

**POVEREST PRIMARY SCHOOL
GOVERNING BOARD
MINUTES OF MEETING
HELD ON WEDNESDAY 27 SEPTEMBER 2023 AT 6pm
AT THE SCHOOL**

PRESENT:

Mr T Baughan
Mr K Graham
Mr P Haylock (Head Teacher)
Mrs J Nemeth
Mr M Parker
Mr M Smith
Mr S Reynolds
Mrs S Tysall (Chair)
Mr D Vernau
Mr J Wardle
Mr M Wells
Mrs A Willis
Mrs C Wildeman

IN ATTENDANCE:

Miss K Lewis (Clerk)
Mrs E Wilson (Deputy Head Teacher)

Item	Agenda Item	Action
1.	<p>ELECTION OF CHAIR AND VICE CHAIR</p> <p>1.1 <u>Election of Chair for 2023/24</u> There was one nomination for chair. Sue Tysall was unanimously re-elected for a further term.</p> <p>1.2 <u>Election of Vice Chair for 2023/24</u> There was one nomination for vice chair. Michael Parker was unanimously re-elected for a further term.</p>	
2.	<p>WELCOME AND APOLOGIES FOR ABSENCE DECLARATION OF INTERESTS</p> <p>Mark Wells was welcomed to the Governing Board.</p> <p>There were no apologies.</p> <p>No interests were declared in any agenda items.</p>	
3.	<p>BOARD MATTERS</p> <p>3.1 <u>Board membership</u></p> <p>3.1.1 <u>Confirm appointment of Co-opted Governor</u> MW's appointment as a co-opted governor which had been approved by email was confirmed.</p> <p>3.2 <u>Completion of annual declaration of interests forms</u> Forms were handed to the Clerk and others would be emailed.</p> <p>3.3 <u>Agree 2023-24 Code of Conduct for Governors</u> Agreed and would be signed by the Chair on behalf of the Board.</p> <p>3.4 <u>Agree Committee Scheme of Delegation</u> Agreed.</p> <p>3.5 <u>Governors' Vision Statement</u> The statement been reviewed in the summer and circulated to the board for approval by email. The reviewed version was on the website.</p> <p>3.6 <u>Governor skills audit</u> The results matrix was almost complete and the Clerk would circulate once finalised. There were no areas of concern regarding essential skills. ST would take the position into account when recruiting governors.</p>	Clerk

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4.	<p>CHAIR'S ACTION - REPORT ON ANY ACTION TAKEN BY THE CHAIR OR VICE-CHAIR ON BEHALF OF THE BOARD SINCE THE LAST MEETING</p> <p>ST reported that she had attended a meeting on 15th September with PH, EW, the leadership team and LA School Improvement Partner (SIP). See item 6.1.</p> <p>The opportunity was taken to set out individual governors' responsibilities in a newsletter as a part of raising the profile of governors with the parent community.</p> <p>MP had reviewed the school prospectus with PH.</p>	
5.	<p>GOVERNOR ROLES AND MEMBERSHIP OF COMMITTEES</p> <p><u>5.1 Link Governor/monitoring roles and responsibilities - agreed</u></p> <p>The roles were set out in an attachment to the minutes. Governors would now arrange visits to the school to meet with staff members relevant to their area of responsibility.</p> <p><u>5.2 Membership of Committees - agreed</u></p> <p>Attached to minutes.</p> <p><u>5.3 Arrangements for HT Performance Management</u></p> <p>This would take place on 2nd November.</p>	Governors
6.	<p>DATA - SATS, EYF, KS1 AND PHONICS RESULTS</p> <p>All data had been reviewed in detail at the Behaviour for Learning, Safeguarding and Community Committee meeting held on 18th September. The results included the autistic provision children.</p> <p><u>6.1 SIP visit</u></p> <p>A report was provided on the SIP's visit on 15th September. The result had been a very positive report which would be circulated to the board. The SIP was pleased with the draft School Development Plan (SDP) and school evaluation form (SEF). She was returning on 6th December to follow up on her report. Governors would receive the updated report from SIP which would be placed in the shared area</p> <p><u>6.2 EYFS Data</u></p> <p>The results were reviewed. The approach to catch up was discussed and the challenges which EYFS encountered.</p> <p><u>6.3 Phonics</u></p> <p>The school was pleased with the results which had returned to the levels achieved in previous years following a disappointing 2021/2022. There had been discussion at the July meeting on what had caused the reduction and what had been put in place to improve results.</p> <p><u>6.4 KS1</u></p> <p>PH reported that the results had come much closer to targets before COVID which had had a significant impact on improving achievement. Reading and maths were just below national. The main issue to address was writing. KS1 was therefore a key focus for the SDP 23/24. The school was pleased with the number of children achieving greater depth in reading and maths.</p> <p><u>6.5 KS2 SATs Results</u></p> <p>Reading results were disappointing and there was key focus on addressing Reading in the 23/24 SDP.</p> <p>As reported at the July meeting, the school had appealed the results for children who had missed the grade by 1 mark.</p> <p>Governors asked what was in place to improve reading. PH said that if children were below reading age this had an impact on the ability to pass the tests. Ensuring children achieved age related in reading was a top priority across the school. There was a big increase in the number of volunteers coming in to school to listen to children read.</p> <p>It was recognised that COVID had had an impact on the maths results; children had struggled on their return to school. The school had reviewed its maths online</p>	

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	<p>teaching. The maths scheme had been changed to support the children in moving from Just Below to Expected and continue to support the increase in the number of children moving to Greater Depth.</p> <p>Lesson observations by the Leadership Team were currently taking place.</p> <p>Questions were invited.</p> <p>Governors asked how children would be benchmarked following KS1 SATS no longer being compulsory next year. It was confirmed that NFER test papers would be used to test children. The school was confident that its methods would provide an accurate picture.</p> <p>Governors asked what was being done about writing across the school. PH said that the children who were struggling were being identified. There needed to be a focus on the physical mechanics in the first instance before moving children on. He explained what could be done at home to help with this. Governors thought that this would be a good article for the newsletter and PH agreed.</p> <p>Governors raised EYFS cohorts and challenges. EW explained the issues the school was dealing with, which involved medical and other needs. Several things were being put in place and the SENCO was carrying out assessments.</p> <p>Governors asked about parental involvement. It was explained that school was lucky to have the volunteers to help those children who needed more support.</p> <p>Governors asked about the provision of 1:1 support. It was explained how this worked and how the curriculum was adapted.</p> <p>Governors asked about summer born children. It was confirmed that the number of summer born children was increasing as was the number of EAL (English as an additional language) children.</p> <p>The meeting discussed children with behaviour issues and how 1:1 support and input from the Bromley Trust Academy had helped.</p> <p>6.5 Attendance It was reported that at the start of the year attendance was 95.39 percent and more recently 94.9 percent. PH said that the impact of absence had been included in the newsletter. Persistent absence was a particular challenge due to holidays been taken in term time. Holidays were categorised as unauthorised absences.</p> <p>Governors asked what was being done to improve persistent absence. It was explained that there were various incentives including prizes to encourage children to come to school. Highlighting the issues around absence in the newsletter and staff presence at the gate had had an impact, and lateness had improved. There was the introduction of attendance ambassadors and family awards. The approach was to reward good attendance.</p> <p>6.6 <u>Report from Behaviour for Learning, Safeguarding and Community Committee meeting 18th September 2023</u> JW provided a summary of the committee's discussions which had focused on the summer results across the school and behaviour and attendance data. In-depth questions had been asked by governors during and after the meeting which had been recorded in the minutes.</p>	
7.	<p>CHILD PROTECTION AND SAFEGUARDING</p> <p>7.1 <u>Updates to Keeping Children Safe in Education (KCSIE) September 2023</u> The Clerk would reissue the summary of changes that had been circulated in July. It was recommended that governors read the full KCSIE document. Governors would be asked to sign that they had done so at the next FGB meeting later in the term.</p> <p>7.2 <u>Governor Safeguarding Training</u> A few governors were yet complete to training for this year and send evidence to the Clerk that it had been completed.</p>	<p>Governors</p> <p>Governors</p>

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8.	<p>HEALTH AND SAFETY AND PREMISES</p> <p>8.1 Fire and intruder alarms JN referred to the contracts discussed at the July meeting for the fire and intruder alarms and that Governors had expressed the view there should be one company involved for both aspects. There would a fire alarm upgrade as agreed by governors which would take place in October. A new company would take over maintenance of the fire and intruder alarms.</p> <p>8.2 Building issues update/Emergency meeting A report was provided on the meeting that had taken place before the FGB with the LA, project management firm and contractor regarding concerns over a timetable for completion of current works and existing guarantees. The questions governors had asked had been answered and a timetable for the work provided.</p>	
9.	<p>UPDATE FROM HEAD TEACHER ON LEADERSHIP STRUCTURE, SDP, SEF, VISION AND VALUES</p> <p><i>Structure:</i> PH reported on how the current leadership structure was working. Very productive meetings had been held. PH thanked the leadership team and all staff for their support.</p> <p><i>Vision:</i> this was based on high expectations that all children could achieve.</p> <p><i>Values:</i> shared values making children feel “Proud of Poverest.”- (Polite , Respectful, Resilient, Open Minded, United and Determined). The school's motto ‘Learn Together, Grow Together and Succeed Together’ had been retained.</p> <p>Changes were being made to assemblies and the approach to how issues that arose were resolved. PH reported on an incident involving racism and how it was dealt with.</p> <p>There would be several changes to the Behaviour Policy which is being reviewed currently along with the function of the nurture room.</p> <p><i>SDP and SEF:</i> the documents would be discussed at the next FGB. PH explained the approach taken to developing the documents. There was a focus on monitoring teaching and learning across the school and the school's strengths and weaknesses. The new curriculum, which would also be discussed at the next FGB meeting, encouraged active and creative learning. Teaching observations were being undertaken by PH and the leadership team.</p> <p>Governor asked about the focus for observations in relation to the different subjects. PH said that they would give a more accurate picture across all subjects which would be reported to FGB.</p> <p>Governors asked about staff morale. PH felt that it was good and explained what was in place to help with wellbeing. Surveys had been conducted and the results would be shared with governors.</p> <p>Governors asked if lesson observations included feedback from children. PH said that this was obtained by speaking to children and books looks.</p> <p>Governors asked how anti racism was covered in the curriculum. PH explained that this had not been dealt with specifically as yet under the new curriculum, as school was currently considering the whole picture and would then look the different threads. EW said that the school was broadening its approach to ethnicity. It was a growing piece of work for the school which it had been developing for some time. The school was in the process of planning Black History Month. Anti racism was covered in PHSE lessons. The school was also planning what needed to be covered during anti-bullying week.</p>	
10.	<p>MINUTES AND ACTIONS/MATTERS ARISING</p> <p>10.1 Minutes Minutes of the meeting held on 14 July 2023 were approved and signed by the Chair.</p>	

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	<p>10.2 <u>Actions and Matters Arising not on the agenda</u></p> <p>10.2.1 <u>Collection of GB diversity data for website</u> For next FGB meeting.</p> <p>10.2.2 <u>Fire Alarm system upgrade</u> Governors 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. It was agreed that the decision regarding proceeding with the upgrade would be delegated to JN and DV. The FGB had been notified that it had been agreed to proceed with the school's preference from the quote summary.</p> <p>10.3 <u>Data Protection Policy</u> The policy had been approved at the July meeting. A governor had raised that they had some comments on the policy. Once these had been received the school could contact the company providing its and the other AFACT schools' Data Protection Officer service for comment.</p> <p>10.4 <u>Governors' Day sessions 14 July 2023</u> The record of the sessions was noted.</p>	Clerk
11.	<p>GOVERNOR TRAINING Training resources available were noted:</p> <ul style="list-style-type: none"> • The National College • The Key • NGA • Octavo on individual course basis 	
12.	<p>POLICIES AND PROCEDURES</p> <p>12.1 <u>Business Continuity plan</u> The plan was noted.</p> <p>12.2 <u>Cyber response plan</u> Governors raised:</p> <ul style="list-style-type: none"> • Backup strategy • Additional funding – would be taken to the Resources Committee • Issue of media statement – would these be issued through the LA. <p>PH would confirm the above.</p>	PH
13.	<p>AOB</p> <p>13.1 <u>Black History Month</u> <i>Governors asked how this was being prepared for and embedded.</i> EW said that families would be involved in the events with a focus on the history and culture of children in classes. Every year a different person was chosen as a celebration of their achievements.</p> <p>13.2 <u>Recycling</u> It was reported that the school was reusing furniture from a company that had closed.</p> <p>13.3 <u>Premises site walks</u> DV had identified a list of issues during a site walk and asked if these had been addressed. PH confirmed that a site walk had been recently undertaken using DV's list. It would be useful for DV to join the next walk.</p> <p>13.4 <u>Term of Office</u> It was confirmed that this was KG's last meeting as a governor and he was thanked for his contribution during his two terms in office.</p>	
14.	<p>CONFIDENTIAL ITEMS There were no items.</p>	

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15.	DATES OF NEXT MEETINGS To be confirmed.	

The meeting closed at 8pm

Signed: Date:

Link Governors and Committee Membership- 2023/2024

Sue Tysall Teaching & Learning, SEND, Safeguarding inc. Behaviour & Attendance and Curriculum inc. Assessment and Data, Governor Training and Development

Michael Parker Teaching & Learning inc. More Able & Creativity, Sustainability, Community and School Profile

Julie Nemeth Building & Health and Safety, HR inc. Health and Safety, Staff/Pupil Well-being and Mental Health

Amelia Willis SEND, Pupil and Sports Premium inc. Finance

David Vernau Buildings and Health/Safety

John Wardle EYFS, Phonics, Community and School Profile

Trevor Baughan Teaching & Learning, Safeguarding inc. Behaviour & Attendance, Community and School Profile

Sam Reynolds Curriculum inc Assessment and Data, Digital Technology

Mark Wells Curriculum inc. Assessment and Data, Pupil and Sports Premium inc.Finance

Chauntelle Wildman Equality and Diversity, EYFS and Phonics

Committee Membership

Behaviour for Learning, Safeguarding and Community ST, MP, TB, JW (Chair), SR, CW

Resources ST, DV, MW, JN, AW(Chair)

Pay ST, JN plus one other

HT Performance Management ST, JN, SR