

### THE GOVERNING BODY OF MOLDGREEN COMMUNITY PRIMARY SCHOOL

Minutes of a meeting of the Governing Body of Moldgreen Community Primary School held at 7.00pm at the School on Thursday, 10<sup>th</sup> May 2018.

#### PRESENT

Mrs K Starkey (Chair), Mr T Armitage, Mrs C Hall, Mr H M Ilyas, Mrs T Smith, Mrs H Stead, Mrs M Thomson

#### In Attendance

Ms G Brewer – Minute Clerk

| Item  | Minutes   | Action |
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| 2307. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST     | Apologies for absence were received from Mrs S Cockcroft and Mr D Davis, without consent.<br><br>There were no declarations of interest.  |        |
| 2308. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS | There were no items to be raised under Any Other Business.  |        |
| 2309. REPRESENTATION  | Vacancy for 1 Co-opted Governor and vacancy for 1 LA Governor.<br>It was noted that the school is struggling to recruit and retain governors. The Head Teacher expressed concern over the possibility that if the school were to be inspected by OFSTED then it could fail on governance.<br>The HT was meeting a prospective governor the following day, a parent with a financial background. She was hopeful, that if appointed, this person could have a leading role on the Resources Committee. |        |

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| 2310. MINUTES OF THE MEETING HELD ON 19 APRIL 2018     | <p><b>RESOLVED:</b> That the minutes of the meeting held on the 19<sup>th</sup> April 2018 be approved and signed by the Chair as a correct record subject to the following amendments:</p> <p><u>Minute 2296 EYFS Action Plan</u> –<br/>The correct spelling of Michelle <b>Symonds</b> name.</p> <p><u>Minute 2299 Staffing Structure</u> -<br/>A contract on scale <b>7</b> will not be renewed.<br/>Replacing with 32.5 hrs per week, 5 days per week, <b>scale 9</b> budgeted until April.</p> <p>Deletion of (maternity leave) and deletion of freeing up teaching time. The sentence now reads – Cover supervisors will have half a day each week as a HLTA to cover PPA for one year, cover that has been provided previously by teaching staff therefore enabling us to split year 3 and year 4.</p> |        |
| 2311. MATTERS ARISING                                  | There were no matters arising.  |        |
| 2312. REPORTS FROM COMMITTEES                          | <p>The Resources Committee meeting due to take place prior to the full Governors meeting had not taken place as not enough members were available to attend and the meeting would have been inquorate.</p> <p>Item 6 - Budget on the agenda for the Resources Committee would now be discussed in the full Governors meeting.</p>   |        |
| 2313. HEAD TEACHERS REPORT/SIP AND GOVERNORS QUESTIONS | <p>Governors confirmed that they had received and read the Head Teachers report prior to this meeting. Questions were invited.</p> <p>i. <u>Inclusion and Safeguarding</u></p>  |        |

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|      | <p><b>Q: Regarding the child in Reception and concerns about meeting his needs in year 1. What happens if funding is not secured?</b><br/> <b>A:</b> EHCP made the decision not even to assess, without the funding we will use Karen (Learning and Behaviour Manager). We will maintain the level of support.</p> <p><b>Q: Caroline H is working at maximum capacity, what can be done to support her?</b><br/> <b>A:</b> Caroline has an extra half day out of class. Karen in her new role should support her and take on work.</p> <p><b>Q: How will you manage if more children require additional support?</b><br/> <b>A:</b> Caroline visits nursery and does home visits to new pupils. She starts assessing straightaway.</p> <p><b>Q: How can Caroline maintain 40 home visits and complete all the paperwork in time?</b><br/> <b>A:</b> Caroline is experienced and efficient. She starts completing paperwork at home visits so that early applications can be made for EHCP if required.</p> <p><b>Q: I am concerned about inclusion, I worry about the child in year 3 who is still struggling with support. How does this need balance against the time spent on safeguarding support?</b><br/> <b>A:</b> More time spent on safeguarding cases and getting worse.</p> <p><b>Q: How many additional hours will be needed/ extra help in order to scan all previous paperwork onto CPOMS?</b><br/> <b>A:</b> Only one scanner therefore only one person, a plan is in place. Dead cases form a lot of the scanning and it was noted that dead cases do not have to be scanned.</p> |        |

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|      | <p><b>Q: The new appointment, Karen, can you tell us a bit about her background?</b></p> <p><b>A:</b> Karen worked at Oak school for a long time doing support work. She applied and was unsuccessful for a job there and came to Moldgreen as Supply staff. She is a qualified DSL and now, she has been appointed as Learning and Behaviour Manager until April 2019. She is making a big impact in her new role.</p> <p>ii. <u>Pupil Premium/Disadvantaged Children</u></p> <p><b>Q: Has there been any advancement with Pupil Premium?</b></p> <p><b>A:</b> No, Pupil Premium support is still the same. We have been assigned someone by the LLE who will be coming in to school.</p> <p>iii. <u>Staffing</u></p> <p><b>Q: Louise will be teaching year 5/6 for two days, will she be able to manage this?</b></p> <p><b>A:</b> Louise will be teaching Monday for a full day and two half days. This is manageable because Karen is a DSL and can take on some safeguarding work.</p> <p><b>Q: Karen is only in post until Easter next year, could this be extended?</b></p> <p><b>A:</b> We are hopeful that we can extend until summer.</p> <p>The Head Teacher gave a verbal update on staffing:</p> <ul style="list-style-type: none"> <li>• All support staff have now been allocated.</li> <li>• An internal advert has been released for support for the pupil in year 3.</li> <li>• An external advert has been placed for a 30 hour ETA in Reception to replace Anna Maria who is retiring.</li> </ul> |        |

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|      | <p>iv. <u>Attendance</u></p> <p><b>Q: Attendance is above 95% is there an improvement?</b><br/> <b>A:</b> Last week attendance was 97% and we were very pleased. We are, however, concerned over holidays now we are approaching summer and there is a possibility that these could bring the attendance percentage down.</p> <p>v. <u>Behaviour</u></p> <p><b>Q: What is the idea behind older pupils helping staff with other children during lunchtimes?</b><br/> <b>A:</b> They are Play Leaders and help with reception children. They are given training and shown games to play with the younger children. It is good for them and teaches them responsibility.</p> <p><b>Q: Are we going to recognise the Play Leaders by rewarding them?</b><br/> <b>A:</b> Yes, they will receive a certificate.</p> <p><b>Q: Are year 5 clearing away at lunchtime for reception children?</b><br/> <b>A:</b> Yes, but pupils in year 5 have always done this, it isn't new.</p> <p><b>Q: Is Karen taking over the management of LTSAs?</b><br/> <b>A:</b> Yes, she is.</p> <p>vi. <u>Health and Safety</u></p> <p>The Head Teacher confirmed that she has passed the assessments. She and Ann would now move forward with Health and Safety.</p> <p>The Head Teacher thanked Governors for their questions.</p> |        |

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| 2314. SAFEGUARDING             | <p>Strategies have now been put into place however none have been taken to school level.</p> <p>Safeguarding cases in school have been escalated within Children's Services when necessary.</p> <p><b>Q: How can you sustain the level of input into the Safeguarding cases?</b><br/> <b>A:</b> It is easier now that Karen is in post.</p>  |        |
| 2315. KLP NOTES OF VISITS      | <p>Val Flintoff had visited school on the 23<sup>rd</sup> April and on another occasion since. She had been concerned over the lack of KLP support given to the Head Teacher. Her support plan linked the school with Kim Lonneghan (Head Teacher at Westmoor Primary and LLE) and Val will 'quality control' Kim. Six sessions have now been arranged with Kim.</p> <p>The following document was distributed to governors:</p> <ul style="list-style-type: none"> <li>• Data Tracking Update dated 10/5/18 written by Mrs Szewczyk</li> </ul> <p>Discussions had taken place with Val around data tracking and analysis and Mrs Szewczyk had looked at the systems in place at Westmoor. The update explained the decision to continue to use Integris and to refine what is already there.</p> <p>Reference Minute 163 Standards and Efficiency meeting of 19<sup>th</sup> April 2018<br/> Decision revoked and now continuing to use Integris.</p> |        |
| 2316. FINANCIAL MANAGEMENT AND | <p>The Chair, Mrs Starkey, stated that the items 2316 and 2317 would be discussed together.</p>  |        |

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| MONITORING | <p>The Head Teacher distributed a set of documents to those present at the meeting. This included:</p> <ul style="list-style-type: none"> <li>• SAP cash flow to balance</li> <li>• B3 and budget allocations</li> <li>• A handwritten explanation of the terms used in the B3</li> </ul> <p>The above papers, except for the handwritten sheet, were returned to the Head Teacher immediately after this item as they contained confidential financial information.</p> <p>The cash flow document indicated a carry-over of £77000</p> <p><b>Q: Why is there overspending on catering?</b><br/> <b>A:</b> If you look further down the page you will see income for free school meals that balances out the overspend.</p> <p>The B3 document indicated the budget allocations and allowed for a £45000 contingency.</p> <p><b>Q: What is the Global Learning income?</b><br/> <b>A:</b> The school is a centre of global learning and as such, receives a bursary.</p> <p><b>Q: Data Tools for schools seems a good way forward?</b><br/> <b>A:</b> Yes, they will ensure that we comply with GDPR and the package is good value.</p> <p>The Head Teacher expressed her thanks to Ann for all her hard work on the budget.</p> |        |

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| 2317. BUDGET APPROVAL                               | <p>It was proposed that Governors accept the budget.</p> <p><b>RESOLVED:</b> Governors approved the budget.</p>  |        |
| 2318. HEADTEACHER WELLBEING/DEDICATED HEADSHIP TIME | <p>The HT and Deputy have still to take time off for wellbeing.</p>  |        |
| 2319. HUBS  | <p>No major changes but still positive.<br/>Many staff undertaking 'Nurture training' funded by HUBs</p>   |        |
| 2320. GOVERNOR TRAINING AND GOVERNOR VISITS         | <p>The following Governor visits were reported:</p> <p>Mrs Stead report that she had met with an external representative from White Rose Maths. The meeting was positive and explained additional things for staff e.g. book sharing.</p> <p>Mrs Starkey confirmed he had checked the single record and looked at CPOMS.</p> <p>Mr Armitage reported back regarding his meeting with Caroline. They had focussed on nursery, discussed 1-1 communicational learning and individual objective planning. Also Tapestry and engagement with parents.</p> <p>The Head teacher reported that Early years would be moderated on 6<sup>th</sup> June by Michelle Symonds and she was feeling positive about moderation.</p> <p>Mrs Cockcroft had still to provide a DBS and Business Interest form.</p> <p>The Head Teacher again expressed concern regarding the number of governors and suggested reconstituting the governing body as a way forward.</p> |        |

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| 2321. ANY OTHER BUSINESS                               | There were no items of any other business.  |        |
| 2322. DATES AND TIMES OF FUTURE MEETINGS               | <p><b>RESOLVED:</b> That the next meetings of the Governing Body be held at 6.00pm on:-</p> <ul style="list-style-type: none"> <li>• 12 July 2018</li> </ul>                                    |        |
| 2323. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY | <p><b>RESOLVED:</b> That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School in accordance with the Freedom of Information Act.</p> |        |

The Chair closed the meeting at 8.00pm