  3.2 <u>Appointment of Local Authority Governor</u> JN had been put forward as the LA's nomination to fill the vacancy on the Board. She had visited the school and met with SW in January. The LA had confirmed that given JN's skills, experiences and qualities it was pleased to formally nominate her as the Board's LA Governor.  JN was invited to speak to the Board about her skills and background. She had school business and administrative management experience. JN then left the meeting while the Board made its decision.  It was unanimously <b>agreed</b> that JN be appointed as LA governor and she rejoined the meeting.	
4.	<b>MINUTES OF THE GB MEETING ON 4<sup>TH</sup> DECEMBER 2018, ACTIONS AND MATTERS ARISING</b> 4.1 <u>Minutes</u> The minutes were approved and signed by the Chair.  4.2 <u>Actions and Matters Arising</u> a. <u>Item 8.1 Associated Member – website audit</u> It was agreed that associate member Theresa Bellsham would be asked to undertake a website audit in time for the next Safety, Behaviour and Community Committee meeting on 20 <sup>th</sup> May.	<b>Clerk</b>

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	<p>b. <u>Item 8.4 Safeguarding/Child Protection training</u> Governors were reminded to complete the <i>Safeguard</i> training which included Prevent training. School email logins were required to access it.</p> <p>c. <u>Item 8.5 15 Minute Training at Board Meetings</u> July – leadership and management with case study</p> <p>September - safeguarding/child protection policy review</p> <p>All other items had been completed or were on the agenda.</p>	<p><b>All</b></p> <p><b>SM</b></p> <p><b>KG, SLT</b></p>
5.	<p><b>CHAIR'S ACTION</b> No emergency action had been taken by the Chair.</p>	
6.	<p><b>AFACT REPORT</b></p> <p>6.1 <u>Minutes of meeting held on 12<sup>th</sup> December 2018</u> The minutes had been circulated and were noted.</p> <p>6.2 <u>Update from meeting held on 13<sup>th</sup> March</u> SM provided an update. He had been appointed Trust Chair for the remainder of the year. A meeting had been held on 28<sup>th</sup> February for governors from the four schools to meet each other and talk about their schools. The schools were moving forward on closer collaboration. Procurement across the schools had been discussed but this would depend on when current contracts were up for renewal and the needs of each school; it had been suggested that business managers should meet. A Trustee had agreed to look into energy costs. Head teachers were continuing to meet and visit each other's schools. Governors had been invited to visit the other schools and this could be done in pairs. The AfaCT SIP was noted.</p>	
7.	<p><b>SCHOOL IMPROVEMENT PLAN (SIP) AND SELF-EVALUATION (SEF) PROGRESS</b> A RAG rated SIP and the next steps identified from the SEF had been circulated.</p> <p>7.1 <u>SIP</u> EW informed governors on the methods introduced in to KS1, including a carousel system which allowed children to move more seamlessly between subjects. MP had seen an example during a visit.</p> <p><b><i>A Governor asked if behaviour was impacting in the classroom in KS1.</i></b> It was explained that engagement rather than behaviour had been the issue and this had now improved.</p> <p>EW explained what was in place to improve phonics results. The school was also part of a phonics project which provided access to additional funding.</p> <p>It was reported that the LA had set up a project on disadvantaged children which the school was involved with.</p> <p>Year 2 teachers were working hard on embedding handwriting.</p> <p>7.2 <u>SEF</u> <b><i>A governor asked was what the biggest challenge the school faced.</i></b> SW said it was achieving results that met national in Year 2. <b><i>Governors asked what the school was doing to achieve this.</i></b> SW said that a</p>	

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	number of interventions had been put in place, and to ensure that all children reached the levels in phonics an additional teacher would join the school after Easter to focus on this aspect. The challenges in place for more able children were discussed.	
8.	<p><b>HEAD TEACHER'S REPORT</b> The report had been circulated.</p> <p>SW reported that she was involved in a SEND review task group which was focusing on transition, the Bromley mental health support Trailblazer pilot, a working group involving CAMHS and other groups on change and transition and working with the Headteacher at Southborough on ASD strategy and meeting the needs of young people up to the age of 25.</p> <p><b>Governors asked what impact the pupil premium teacher was having.</b> SW confirmed that she had started after the February half term and was working with targeted children. Another member of staff was targeting pupil premium phonics. <b>It was asked when the evidence of the impact of this support could be demonstrated.</b> It was confirmed that it would be through the end of term data.</p> <p><b>It was asked why year 5 and 6 attendance was low.</b> SW explained the extenuating circumstances affecting attendance in these years. It had been agreed at the SBC Committee that a more detailed breakdown of the figures would be provided.</p>	
9.	<p><b>REPORTS FROM COMMITTEES</b>  <u>9.1 Achievement and Standards 14<sup>th</sup> January 2019</u>  The minutes had been circulated and were noted.</p> <p><u>9.2 Safety, Behaviour and Community 12<sup>th</sup> February 2019</u>  The minutes had been circulated. SH highlighted the following:</p> <p><i>Safeguard system</i> - SH had discussed with SW.</p> <p><i>Raising the profile of governors</i> - suggested an item in the newsletter following a Governor' Day. SM volunteered to draft an article.</p> <p><i>Behaviour</i> - a particular case had been discussed and an update was requested. EW said that the school was managing the situation and was waiting for further assessments. ST reported on her recent visit.</p> <p><i>Parent survey</i> – SW said the results would be available in the summer term HT report.</p> <p><u>9.3 Resources 12<sup>th</sup> March 2019</u>  The minutes had not yet been circulated. GM highlighted the following:</p> <p><i>Premises- asbestos in boiler house</i>- the LA had investigated and the school was waiting for its report.</p> <p><i>Asset register and updating</i> - possible volunteers were discussed to assist Caroline White.</p> <p><i>Five year budget</i>- the school was considered to be in a satisfactory position at this point.</p>	SM
10.	<p><b>GOVERNOR VISITS /GOVERNORS' DAY/ LINK GOVERNOR REPORTS</b>  - <b>Teaching and learning, curriculum, safeguarding, SEND</b>  Reports had been circulated.</p>	

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	<p>MP reported on his visit on 14<sup>th</sup> March which had focused on English. The general atmosphere in the school was very positive and staff were attentive and proactive. He was impressed with the student ambassador and mentor schemes. <b><i>MP had raised in his report if those children in small phonics intervention groups could be moved to quieter areas.</i></b> It was explained that once the children moved to the new building this would be easier to manage. SW said that there was also plan was to turn cloakrooms into learning areas.</p> <p>MP had agreed to be the interim Health and Safety Governor and would review any issues during his regular visits to the school.</p> <p>PB reported that she had come in to view the Single Central Register.</p> <p>AW reported that she had attended a coffee morning with Provision parents. The event had allowed parents to share their experiences and concerns. An autism awareness week was taking place after Easter.</p> <p>The celebration day for the new building had taken place on 19 March as planned. MP and KG had attended.</p> <p>A Governors' Day had been held on 12<sup>th</sup> March and a report on governors' visits to a number of learning environments had been circulated.</p> <p>It was recognised that staff often went above and beyond their duties to support the children and the school. A letter of thanks to be sent staff from governors was agreed.</p>	<p><b>Chair, Vice Chairs to liaise with SLT</b></p>
<p><b>11.</b></p>	<p><b>COMPLIANCE</b></p> <p>11.1 <u>GDPR</u></p> <p>SW reported that the school continued to work with an advisor from Bexley under its service level agreement.</p> <p>KG would arrange a GDPR visit.</p>	<p><b>KG</b></p>
<p><b>12.</b></p>	<p><b>POLICIES</b></p> <p>The Health and Safety Policy had been approved by the Resources Committee.</p>	
<p><b>13.</b></p>	<p><b>GOVERNOR TRAINING</b></p> <p>PB reported on the Octavo Safer Recruitment Course.</p>	
<p><b>14.</b></p>	<p><b>MEETING IMPACT, AOB, CONFIDENTIAL ITEMS, DATE OF NEXT MEETING</b></p> <p>14.1 <u>Meeting impact summary</u></p> <p>Discussions on:</p> <ul style="list-style-type: none"> <li>Behaviour</li> <li>Impact of Interventions</li> <li>Governor visits feedback</li> </ul> <p>14.2 <u>Confidential items</u></p> <p>There were no items.</p> <p>14.3 <u>Any other business</u></p> <p>14.3.1 <u>Permission to Close the School for One Day</u></p> <p>SW explained the circumstances and asked the Board's permission to close the school for one day. The Board gave its permission to close.</p>	

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	<p>14.3.2 <u>Observing administration of SATS w/c 13<sup>th</sup> May</u>  The recommendation from the Standards Testing Agency was that someone not involved in managing the tests came in to observe their administration. Governors were asked to volunteer. The Clerk would send an email.</p> <p>14.3.4 <u>Double Decker Bus</u>  SW reported that the school was working with the LA on obtaining a double decker bus to convert into a library.</p> <p>14.3.3 <u>Date of next meetings</u>  FGB 18<sup>th</sup> July 2019  Governor's Day 20<sup>th</sup> May 2019</p> <p>Date of committee meetings were contained in the meetings schedule.</p>	<p><b>Clerk</b></p>

The meeting closed at 8.45pm

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