

**POVEREST PRIMARY SCHOOL
GOVERNING BOARD
MINUTES OF MEETING
31 JANUARY 2024 AT 6PM AT THE SCHOOL**

PRESENT:

Mr T Baughan
Mr P Haylock (Head Teacher)
Mrs J Nemeth
Mr M Parker Chair until item 6.2
Mr M Smith
Mr S Reynolds
Mrs S Tysall (Chair) from item 6.2
Mr D Vernau
Mr J Wardle
Mr M Wells
Mrs C Wildeman
Mrs A Willis

IN ATTENDANCE:	Mrs E Wilson	-	Deputy Head Teacher
	Miss K Lewis	-	Clerk

Item	Agenda Item	Action
1.	<p>WELCOME AND APOLOGIES FOR ABSENCE There were no apologies.</p> <p>ST had notified that she had been delayed and MP as Vice- Chair would chair the meeting in her absence.</p>	
2.	<p>DECLARATION OF PECUNIARY INTEREST/NON-PECUNIARY INTEREST There were no declarations of interest in any agenda items.</p>	
3.	<p>BOARD MATTERS 3.1 <u>Board Membership</u> The current membership was noted. MP reported on action being taken to fill the remaining vacancy for a co-opted governor.</p>	
4.	<p>MINUTES 4.1 <u>Minutes of 29th November 2023</u> The minutes were approved and signed by the Chair.</p> <p>4.2 <u>Actions and Matters Arising</u> 4.2.1 <u>Board Diversity data form</u> Governors were reminded to complete the form circulated after the November meeting.</p> <p>4.2.2 <u>Governor Vision Statement Application Plan</u> The plan would be reviewed by the working group and a meeting would be arranged.</p> <p><i>Sustainability was raised as part of the application plan and reviewing the school's policy and action plan with staff.</i> PH reported on current activities and measures being taken to improve sustainability which would be recorded in the action plan. It was noted that the school's policy was due for review and would be discussed with staff.</p> <p>4.2.3 <u>Wellbeing Action Plan update</u> It was confirmed that a new action plan had been drafted and a copy would be sent to JN. JN had met with the staff wellbeing lead at the end of last term.</p>	<p>All</p> <p>ST, Clerk</p>

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	<p>4.2.4 Subject Leader Reports: AFACT liaison It was reported that this had been raised at the December Afact Board meeting. It was confirmed that there were projects involving English and Maths subject leads. Maths co-ordinators were currently meeting and SENCOs had worked together and undertaken learning walks as set out the separate SEND report. The schools had different approaches in other subject areas.</p> <p>4.2.5 Subject Leader Reports- reference to EYFS Governors had raised that EYFS was not mentioned in reports. This was being actioned.</p> <p>All other actions had been completed or were covered by the agenda.</p>	PH, EW
5.	<p>CHAIR'S /VICE CHAIR'S ACTION No emergency action had been taken.</p> <p>ST reported that she was in correspondence with the LA regarding SEND funding and had attended a meeting in school with the LA about the Provision and school building capacity, as set out in the head teacher's report.</p>	
6.	<p>SCHOOL IMPROVEMENT</p> <p>6.1 Review School Development Plan (SDP) 2023/2024 The document had been reviewed at the end of the autumn term. An additional column with costings had been added. PH took governors through the main areas of focus. The following were highlighted:</p> <ul style="list-style-type: none"> • Progress scores were positive and the impact of the measures in place for Reading were being seen. • Early years- progress was positive. A separate report had been provided. • It was explained what was in place to support and train midday supervisors with regard to lunchtime behaviour. • Class behaviour had improved. • The LA metacognition project would begin in April. • Leadership and management – teaching and learning tracking had been enhanced by the Nautilus system . <p>Governors raised attainment figures compared to national. PH said that the school was just below national and explained the circumstances which had led to this. Predictions for this academic year had been discussed in detail at the Behaviour for Learning Committee together with what was in place to raise attainment.</p> <p>Governors asked if examples could be provided of how Nautilus worked. PH said that governors could see anonymised examples. He explained the benefits of the system.</p> <p>6.2 School Self Evaluation The updated document was reviewed.</p> <p>Governors asked how the Kapow scheme of work was being monitored. It was explained that this would be initially done by all subject leads plus teacher and pupil voice. The scheme would need adapting.</p> <p>The measures in place for more able children were discussed. MP referred to his visit report from last term when he had spoken to children and how challenged they felt. There were varied opportunities available for more able children to work together in relevant projects, but such developments should not add to workload.</p> <p>Governors raised the Feedback Policy and the difference it made. PH explained that feedback had replaced the traditional marking approach. The policy had only been introduced last year and was recommended practice. Research showed it to be a more positive experience for children. This would be monitored</p>	PH

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	<p><i>It was asked if there was an impact on teaching.</i> It was confirmed that it meant a different approach.</p>	
7.	<p>HEAD TEACHER'S REPORT The report had been circulated and was reviewed. Questions were invited and the following were highlighted:</p> <p><i>Attendance</i> -this had been discussed in detail at the Behaviour for Learning Committee, and the data supplied for that meeting had also been circulated to the board. PH explained what there had been put in place to improve attendance, these included:</p> <ul style="list-style-type: none"> • an attendance task force had been appointed • holidays were not being authorised • there had been regular communication with parents • prizes were awarded for attendance and there was a positive atmosphere around this. • the LA Education Welfare Officer had come into school and there were clear processes in place including fines <p>It was stressed that the school was also providing support to parents and working with the LA.</p> <p>The data showed that compared to last year there had been an increase in the attendance figures. While persistent absence had reduced, it was still a serious cause for concern and was a key area of focus.</p> <p>Governors raised fining and the cost to families. PH emphasised that the important part was working with families before it got to that stage.</p> <p>Governors asked which groups were most impacted by poor attendance. It was confirmed that pupil premium children were in the majority.</p> <p><i>Safeguarding</i> -the figures were reviewed. ST reported that she had visited and had been shown the systems in place which had been supported by the School Improvement Partner. The single central register had been reviewed.</p> <p><i>SEND</i> -a separate report had also been provided.</p> <p><i>Behaviour</i> – this had been discussed under item 6.1. The school had worked with midday supervisors on being proactive play leaders. Weekly meetings took place.</p> <p><i>Pupil Premium and sports grant</i> -AW and MW had visited to discuss these areas and their reports had been circulated.</p> <p><i>Attainment</i> – it was confirmed that this had been discussed and minuted in detail at the behaviour for learning committee. Results had improved for Reading and Writing; Maths had remained the same; grammar was slightly up.</p> <p><i>KS1 attainment</i> -KS1 tests were now voluntary. However as results were historically lower for this group, the school had decided to continue with testing to closely monitor attainment. This also had the benefit of getting children used to sitting tests later on.</p> <p><i>Finance and premises</i> -AW reported that she had recently met with the Finance Manager to go through the systems and processes involved in school finance. She would share her report of the meeting.</p> <p>PH updated on the out of hours lettings position. JW offered his support.</p> <p><i>Staffing</i> -the position was noted. Staffing in the Provision was discussed. PH reported that recruitment remained challenging.</p>	AW

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	<p><i>Parental engagement</i> – the positive report was noted.</p> <p><i>Future proofing</i> -it was acknowledged that energy efficiency was an issue. This had been discussed with MW. LED lights were being installed and other improvements would be explored with the LA.</p> <p>7.1 <u>SEND report</u> The report was reviewed. <i>It was asked how Education and Health Care plans were spread across the school.</i> It was confirmed that there was at least one plan in every class.</p> <p><i>It was asked if social care were supporting the school with regard to a particular child.</i> A report was provided on the support and the position.</p> <p><i>It was asked when the SEND gymnastics club was being run.</i> It was confirmed that it was at lunchtime. Governors welcomed the activities for SEND children and the clear benefits of Afact schools working together as set out in the report.</p> <p>7.2 <u>EYFS</u> The report was reviewed. CW and JW had visited last term.</p> <p><i>Governors asked about the attendance of parents at phonics sessions.</i> It was confirmed they had been well attended as were the Reading Cafes.</p> <p><i>It was asked if opportunities for parents to read with children was raised with parents.</i> It was confirmed that it was; it was promoted at celebration of learning events. There were a high number of volunteers to read with children.</p> <p><i>Governors asked about the timetable for the garden.</i> It was confirmed that it would be completed as soon as possible.</p> <p>7.3 <u>Updates from Middle Leaders - curriculum responsibilities</u> Reports would be provided for the April FGB.</p> <p>7.4 <u>Subject Leader Reports: Computing, PHSE, D/T, PE, RE</u> The reports were reviewed. <i>In relation to PHSE, governors asked why the change from Jigsaw to Kapow.</i> PH explained that it was for consistency as the school had moved to the Kapow scheme of work. <i>Appropriate content regarding relationships teaching was raised.</i> EW explained about content and that that there was a guide for parents on the website. A dojo message was also sent to parents.</p> <p>It was acknowledged that PE was a particular strength of the school.</p> <p><i>Governors referred to the DT report and asked if the issues around the timing of tracking progress had been reviewed.</i> PH confirmed that the data would be reviewed at the end of each unit.</p> <p>Governors found the reports very useful and asked if staff names could be added. English and maths reports would be provided to the April Behaviour for Learning Committee.</p>	<p>PH</p> <p>PH</p>
8.	<p>WELLBEING This had been covered under item 4.2.3.</p>	
9.	<p>HEALTH AND SAFETY A health and safety and premises report had been circulated and was noted. DV had visited the school to review the outstanding new build issues discussed with the LA. It was confirmed that the flooring had been completed in the dining hall and the music room would be finished in the February half term. <i>DV referred the top corridor extension issues and if these had been addressed.</i> There was one issue that PH would need to confirm.</p>	

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	PH reported on separate issue that would be looked at during the February half term.	
10.	GDPR/DATA PROTECTION UPDATE A report had been circulated and was reviewed. <i>A governor asked about the data breach referred to in the report.</i> It was explained that this had been the result of a phishing e-mail and the matter had been quickly resolved. Since then additional authentication had been added and a cyber security review undertaken.	
11.	REPORTS FROM COMMITTEES 11.1 <u>Behaviour for Learning, Safety and Community meeting 17th January</u> The minutes had been circulated and were noted.	
12.	LINK GOVERNOR AND MONITORING VISIT REPORTS As reported visits had taken place to discuss the distribution of pupil premium and sports premium grants and to look at finance, and there had also been a learning walk and sustainability visit.	
13.	AFACT UPDATE The Board had met on 11 th December. A report had been received on the activities of Schools Cooperative Society (formerly CSNET).The main focus of HT meetings was school improvement. A meeting had been recently held on the AFACT action plan. It was announced that the meeting of governors from all schools on 6 February had been postponed.	
14.	GOVERNOR DEVELOPMENT ST reported on training planned for Governors' Day in July. Governors were invited to contact her with subjects for training in other areas.	
15.	AOB None.	
16.	CONFIDENTIAL ITEMS One item was deemed confidential and minuted separately.	
17.	DATES OF NEXT MEETINGS- SPRING/SUMMER TERMS <ul style="list-style-type: none"> - FGB meeting: 24th April 6pm - Committee meetings: Resources March 5pm; Behaviour for Learning: 18th April 6pm - Governors' Day: July – date TBC 	

The meeting closed at 8.20pm

Signed: Date: