

**POVEREST PRIMARY SCHOOL
GOVERNING BOARD
MINUTES OF MEETING
29th NOVEMBER 2023 AT 6PM AT THE SCHOOL**

PRESENT:

Mr P Haylock (Head Teacher)
Mrs J Nemeth
Mr M Parker
Mr M Smith
Mr S Reynolds (until item 9)
Mrs S Tysall (Chair)
Mr D Vernau
Mr J Wardle
Mr M Wells
Mrs A Willis

IN ATTENDANCE:

Mrs E Wilson - Deputy Head Teacher
Miss K Lewis - Clerk
Mrs I Rautenbach - Key Stage 1 Phase Leader

Item	Agenda Item	Action
1.	WELCOME AND APOLOGIES FOR ABSENCE Apologies were received and accepted from Mr T Baughan and Mrs C Wildeman.	
2.	DECLARATION OF PECUNIARY INTEREST/NON-PECUNIARY INTEREST There were no declarations of interest in any agenda items.	
3.	BOARD MATTERS 3.1 <u>Board Membership</u> The current membership was noted. 3.2 <u>Board Diversity data- example form</u> It had been raised at previous meetings that that the DfE had added the publication of governing board diversity information to what should be published on school websites about governors. However, while the current information on the website was required, publishing diversity data was encouraged and voluntary. It had been outlined in the explanatory paragraph in the example form that the DfE wanted governing boards to be increasingly reflective of the communities they serve. The Clerk had been actioned with preparing a form to be used to collect the information. PH had provided how the school collects this data but she felt that the NGA form was more appropriate for collecting governors' data. If governors were comfortable with providing this data they were asked to complete and return the form to the Clerk by 19th December.	All
4.	MINUTES 4.1 <u>Minutes of 27th September 2023</u> The minutes were approved subject to an amendment to expand and clarify item 13.2 regarding the furniture donation as follows: <u>Community Link</u> <i>After negotiation with the local shopping centre (Nugent), a substantial donation of furniture was made which was in excellent condition and would otherwise have been put into a skip. As a token of thanks PH agreed to send the school choir to the centre in the runup to Christmas.</i> The minutes were then signed by the Chair. 4.2 <u>Actions and Matters Arising</u> 4.2.1 <u>Updates to Keeping Children Safe in Education (KCSIE) September 2023</u> Governors present signed to confirm that they had read the document. All other actions had been completed or were covered by the agenda.	

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5.	<p>CHAIR'S /VICE CHAIR'S ACTION No emergency action had been taken.</p> <p>ST reported that she had:</p> <ul style="list-style-type: none"> co-signed a letter to the LA regarding SEN about funding. completed the Governors' Ofsted narrative. ST was thanked for preparing this document. ST thanked the other Afect head teachers for their support. 	
6.	<p>SCHOOL IMPROVEMENT 6.1 <u>Review School Development Plan (SDP) 2023/2024</u> The document had been circulated and was reviewed. PH would add an additional column with costings as discussed at the Resources Committee meeting. It was confirmed the LA School Improvement Partner (SIP) had seen and was satisfied with the plan. The plan was agreed.</p> <p>6.2 <u>Governor Vision Statement Application Plan (part of SDP)</u> The plan would be reviewed by the working group. AW volunteered to join.</p> <p>6.3 <u>School Self Evaluation</u> The document had been circulated and was reviewed. PH reported that it had been changed to reflect the Ofsted framework. It would be updated throughout the year.</p>	ST
7.	<p>SCHOOL CURRICULUM PH reported on changes to the curriculum. The main changes were to schemes of work linked to KAPOW and he explained how this had been approached. The impact was already being seen. It was acknowledged that that it had involved a lot of work for staff.</p> <p>Governors asked if there would be a whole school curriculum map. It was confirmed that there would be, but it would take some time to link together. A named member of staff was undertaking this task.</p> <p>It was asked how staff were feeling about the increased workload and whether they were all engaged. PH confirmed that all staff were engaged and had been given meeting time to plan. It was reported that staff appreciated that all children were benefitting from the changes.</p>	
8.	<p>HEAD TEACHER'S REPORT The report had been circulated and was reviewed. Governors supported the new format. Questions were invited and the following were highlighted:</p> <p>Safeguarding – governors asked about the lower number of child protections plans. PH said that all information had recently reviewed and amended on the Safeguard system to ensure it was up to date. The meeting discussed the relationship with social care and communication between the Director of Education and social care.</p> <p>PH was asked if there were any specific issues to report. PH confirmed that all cases were being managed, but some were more time consuming. The SIP had requested some changes to processes linked to Safeguard, which had been implemented. The SIP/ LA would confirm if all actions had been completed on her next visit.</p> <p>SEND report - the issues that one particular child had were explained. Governors asked if there were instances where positive handling was used. This was confirmed. The majority concerned Provision children. It was asked if there was staff capacity in relation to this. It was confirmed that all Provision and some other staff had undertaken training.</p> <p>AW and ST would visit next term.</p> <p>The SIP/ LA would also be reviewing SEND Provision across the school in February as part of her role remit.</p>	

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	<p>It was asked what a Funded inclusion Plan was. It was explained that these were formerly known as Pupil Resource Agreements. It was an agreement between the school and LA for top up funding above the SEND notional budget of £6000 for 12 months for particular children who required higher levels of support.</p> <p>EYFS report – it was asked what the baseline data showed. It was reported that the data was lower than last year; the level of children being ready for school had had an impact. It was confirmed the data was information about a child's development at the point at which they entered school.</p> <p>KS1 attainment – it was reported that assessments were being carried out now and the position would be reviewed when the data became available. There was a focus on reading. Learning Walks undertaken had been positive. The data would be discussed by the Behaviour for Learning Committee next term.</p> <p>Attendance – the position was discussed. Autumn 1 term figures were more positive than a year ago, but since the October half term they had dropped and whole school was currently 93.7%. Sickness had affected the numbers as had holidays during term time which were classed as unauthorised. Incentives for parents for good attendance were being introduced. Attendance had been discussed with other AFACT heads and the robust systems they have in place. Persistent absence was an issue. Governors were very concerned to hear about this, especially as it affects learning. Governors would review the figures and the impact of what had been put in place as the Behaviour for Learning Committee.</p> <p>With regard to staff attendance the figures were noted. The new policy was now in place.</p> <p>Behaviour- changes to the approach of the nurture room had been made and to the function of this resource. This was now a Reflection Room where Restorative Justice cases were taken. Peer mediators in Year 6 had been appointed for this year and trained and there was a new Behaviour Lead. Particular behaviour incidents were discussed including racism. Again, Behaviour for Learning Committee would review.</p> <p>Staffing – vacancies were highlighted and the challenging recruitment environment. PH explained what was in place in the meantime.</p> <p>8.1 <u>Wellbeing Action Plan update</u> JN reported that a meeting had taken place earlier. A wellbeing culture had been discussed and it had been agreed that a new action plan was required. A mental health policy for children had also been discussed. JN was meeting with the Head of Pastoral Care.</p> <p>8.2 <u>Subject Leader Reports: History, Geography, Art and Design</u> The reports were discussed. It was raised that the Geography report referred to organising Afact subject meetings. ST would raise at the Afact Trust Board meeting on 11th December. Governors referred to the comment about the lack of time to monitor, observe and support other teachers when teaching Geography. PH said that a day a week on a rota basis was allocated.</p> <p>Governors raised that EYFS was not mentioned in reports. This would be conveyed to subject leaders.</p>	<p>PH, EW, CD</p> <p>ST</p> <p>PH, EW</p>
9.	<p>Health and Safety The health and safety and premises report circulated had been discussed by the Resources Committee.</p> <p>The final minutes of the meeting with the LA on the new build on 27th September were noted. It had been a successful meeting. The work was expected to be completed in the February half term.</p>	

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10.	<p>REPORTS FROM COMMITTEES</p> <p>10.1 <u>Behaviour for Learning, Safety and Community meeting 18th September</u> The minutes had been circulated and were noted. The Terms of Reference for the Committee were agreed unchanged.</p> <p>10.2 <u>Resources Committee 22nd November</u> The minutes would be circulated. AW provided a report on the committee's discussions which included the issues impacting the budget moving forward and maximising income.</p> <p>The Terms of Reference for the Committee were agreed unchanged.</p> <p>10.3 <u>Pay Committee 15th November</u> JN reported that the Head Teacher Performance Management had taken place and robust targets set. 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>	
11.	<p>LINK GOVERNOR AND MONITORING VISIT REPORTS</p> <p>Since the start of the term visit reports has been circulated on: <i>health and safety, physical environment, general learning walk, school prospectus, safeguarding, SCR, SEND, Designated Safeguarding Lead role, SIP visit / LA link to school, Early Years, Pupil Premium, English, Spanish, History, computing, filtering and monitoring, gifted and talented children, job descriptions.</i></p>	
12.	<p>AFACT UPDATE</p> <p>The June minutes of the Trust Board would be circulated once approved. The Board was meeting again on 11th December. Arranging another meeting of governors from all the schools would be confirmed.</p>	
13.	<p>Statutory policies/documents for approval by FGB</p> <p>13.1 <u>Early Careers Teachers</u> - Approved.</p>	
14.	<p>GOVERNOR TRAINING</p> <p>Training attended was reported on. Almost all governors had completed/updated safeguarding training.</p>	
15.	<p>AOB</p> <p>None.</p>	
16.	<p>CONFIDENTIAL ITEMS</p> <p>Items were deemed confidential and minuted separately.</p>	
17.	<p>DATES OF NEXT MEETINGS- SPRING TERM</p> <ul style="list-style-type: none"> - FGB meeting: [Wednesday 31st January 2024 6pm] - Committee meetings: Behaviour for Learning, Safeguarding and Community: Wednesday 17th January 2024 at 6pm Resources: Wednesday 13th March 2022 at 5pm 	

The meeting closed at 7.50pm

Signed: Date: