

**POVEREST PRIMARY SCHOOL
GOVERNING BOARD
MINUTES OF MEETING
24 April 2024 AT 6PM AT THE SCHOOL**

PRESENT:

Mr T Baughan
 Mr P Haylock (Head Teacher) until item 11
 Mrs J Nemeth
 Mr M Parker
 Mrs M Filippakopoulou
 Mr S Reynolds
 Mr M Smith
 Mrs S Tysall (Chair)
 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>1.1 WELCOME AND APOLOGIES FOR ABSENCE Marianna Filippakopoulou was welcomed as a governor.</p> <p>There were no apologies.</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> 3.1.1 <u>Confirm appointment of Co-opted Governor</u> MF's appointment as a co-opted governor which had been approved by email in March, was confirmed.</p> <p>There were no governor vacancies.</p>	
4.	<p>MINUTES 4.1 <u>Minutes of 31st January 2024</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> The Clerk would resend the form.</p> <p>4.2.2 <u>Governor Vision Statement Application Plan</u> The plan would be reviewed on Governors' Day.</p> <p>4.3 <u>School Development Plan- Nautilus</u> Governors had asked for more details about the Nautilus system. A document had been prepared explaining the system and how it captured daily teaching and learning through learning walks, observations, book scrutiny and surveys. Having everything in one place allowed the school to create analysis and reports and provided a good overview of teaching and learning.</p> <p>All other actions had been completed or were covered by the agenda.</p>	Clerk, all
5.	<p>CHAIR'S /VICE CHAIR'S ACTION See item 10.</p>	

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6.	<p>SCHOOL IMPROVEMENT</p> <p>6.1 <u>Ofsted</u> The report followed the inspection that took place on 27th and 28th February 2024. The school and governors were very pleased that Poverest had retained its Ofsted 'good' judgement. Governors commended the efforts of PH, the Leadership Team and staff in achieving this outcome.</p> <p>A letter had been sent to parents, carers and guardians about the report from the GB and thanking those who had completed Ofsted's Parent View Survey, as Ofsted had been particularly impressed with the number of returns. The responses had been overwhelmingly positive.</p> <p>ST thanked governors for their support.</p> <p>PH said that the school had been well prepared for the inspection and acknowledged the assistance received from the other Afact schools. It was an excellent team effort and the school could now look at the next steps in its development.</p> <p>6.2 <u>Review School Development Plan (SDP) 2023/2024</u> The document was reviewed. PH reported that the school was on track to meet targets. One area that would go into next year was the metacognition project which would need further time to embed.</p> <p>Next year's plan following Ofsted would be concentrating on taking the school to the next stage of its development and addressing Ofsted areas for improvement. The school had successfully embedded its previous areas of focus for music, PE and IT and introduced a new curriculum; it was now ready to move forward. ST said that Governors Day would be an opportunity for the board to be involved in this process.</p> <p>6.3 <u>School Self Evaluation</u> The updated document was reviewed and it was confirmed that progress was on track.</p>	
7.	<p>HEAD TEACHER'S REPORT</p> <p>The report had been circulated and was reviewed. Questions were invited and the following were highlighted:</p> <p><i>Attainment Year 6 group</i> - the drop in reading and maths for this group had been discussed at Behaviour for Learning on 18th April. Interventions had been put in place – a key issue was motivation. MS reported that maths was improving for this group. Children's confidence in sitting tests had increased.</p> <p><i>Finance</i> – the position was discussed including the in-year surplus and deficit positions. The Resources Committee would review in detail on 22nd May. SEN funding remained an issue.</p> <p><i>Admissions</i> - the current position was noted. Admissions for the next academic year were very positive</p> <p><i>Attendance</i> -this had been discussed at length at the Behaviour for Learning Committee. PH confirmed that it was an improving picture, reflecting the hard work that had gone into this area. The Ofsted inspector had been positive about the position. ST commended the school on its tracking system. EW acknowledged Southborough's assistance with this. It was agreed that it would be helpful for Behaviour for Learning to receive the tracking information.</p> <p>It was noted that as of 14th April the attendance figures were 93.56% (National 94.3%).</p>	EW

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	<p><i>Safeguarding</i> -the figures were discussed. It was asked how the school monitored children causing concern. PH explained the process and the recording system. Governors asked if categories could be provided for these children.</p> <p>It was confirmed that safeguarding was reviewed at weekly staff meetings.</p> <p><i>SEN and Looked After Children</i> – governors were concerned that that funding for these children continued to be battle.</p> <p>The substantial number of children with Education and Health Care Plans was discussed (41) which included those for children in the mainstream (19). Again, funding was an issue in relation to being able to finance the staff required.</p> <p><i>Behaviour</i> – Behaviour for Learning had discussed the clear improvement in behaviour, and the positive result of the work undertaken with midday supervisors and the bigger focus on play.</p> <p>It was asked if positive handling incidents involved mainstream children. It was confirmed that it only involved the Provision children. It was asked if reports were created. It was confirmed that that a separate drive had been created for storing positive handling cases including a narrative. PH checked the information. It was confirmed that any injuries to staff would be included. Positive handling was always a last resort.</p> <p><i>Pupil Premium (PP)</i> - it was noted that it was becoming more difficult to get parents to apply. A factor was free school meals for all.</p> <p><i>School performance and standards</i> – discussed by Behaviour for Learning.</p> <p><i>Premises</i> -Governors asked how out of hours lettings was progressing. It was confirmed that it had just begun and would need time to grow the client base.</p> <p><i>Staffing</i> -the position was noted. The report provided a middle leader structure update. Staffing in the Provision was raised. PH confirmed that the position of lead teacher had been advertised internally.</p> <p><i>Parental engagement</i> – the positive report was noted. MP attended Parent Forum meetings</p> <p><i>Future proofing</i> – energy efficient lighting was being installed in the summer holiday.</p> <p>Governors asked about the concrete facia situation. PH confirmed that it was not related to RAAC and there were no safety issues. The drone roof survey was discussed.</p> <p>7.1 <u>SEND report</u> The report was reviewed. Governors reiterated their concerns about adequate funding.</p> <p>One matter was deemed confidential and minuted separately.</p> <p>Working in partnership with Southborough and Edgebury was emphasised on the SEND STEM project at Poverest, with a group of children from each of the schools. It would promote working together, listening to each other and supporting social communication for all. This was planned for June/July.</p> <p>7.2 <u>EYFS</u> The report was reviewed.</p>	PH

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	<p>Governors asked if the key children provided with extra learning materials during the Easter break to maintain their progress had completed their learning. It was confirmed that they had.</p> <p>Governors asked about the transition arrangements between preschool and Poverest. EW explained that a member of staff would visit every pre-school to discuss a child. However there were some children that were out of borough. The school did its best to obtain as much information as possible.</p> <p>Parent volunteers and DBS clearance was raised. The safeguards in place were explained.</p> <p>7.3 <u>Subject Leader Reports:</u> The reports were discussed.</p> <p>Music: Governors asked if there were plans for more percussion instruments. PH confirmed that a budget meeting had been held about funding for these.</p> <p>It was asked if PP money was used for those children who would otherwise not be able to afford private music lessons. PH confirmed this was the case and gave an example of the impact for a particular child who was reluctant to attend school. It had been discovered that they were very talented. Governors agreed that this was to be celebrated.</p> <p>It was asked if any further thought had been given to a school orchestra. It was confirmed that there was a rock band and an orchestra was a goal. It was reported that music was also a feature through the Cray Valley forum.</p> <p>Governors raised the completion of outstanding work in the music room. It was reported that this had been put back to the summer holiday. It was confirmed that it did not impact the children's education.</p> <p>MFL: it was suggested that the school could explore the option of linking with a Spanish school or secondary schools.</p> <p>Maths: entering gifted and talented children for challenges was discussed. Other activities related to maths were suggested.</p> <p>Science: governors asked about the secondary school links and use of science rooms. MS reported that there had been four sessions so far. The Science in Action displays were discussed; it involved pictures rather than writing everything down. The children retaining what they have learnt was also a key focus and had been highlighted during Ofsted.</p>	
8.	<p>WELLBEING</p> <p>JN reported that she had met with Christine Dale and Kerry Boorman at the end of February. She referred to the good work that had been undertaken with the midday supervisors.</p> <p>The school wellbeing committee was meeting with a cross section of staff. A team building meeting had been proposed which was felt to be a positive step.</p>	
9.	<p>HEALTH AND SAFETY /PREMISES AND GDPR REPORTS</p> <p>Reports had been circulated. The requirement for a fire risk assessment was raised. PH explained that this was completed each year and any issues were categorised. The visit had taken place in the Easter holidays and there were no urgent issues identified.</p> <p>With regard to the GDPR report, governors asked what further information had been asked for under the freedom of information request. It was confirmed that the organisation that had submitted the previous request had said it hadn't received enough information.</p>	

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10.	AFACT UPDATE This item was deemed confidential and minuted separately.	
11.	REPORTS FROM COMMITTEES 11.1 <u>Behaviour for Learning, Safety and Community meeting 18th April</u> The minutes had been circulated. JW reported on the key issues discussed at the meeting and referred to earlier, including improvement in behaviour particularly in the playground and the improvement in attendance. The English report was recommended to all governors; the developments in this area were to be celebrated. It had been confirmed that job descriptions had been updated for midday supervisors and other members of staff.	
12.	LINK GOVERNOR AND MONITORING VISIT REPORTS Visits had been uploaded to the shared drive.	
13.	STATUTORY POLICIES FOR FGB APPROVAL 13.1 <u>Admissions policy</u> The policy was approved subject to amendments to wording. 13.2 <u>First Aid Policy</u> Queries were raised in relation to the number of trained staff and signage. The policy was approved subject to clarification of requirements.	PH [completed] PH [completed]
14.	GOVERNOR DEVELOPMENT Training on suspensions and permanent exclusions was planned for Governors' Day in July. Governors reported on training that they had undertaken including Ofsted and governor roles.	
15.	AOB 15.1 <u>Friends of Poverest and Parent Forum representation</u> It was highlighted that more representation on both groups was required. Encouraging the community to volunteer for these roles was discussed.	
16.	CONFIDENTIAL ITEMS Item 7.1 and 10.	
17.	DATES OF NEXT MEETINGS- SPRING/SUMMER TERMS <ul style="list-style-type: none"> - Committee meetings: Resources 22 May 5pm - Governors' Day: 11 July 	

The meeting closed at 8pm

Signed: Date: