

**Emersons Green Primary School
Meeting of the Full Governing Body**



Tuesday 24th January 2023 at 6:00pm

Ref	Item	Action				
	<p><u>Present</u></p> <p>James Dowling (JD) Chair, Neil Smith (NS) Co-Chair, Jo Bishop (JB), Vice-Chair, Simon Botten (SB) Executive Head, Soraya Young (SY) Headteacher, Laura Morson (LM), Rachael Richards (RR), Neil McLaren (NM)), Lucy Parker (LP), Mark Broadbent (MB) and Gemma Goodman (GG – Clerk)</p>					
1	<p><u>Welcome and Apologies</u></p> <p><u>Welcome</u></p> <p>James Dowling (JD) as chair welcomed everyone.</p> <p><u>Apologies</u></p> <p>Matt Chubb (MC)</p> <p><i>Apologies accepted</i></p> <p><u>Declaration of Pecuniary Interests</u></p> <p>RR (parent/staff) NM (parent) JD (parent) SY (staff) LM (staff) SB (staff)</p> <p><u>Minutes of Previous Meeting</u></p> <p>Held on 22nd November 2022. No comments. NS proposes acceptance. MB, seconds this. Minutes agreed.</p> <p>NM on the minutes the behavior policy is agreed but not severely agreed.</p> <p><u>Review Action Log/Outstanding Actions/Matters Arising</u></p> <table><tr><th>Action</th><th>Update</th></tr><tr><td>Governors to sign to say they have received the safeguarding training on 17th October and confirm with JB. NS and JB have carried out theirs but anyone who hasn't needs to. Leave action open until next meeting and Gemma to indicate anyone who hasn't actioned this.</td><td>Gemma has contacted Governing Services who has said that as their systems have been down since September, they have no record of who attended the training. They also said that they didn't carry out a training</td></tr></table>	Action	Update	Governors to sign to say they have received the safeguarding training on 17 th October and confirm with JB. NS and JB have carried out theirs but anyone who hasn't needs to. Leave action open until next meeting and Gemma to indicate anyone who hasn't actioned this.	Gemma has contacted Governing Services who has said that as their systems have been down since September, they have no record of who attended the training. They also said that they didn't carry out a training	
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	<p>course re safeguarding on 17 October, so this must have been external.</p> <p>LP has undergone training. GG has emailed the board to confirm this and see how they wish to proceed.</p>	
	<p>SB to move forward with LA Finance Review.</p> <p>This has been actioned and SB will update.</p>	
	<p>JB to do safeguarding report and action plan.</p> <p>This has been actioned.</p>	
	<p>RR to speak to LED lease company re miss selling product and money back.</p> <p>RR updated at 24.1 meeting. Keep as standing agenda item.</p>	
	<p>SY to email LP with dates for her to meet with staff re wellbeing.</p> <p>Actioned and this has been booked in next week.</p>	
	<p>NM to come in on 7.12 to carry out H&S audit.</p> <p>This has been actioned and NS will update at 24.1 meeting.</p>	
	<p>Extraordinary LEAF meeting on 10.01.23. GG to let Governors know if she is unable to make this.</p> <p>Actioned.</p>	
	<p>GG to add confidential items to separate paper.</p> <p>Actioned.</p>	
	<p>JB to send last year's minutes to MC</p> <p>Actioned.</p>	
	<p>MC to make sure all confidential information is redacted before sending SY</p> <p>Actioned.</p>	
	<p>SY to send minutes to Claire to upload on website and send Claire's email address to GG.</p> <p>Actioned.</p>	
	<p>When minutes have been agreed send to Claire to upload onto website.</p> <p>Actioned.</p>	
	<p>JB to progress with Terms of Reference.</p> <p>Actioned, these have been updated.</p>	
	<p><u>Requests for AOB items</u></p> <ul style="list-style-type: none"> • JD: Update on Teacher Strike • SB: Delegation of funds 	
2	<p><u>Update on Extraordinary LEAF meeting on 10.01.23</u></p> <p>JD: At the extraordinary LEAF meeting on 10th January 2023, the Governing board unanimously agreed to join the LEAF Trust. SB: Letters are being sent out to staff and parents letting them know our decision.</p> <p>SB: 12 schools voted yes, EGPS were the first to do so. Hanham and Christchurch were too far behind with the process and unable to join.</p>	
3	<p><u>Deep Dive Reports</u></p> <ul style="list-style-type: none"> • Art: This is also with LP. Jo this is all on the Google drive. JB to send blank deep dive report form and copy of previous report for information to LP. • Computing • D.T. LP, to action this. JD to talk LP through this as she has not done this. <p>Computing:</p> <p>JD: Hasn't actioned this yet but appointment on Friday and will write up the report and put it on the Google Drive.</p> <p>Art and D.T.:</p>	<p>JD to action report and upload to Google Drive</p> <p>JD to go through process with LP.</p>

	<p>This is for LP to action. LP is new to Governors and is not sure what the process is. JD to talk LP through this and JB to send previous reports to LP from Google Drive</p> <p>JD: Is having issues with Google Drive. JD to speak to RR re this.</p>	<p>JB to send previous reports for Arts and D.T. to LP.</p> <p>LP to carry out Deep Dive Reports.</p> <p>JD to speak to RR re Google Drive and issues accessing it.</p>
4	<p>Approve Policies</p> <ol style="list-style-type: none"> 1. Bulling and Harassment 2. Complaints <p>JD does anyone have any questions re the policies? MB hasn't had chance to look at them but wanted to know if the policies are much different from the previous policies.</p> <p>JD, re the bullying and harassment policy, not much has changed but it does come across as a bit confusing as in the policy it states that bullying can be a single episode but JD's understanding is that it would be continued episodes to be classed as bullying. SB confirmed that bullying can be a single episode but flagged that as EGPS is maintained by the LA and this is the policy the LA have, that HR should follow that policy. JD, on that basis are we happy to approve, all confirmed bullying and harassment policy is agreed and signed off.</p> <p>JD, nothing has changed re the complaints policy, taking this into consideration is the board happy to approve, all confirmed complaints policy is agreed and signed off.</p>	<p>Bullying and Harassment Policy AGREED.</p> <p>Complaints Policy AGREED.</p>
5	<p>Safeguarding Update and Attendance Visit Report</p> <p>JB confirmed this has been done. Any questions? None. JB, everything seems to be on order. NM and JB to attend another meeting with the children around Easter. SB asked JB to complete sign off sheet for central records to say that this has been carried out. RR to send the sign off sheet to JB and JB to action.</p> <p>Behaviour now, more now than what we have received previously. SY this is down to better logging on the system than what we have recently.</p> <p>SY, behaviour hasn't gotten any better or worse but children's' ability to talk about things has got better.</p>	<p>RR to send sign off sheet to JB.</p> <p>JB to complete sign off sheet to confirm safeguarding update and attendance visit report.</p>
6	<p>Head of School Report/Update</p> <p>Highlights:</p> <p>Attendance</p> <p>SY, attendance is something we are focused on, particularly persistent absences and with 95% attendance. This is to allow us to monitor the absence so it doesn't fall below 90%. Anyone over 5 days is recommended for a fine.</p> <p>One child's attendance (SEND) is 62% and that family is being supported through this. There is another family in the same position and a third family about to fall within this category.</p> <p>There is a problem with attendance generally. NM it is getting better. SY it is but it still isn't great and we are aiming for 97%. SB it is a problem in general within schools. MB, these figures include sickness, we are still not at full health after Covid-19, so aiming for 97% will be hard. SB has put an email together which will go out to both schools (EGPS and Blackhorse) as we need to get on top of this. JB do these figures include medical appointments etc. SB yes.</p>	

SY, we have an EWO meeting next week to look at one particular case to see if there is anything else we need to be doing.

Data: Maths

SY, year 6 based on where we anticipate they are going to be at end of December: 64% are at where they should be as at December. SY Maths was focused on due to its figures.

NS, figures for the early years are better than the later years and it looks like something is going wrong in years 2-3. SY, times tables doesn't massively come into play in year 2, the harder tables come as you move through the school, so the early years won't be affected by this and why the figures appear to be better at the start.

SY: Maths learning in reception, year 1 and 2 is still very concrete and then becomes more abstract in the later years. If you are not clear on it by year 2, you will be building shaky grounds in year 3.

Times Tables Rock Stars: SB, if children don't practice this at home, then we have no other option to get them to do this and lunch time play. SY a piece on this will be coming out in the school newsletter.

JD, there doesn't seem to be much information on years 3, 4 and 5. SY I have just given you the headline year groups - the assessment year groups but can give you the other ones if you want. JD just wondered if you can see a pattern.

SB, when Ofsted attend they will home in on this issue. SB, maths teaching needs to be stronger, that is an issue that the school needs to look at. Loose maths teaching and lower results. Staff have responded really well when we have discussed this with them.

Staff wellbeing

SY: Wellbeing group has met and have another meeting next week. Positive meeting and shifting into a positive direction. JB, did many people take up the Zumba class? SY, yes 10. There is also a theatre trip where you can bring family. SY, we are looking at the staff survey next.

Executive Head Highlights from the Report - SB:

Partnership between EGPS and Blackhorse: Really great start, it has been positive especially considering this is relatively new. It has been lovely to see the partnership across both schools, no ego, open with one another, very little sizing each other up, which has allowed us to move on quickly.

Subject leads have been working well together.

JD, informed the board that there was a steering group meeting on 10 January and we all agreed that the partnership was all going really well. JD really pleased it wasn't a one way thing and that Blackhorse are taking away things from EGPS. Outcome of meeting, Blackhorse wants to continue partnership and EGPS want to. Plan is the steering group will come up with recommendation to bring to the FGBs to say we want to keep going with this.

Reading strategy top sheet, makes it very clear to teachers what children need to be able to do in each year group. Guidance documents are being put together. Really good piece of work. NS, is this something we can take into the LEAF Trust? SB, every school can action this how they want.

Maths is a priority and we have talked about this in HT report.

History: really fascinating what it shows and how much the children know, very positive. We carried out another DEEP dive last week.

	<p>Computing: EGPS children knew more than what Blackhorse did. Shows real strength. Now EGPS have the things they require re computing, we should see this really progressing.</p> <p>Art: sketch books well laid out. Children's skills and knowledge is positive Blackhorse have copied EGPS's approach.</p> <p>Science: more work to be done on this through both schools.</p> <p>Sequencing learning. Really good training. Sequencing much stronger, task selection still needs a bit of work.</p> <p>Local Authority update:</p> <p>SB, we appointed a solicitor to give us legal advice, which was very helpful. We have to play this politically, so we have to rattle a few cages.</p> <p>Capital payments, LA said they would pay for this but haven't come back with a figure.</p> <p>LA said they couldn't write off some of the deficit but not all, which is more than what we thought we were going to get.</p> <p>Budget, we have gone back to the LA with a proposal and will come back to Governors with this when this has been confirmed. We have sent three emails in the last fortnight but have heard nothing.</p> <p>RR: we have shown an in year surplus, so won't affect EGPS joining the LEAF Trust.</p> <p>SB, trying to play nice at the moment so we are hoping there will be some movement.</p>	
7	<p>LED Proposal</p> <p>RR: The proposal seemed too good to be true so RR forwarded the proposal to the LA who ripped it apart and came back with their concerns. RR has sent these to the LED company who have come back with their responses.</p> <p>Since this the DFE has given EGPS a grant of £15k which has to be spent on energy at the school, with a 3 year deadline.</p> <p>JD is it a case of receiving one or the other? RR, no the grant is ours regardless but I am unsure what we would spend it on if we went through the company for the LED's. RR's question is, do we go through the company or do we use the grant for the LED's?</p> <p>JB suggested getting quotes for the works to be carried out and EGPS using the grant to pay for this? RR to look into getting 3 quotes.</p> <p>JD, if we were to go through the lease company for the LED's, is there a cap on what they are offering. RR, no.</p> <p>RR, due to the school being given the DFE grant, I have not moved further with the lease company until we are in agreement about what we as a school should do.</p> <p>SY, how much would solar panel costs? JD, these would be really expensive. SB, I would think around £40k.</p> <p>MB, is there anything we can do to help? RR, not at the moment thank you.</p> <p>SY, if we go through the company we could use the £15k on something else. RR what would we spend it on?</p>	<p>RR to look into obtaining 3 quotes for the LED work to be carried out at the school.</p>

	<p>JD, could we send a message out to the parents to see if anyone owns/works for a company who deals with LED's and could help. RR doesn't really want to keep messaging the parents considering we are asking for help from them already with other things to do with the school.</p> <p>RR to circulate LA's concerns and the LED company's responses. JD, keep LED proposal as an open item. GG to add to next agenda in March.</p>	<p>RR to circulate LA concerns and companies responses.</p> <p>GG to add LED proposal as agenda item in March.</p>
8	<p>Health & Safety Update</p> <p>JD has looked through the report and it is a really good piece of work.</p> <p>Some of the highlights:</p> <ul style="list-style-type: none"> - Issues with the boys and girls toilets not working. RR we have arranged for someone to come in and replace push handles with push buttons as an interim fix. RR, ladies still has one toilet that doesn't work. - Building has water damage. SB, worried about smell of damp. Mold is already come through in the library, even though it has been newly painted. RR re the cloakroom, scaffolding has gone up for work to be carried out but contractors haven't turned up yet. - Manhole covers have now exposed themselves due to children walking over them and exposing them. JD, will these be checked? RR, Jack checks these weekly. RR, trees are also checked when Jack carries out his weekly walk around. JB, are the manhole covers school responsibility. RR, yes. - JD, flagged the playground which pond during wet weather and rotten wooden structures. <p>SB, we have a shopping list which we have gone to LA with and the priority of the work, the first being the toilets.</p> <p>NM, there is a report that a child had fallen over in the playground on a drain. SY, yes a child fell in playground. RIDDOR report carried out. Child said she had tripped on drain. SY spoke with lunchtime supervisor who confirmed where it was she fell and there is no trip hazard and it is more likely that the child fell and landed on the drain. Jack has checked this and there is no hazard.</p>	
9	<p>Chairs Items/Report</p> <p>JD: After Easter we will be seeking approval from the Governing Board to approve the recommendation that EGPS stay with Blackhorse as a partnership.</p> <p>NM the LEAF Trust not starting in September? SB, it is but there is no urgency in changing thing when the LEAF Trust begins. EGPS can remain in partnership with Blackhorse for another year so that the trust can settle in and then the board can revisit this.</p>	
10	<p>Confidential Items</p> <p>None.</p> <p>JB, re the member of staff who resigned, has the vacancy been advertised and replaced? SY, yes this has been filled internally and external person has been employed to replace that role. The new person starts Monday.</p>	
11	<p>Clerks Report</p> <p>GG went through an email she received from Governing Services re EGPS's Governing Board Constitution.</p> <p>NS's term comes to an end 15th September 2023 and he confirmed that he does not wish to continue and will retire.</p>	

	<p>LM's term comes to and end 1st March 2023. LM would like to remain on the board but as an associate rather than staff.</p> <p>JD, do we want to start looking at the board makeup?</p> <p>SB, we need to be mindful, that it becomes smaller with the LEAF Trust collaboration and wouldn't suggest making any amendments now. JD, as LM's term comes to an end in March, it would be good to vote on her term being extended until September, all voted yes, there was no objection to LM's term to be extended until September when the LEAF Trust is in action. GG to confirm this with Governing Services.</p> <p>JD, asked GG to make this a standing agenda item "make up of governing board going forward".</p> <p>Scheme of delegation for local governing board need to be discussed at the next meeting. GG to add as agenda item for March meeting.</p> <p>GG, to communicate with Governing Services and confirm Laura extended.</p>	<p>GG to confirm to Governing Services that LM's term has been extended to the end of September.</p> <p>GG to make "make up of governing board" as a standing item (add to March agenda)</p> <p>GG to add Scheme of delegation for local governing board as an agenda item for March.</p>
12	<p>AOB</p> <p>Updates on teachers strikes</p> <p>SB updated on this. Technically the school can cover striking staff with other staff at the school but just because we can it doesn't mean we should. The reasoning behind this is that the point of the strike is to cause disruption, so if we use staff to cover the striking staff, the worry is that it may affect staff morale as the striking staff will be striking for "no reason". Because of this we have decided that we aren't going to ask staff to cover the teachers who are striking and these classes will close. The school will remain open. SB will email out to the parents to explain.</p> <p>SY, has spoken with staff and they have been open with SY.</p> <p>SB the teacher's do not require to let us know if they are going to strike but what I have said to them is, if you tell us you propose to strike, we can close the class but if you don't inform us we will assume you are coming in and if you don't turn up, we will have no choice to get another member of staff to cover, which will defeat the act of you striking. SB will know more on Thursday.</p> <p>Delegation of funds</p> <p>EGPS as an LA maintained school have been contacted by LA re de-delegation of funds. The LA have asked EGPS to give £15.50 back to the LA. Blackhorse have voted no, EGPS to vote.</p> <p>JD proposes we vote no. All agreed and money will not be returned to LA.</p>	

Action Log:

Who	Action	Action
JD	Computing Deep Dive Report	JD to action report and upload to Google Drive
LP	Arts and D.T. Deep Dive Report	<p>JD to go through Deep Dive process with LP.</p> <p>JB to send previous Deep Dive reports for Arts and D.T. to LP.</p> <p>LP to carry out Deep Dive Reports.</p>
JD/RR	JD issues with Google Drive	JD to speak to RR re his issues with Google Drive access.
RR	Safeguarding Update and Attendance Visit Report	RR to send sign off sheet to JB.

JB		JB to complete sign off sheet to confirm safeguarding update and attendance visit report.
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