

**POVEREST PRIMARY SCHOOL  
GOVERNING BOARD  
MINUTES OF MEETING  
4 DECEMBER 2024 AT 6PM AT THE SCHOOL**

**PRESENT:**

Mr T Baughan  
Miss R Chigurupati from item 3  
Mrs M Filippakopoulou  
Mr P Haylock (Head Teacher)  
Mrs J Nemeth  
Mr M Parker  
Mr M Smith  
Mrs S Tysall (Chair)  
Mr J Wardle  
Mr M Wells  
Mrs C Wildman  
Mrs A Willis

**IN ATTENDANCE:**

Mrs E Wilson - Deputy Head Teacher  
Miss K Lewis - Clerk  
Mrs E Sho-Silva - Clerk

Item	Agenda Item	Action
	<p><b>1.1 WELCOME AND APOLOGIES FOR ABSENCE</b> Apologies were received and accepted from David Vernau; he was unable to access the meeting remotely on his business trip.</p> <p>Elizabeth Sho-Silva was welcomed and introduced to governors.</p> <p><b>1.2 DECLARATION OF PECUNIARY INTEREST/NON-PECUNIARY INTEREST</b> There were no declarations of interest in any agenda items.</p>	
2.	<p><b>BOARD MATTERS</b></p> <p>2.1 <u>Board Membership</u> The current membership was noted.</p> <p>2.2 <u>Ratify the appointment of co-opted governor notified by email</u> Radhika Chigurupati was welcomed and introduced to the board. Her appointment as a co-opted governor which had been approved by email, was ratified.</p> <p>2.3 <u>Ratify appointment of clerk notified by email</u> Elizabeth Sho-Silva's appointment had been notified by email and was ratified by the board. It was explained that KL would remain in post for a handover period.</p> <p>2.4 <u>Skills audit results</u> KL reported that initial results indicated a variety of strong skills. Once all forms had been returned, she would prepare an overview.</p>	KL
2	<p><b>SCHOOL ADMISSION ARRANGEMENTS</b> There were no changes. The school was continuing with two form entry for 2026/27. At the current time there were 7 unfilled places across the school.</p>	
3	<p><b>MINUTES</b></p> <p>3.4 <u>Minutes of 18th September 2024</u> The minutes were approved and signed by the Chair.</p> <p>3.5 <u>Actions and Matters Arising</u></p> <p>3.5.1 <u>Updates to Keeping Children Safe in Education (KCSIE) September 2024</u> Governors signed to confirm that they had read the document.</p> <p>3.5.2 <u>Data-moving from R to Year 1 – fine motor skills - evaluation</u> The position was reviewed every week throughout the year. EW would ask for feedback on impact of what was in place to be provided for governors – to be provided.</p>	EW

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	<p>3.5.2 <u>Collection of GB diversity data for website</u>            KL apologised for the delay and said that she had now transferred the questions to Google forms and would issue to be completed anonymously.</p> <p>All other actions had been completed or were covered by the agenda.</p>	KL
4	<p><b>CHAIR'S /VICE CHAIR'S ACTION</b>            No emergency action had been taken.</p> <p>ST reported that she had been involved in a visit by the LA School Improvement Partner. It had been a positive meeting.</p>	
5	<p><b>SCHOOL IMPROVEMENT</b>            5.4 <u>Review School Development Plan (SDP) 2024/2025</u>            The document had been circulated and was reviewed. Costings had been added. <b>It was asked how was the lack of consistency in marking was being addressed, and was it part of staff performance management.</b> PH explained that marking was part of the improving writing target. It had been identified that there was inconsistency in marking and the approach required change. It was now part of every teacher and TAs performance management, and targets had also been set for children.</p> <p>PH reported that he the school would be trialling an AI programme from January in relation to writing. If successful it would be more widely rolled out. He explained how it worked and the cost. Introducing AI for this purpose was discussed.</p> <p><b>It was asked if all items in the SDP were covered by the current budget.</b> This was confirmed but a budget for AI would need to be examined.</p> <p>The plan was <b>agreed</b>.</p> <p>5.5 <u>School Self Evaluation</u>            The document had been circulated and was reviewed. ST reported that she had seen a useful document on the school's demographic which would be circulated to all governors.</p>	PH [completed]
6.	<p><b>HEAD TEACHER'S REPORT</b>            The report had been circulated and was reviewed. <b>Questions were invited and the following were highlighted:</b></p> <p><i>Phonics</i> – the school were pleased with the results they were above the national expectation. The school was however disappointed with the HANDWRITING Results these were below the national expectations at KS1. Results at KS2 Handwriting were just below national expectations. It was explained how this was being addressed in terms of consistency and training across the school, and was a performance management target for staff .</p> <p><i>Attendance</i> – the figures were in line with last year's. The attendance policy had been rewritten and agreed by the relevant link governors. The approach to fining parents was discussed. It was reported that meetings were taking place with the Education welfare Officer to deal with lateness.</p> <p><i>Staff attendance</i> – PH was looking at how to produce figures using the new MI system. They would be available for the Behaviour for Learning, Safeguarding and Community Committee (B for L) in January. <b>It was asked if there were any particular issues at the present time.</b> It was confirmed that sickness was having an impact.</p> <p><i>Admissions</i> - <b>were there transition arrangements for those that joined the school?</b> It was explained that some children came from overseas and in other cases relevant information was not always provided in advance. It was confirmed that safeguarding information was submitted.</p>	

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	<p><b>Is a reason asked for when children leave?</b> It was confirmed that a form is completed. The range of reasons for leaving was discussed.</p> <p><i>Safeguarding</i> – governors were pleased to see the reduction in numbers. Staff had received training in relation to reporting concerns.</p> <p>ST reported that she had viewed the SCR.</p> <p><b>It was asked how often staff discussed/received updates on safeguarding.</b> It was confirmed that it was discussed at all staff meetings during the week. There were notices about who children could approach if they were worried.</p> <p><i>SEN and Children Looked After</i> – the number children were discussed including CLA.</p> <p>ST and AW would visit to look at SEN and EHCPs in mainstream along with associated progress.</p> <p>Governors asked about funding for these children. A report was provided on the position.</p> <p><i>Behaviour</i>- this was discussed in detail at B for L Committee meetings.</p> <p><b>It was asked how the impact of the new function of the nurture room as a reflection area (the Meadow) would be measured.</b> It was explained how this would be assessed - it had already had a positive impact on improving attendance. <b>It was agreed that there would be an in-depth session on the function of the nurture room at the Governors' Day in July.</b></p> <p><i>Pupil Premium (PP) grant</i> - AW and MW were visiting on 6<sup>th</sup> December to discuss the grant. It was reported that numbers of parents eligible for benefits in order to claim PP was falling, as fewer were meeting the threshold. The school was doing all it could to encourage parents to apply and offered help with completing forms.</p> <p><i>Attainment</i> – the data was noted and would be looked in depth at the B for L meeting in January.</p> <p><b>Finance and premises - the heating system in the old part of the building was referred to</b> – it had also been raised at the Resources meeting on 27<sup>th</sup> November. The concern was the inconsistency of temperature in classrooms. PH explained the issues around the heating system in this part of the building. He stressed that action was being taken to try and address the temperature, but it required investigation by an outside company to identify what the problem was and how it could be fixed. The options for moving forward were explored.</p> <p><i>Staffing</i> – noted.</p> <p><i>Parental engagement</i>- noted.</p> <p><i>Future proofing</i>- noted.</p> <p><b>Governors asked about secondary school destinations.</b> This would be provided. It was contained in the Headteachers report for July 2023.</p> <p>5.6 <u>SEND report</u> The report was reviewed. The number of Education and Health Care Plans was discussed. <b>Governors asked about the Orchard.</b> It was confirmed that the changes introduced were having a positive impact. The challenges were discussed. Governors had been very impressed with the team and culture during a visit.</p> <p>5.7 <u>EYFS report</u> What was currently being worked on and new actions were discussed including issues arising from the Covid lockdowns.</p> <p>5.8 <u>Subject Leader Reports: History, Geography, Art and Design</u></p>	<p>PH</p>

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	<p>The reports were discussed. Governors were impressed with all the reports.</p> <p><i>Geography- <b>governors asked about monitoring time.</b></i> EW reported that the school was reviewing this for all areas.</p> <p><i>Art and design- <b>governors asked about the art club for greater depth children in the summer term.</b></i> EW explained the approach that was being taken. Displaying children's artwork in the community was discussed.</p>	
6	<p><b>Health and Safety</b></p> <p>A health and safety and premises report had been reviewed by the Resources Committee. There may be some cost implications from an audit that had taken place.</p> <p>JN and DV's visit report had been circulated.</p>	
7	<p><b>WELLBEING</b></p> <p>JN's visit report had been circulated. She referred to her comments on the Meadow, and that she had been very impressed with the new approach and emphasised the commitment of staff. It fitted in with the wellbeing programme for staff and children. JN would be visiting again in January. PH reported that staff had just completed a mindfulness course.</p>	
8	<p><b>REPORTS FROM COMMITTEES</b></p> <p>8.4 <u>Behaviour for Learning, Safety and Community meeting 2<sup>nd</sup> October</u> The minutes had been circulated and were noted. The Terms of Reference for the Committee were agreed unchanged.</p> <p>8.5 <u>Resources Committee 27<sup>th</sup> November</u> The minutes would be circulated. The Terms of Reference for the Committee were agreed unchanged.</p> <p>8.6 <u>Pay Committee 20<sup>th</sup> November</u> JN reported that the Head Teacher's performance management had taken place. Staff performance management reports had been reviewed and evaluated by the committee and it had agreed the recommendations put forward by PH and the HT Performance Management Panel. The recommendations were supported by the FGB.</p> <p>The Terms of Reference for the Committee were agreed unchanged.</p>	
9	<p><b>LINK GOVERNOR AND MONITORING VISIT REPORTS</b></p> <p>Since the start of the term visit reports has been circulated on: <i>health and safety and premises and wellbeing.</i></p> <p>Recent visits and planned visits: <i>SEND, Early Years, meeting with the SIP, Pupil Premium, health and safety and premises, wellbeing, plus year group visits .</i></p>	
10	<p><b>AFACT UPDATE</b></p> <p>The Board had met on 2<sup>nd</sup> December. An update was provided on the strategy day earlier in the term and the schools working together to support each other, including a focus on literacy. The Afact action plan would be circulated.</p>	<p><b>KL [completed]</b></p>
11	<p><b>Statutory policies/documents for approval by FGB</b></p> <p>11.4 <u>Child Protection and Safeguarding - Approved.</u> It was reported that a number HR polices had been provided by the school's HR consultants for adoption.</p>	
12	<p><b>GOVERNOR TRAINING</b></p> <p>Training attended was reported on. All governors had completed safeguarding training and ST had completed safer recruitment.</p>	
13	<p><b>AOB</b></p> <p>None.</p>	
14	<p><b>CONFIDENTIAL ITEMS</b></p>	

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	One item was deemed confidential under item 7 and minuted separately.	
15	<b>DATES OF NEXT MEETINGS- SPRING TERM</b> - FGB meeting: 19th March 2025 - Committee meetings: <ul style="list-style-type: none"> <li>o Behaviour for Learning: 22 January 2025</li> <li>o Resources: 5<sup>th</sup> March 2025</li> </ul>	

The meeting closed at 8.15 pm

Signed: ..... Date: .....