

**POVEREST PRIMARY SCHOOL
GOVERNING BOARD
MINUTES OF MEETING
HELD ON WEDNESDAY 18 SEPTEMBER 2024 AT 6pm
AT THE SCHOOL**

PRESENT:

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

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 2024/25</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 2024/25</u> There was one nomination for vice chair. Michael Parker was unanimously re-elected for a further term.</p>	
2.	<p>APOLOGIES FOR ABSENCE AND DECLARATION OF INTERESTS</p> <p>Apologies were received and accepted from: J Wardle, M Wells, S Reynolds.</p> <p>No interests were declared in any agenda items.</p>	
3.	<p>BOARD MATTERS</p> <p>3.1 <u>Completion of annual declaration of interests forms</u> Forms were handed to the Clerk and others would be emailed.</p> <p>3.2 <u>Agree 2024-25 Code of Conduct for Governors</u> Agreed and would be signed by the Chair on behalf of the Board.</p> <p>3.3 <u>Agree Committee Scheme of Delegation</u> Agreed.</p> <p>3.4 <u>Governors' Vision Statement</u> It was agreed that there were no changes required to made to the document. The Clerk would update the website.</p> <p>3.5 <u>GB evaluation</u> The evaluation document had been reviewed by ST and circulated for comments. The document was agreed.</p> <p>It was noted that the Clerk would be leaving at the end of the autumn term. ST reported that the role had been advertised.</p> <p>3.6 <u>Governor skills audit</u> The form would be issued for completion and the results would be discussed at the December meeting.</p>	<p>Clerk [completed]</p> <p>Clerk, Governors</p>

Item	Agenda Item	Action
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>MP reported on a meeting with LBB on the next steps for the road outside the school to improve safety. It was confirmed that parking breaches were being enforced. PH said that that there had been an article in the newsletter about the enforcement.</p> <p>MP also reported on progress with the weather station and its potential contribution to teaching and learning.</p> <p>ST reported on her visit to The Orchard (formerly the provision classes) and the positive changes that had been made. She thanked MS for his leadership in this area.</p>	
5.	<p>GOVERNOR ROLES AND MEMBERSHIP OF COMMITTEES</p> <p><u>5.1 Link Governor/monitoring roles and responsibilities - agreed</u> The allocation of roles had been circulated. ST explained that as agreed at Governors' day and there was additional category of named governors linked to year groups. This had been felt to be important to developing open and supportive relationships with staff. The allocations were discussed. It was agreed that governors would be moved around each year.</p> <p><u>5.2 Membership of Committees</u> Agreed.</p> <p><u>5.3 Arrangements for HT Performance Management</u> Under way.</p>	Chair
6.	<p>CHILD PROTECTION AND SAFEGUARDING</p> <p>6.1 <u>Updates to Keeping Children Safe in Education (KCSIE) September 2024</u> A summary of changes had been circulated.</p> <p>6.2 <u>Governors to confirm read KCSIE</u> It was a recommendation that governors read the full KCSIE document. Governors would be asked to sign that they had done so at the December FGB meeting.</p> <p>6.3 <u>Annual Governor Safeguarding Training</u> Governors were reminded to complete training and inform the Clerk.</p>	Governors Governors
7.	<p>DATA - SATS, EYFs, KS1 AND PHONICS RESULTS</p> <p>The data had been circulated. They would be reviewed in more detail at the Behaviour for Learning, Safeguarding and Community Committee meeting on 2nd October. The results were discussed.</p> <p><i>KS1 - writing was raised and what the school was doing to improve results.</i> PH said that from the monitoring that had been undertaken, there were no issues with the current scheme or with what children were writing; the issue was around accuracy in relation to handwriting and spelling, and these were a key focus. The former marking policy had been re-drafted as a feedback policy, which had worked well apart from writing. The baseline tests in reception identified that children were significantly below this year in terms of language. It was explained what was being put in place two ensure the children caught up in each year. While there was an improvement on last year's results, the emphasis was on reaching the required standards. Now the new curriculum was embedded teachers would be concentrating on attainment.</p> <p><i>Governors asked if the issues with handwriting were physical.</i> PH confirmed that motor skills were a concern and again there would be significant focus on this area. PH explained the scheme that was in place – Letter Join. He stressed that it would take time before improvement was seen. A governor suggested asking parents to donate activities to help develop the fine motor skills through the newsletter.</p> <p><i>Governors asked how progress would be assessed.</i> PH explained that targets had been set using Fischer Family Trust and the school would continue to review</p>	

Item	Agenda Item	Action
	<p>children each term.</p> <p><i>Moving from Reception to Year 1 was raised and the outcome of evaluation in relation to fine motor skills, and what had been put in place as a result.</i> EW explained that it would depend on the cohort of children. The position was reviewed every week throughout the year. EW would ask for feedback on impact to be provided for governors.</p> <p>The relationship between spelling and writing was discussed. PH said that there would be an increase in the amount of time spent on spellings.</p> <p>KS2 – overall the results for this cohort had improved; however nationally the school was below. This equated to approximately three children in each class.</p> <p>It was fully acknowledged that there were children who do very well.</p>	EW
8.	<p>UPDATE FROM HEAD TEACHER</p> <p>8.1 <u>Health and safety and premises</u> DV and MP had visited to look at these areas. <i>DV raised the water issue and the impact on bills.</i> PH reported that a survey had been carried out and explained what was being done to address the issue.</p> <p>PH referred to staff coming in during the holiday to help with the school environment. They had been thanked by the Chair.</p> <p>PH reported on work that had been completed or was due for completion. The LED light project was likely to incur additional cost because of wiring issues.</p> <p>8.2 <u>Staffing</u> PH provided a report on the current position.</p> <p>The meeting discussed supply costs and their impact on finances. <i>Governors asked if there are the school offered flexible working when staff returned after absence.</i> PH confirmed that flexible working was offered as a way to support staff.</p> <p>8.3 <u>School Development Plan</u> The plan was written. It would now be shared with ST and MP and brought to the FGB in December. The focus was on raising standards, in particular for writing, and building on the improvements made in areas such as attendance and phonics.</p> <p>8.4 <u>SEF (Self-evaluation)</u> The SEF had been overhauled last year and had been updated for this academic year. It would be provided for the December FGB.</p> <p>The overall financial position was positive and school was looking to finish the year in surplus. The Resources Committee would examine the finances in detail at its meeting in November.</p>	
9.	<p>AI</p> <p>A discussion took place on the likely impact of AI currently and in the future. It was expected to reduce workload. PH reported on changes to the management information system which now had AI built in. Staff would be provided with training. The meeting explored the concerns and advantages of the intelligence.</p>	
10.	<p>MINUTES AND ACTIONS/MATTERS ARISING</p> <p>10.1 <u>Minutes</u> Minutes of the meeting held on 24 April 2024 were approved and signed by the Chair.</p> <p>10.2 <u>Actions and Matters Arising not on the agenda</u> 10.2.1 <u>Collection of GB diversity data for website</u> The Clerk said that she had now expanded the questions and would ask governors to complete via Google forms.</p>	Clerk

Item	Agenda Item	Action
	<p>10.2.2 <u>Safeguarding categories</u> PH would provide a list.</p> <p>10.3 <u>Governors' Day sessions 11 July 2024</u> The record of the sessions was noted.</p>	<p>PH [completed]</p>
11.	<p>REPORTS FROM COMMITTEES:</p> <p>11.1 <u>Resources Committee Minutes 22 May 2024</u> The minutes had been circulated and were noted.</p> <p>11.2 <u>2024/5 budget emailed to governors and approved</u> Confirmed.</p>	
12.	<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 	
13.	<p>POLICIES AND PROCEDURES</p> <p>13.1 <u>Pay Policy approved by email in July</u> Confirmed.</p>	
14.	<p>AOB</p> <p>14.1 <u>Ofsted</u> PH reported that the Director of Education had congratulated the school at the end of summer term on its Ofsted report.</p>	
15.	<p>CONFIDENTIAL ITEMS There were no items.</p>	
16.	<p>DATES OF NEXT MEETINGS</p> <p>2nd Oct 6pm Behaviour for Learning, Safeguarding and Community Committee meeting 20th Nov Pay Committee meeting (time to be agreed) 27th Nov 5pm Resources Committee meeting (virtual meeting) 4th Dec 6pm FGB meeting Spring and summer terms contained in schedule.</p>	

The meeting closed at 7.50 pm

Signed: Date: