

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



Tuesday 21st March 2023 at 6:00pm

Ref	Item	Action						
	<p><u>Present</u></p> <p>James Dowling (JD) 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> <p>Guests: Gemma Leach (GL) and Caroline Mountford (CM) re Impact Reports</p>							
1	<p><u>Welcome and Apologies</u></p> <p><u>Welcome</u></p> <p>James Dowling (JD) as chair welcomed everyone (no new members).</p> <p><u>Apologies</u></p> <p>Matt Chubb (MC) Neil Smith (NS)</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 Tuesday 24th January 2023. No comments/amendments. NM proposes acceptance. MB, seconds this. Minutes agreed.</p> <p><u>Review Action Log/Outstanding Actions/Matters Arising</u></p> <table><tr><th>Action</th><th>Update</th></tr><tr><td>JD to action report and upload to Google Drive</td><td>Completed Feb 2023</td></tr><tr><td>JD to go through Governor Monitoring process with LP.</td><td>JB shared the information re Governor Monitorings with LP and forwarded a copy of the last Science report that JB completed.</td></tr></table>	Action	Update	JD to action report and upload to Google Drive	Completed Feb 2023	JD to go through Governor Monitoring process with LP.	JB shared the information re Governor Monitorings with LP and forwarded a copy of the last Science report that JB completed.	
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	<p>JB to send previous Governor Monitoring reports for Arts and D.T. to LP.</p> <p>LP to carry out Governor Monitoring Reports.</p>	<p>JB shared the information re Governor Monitorings with LP and forwarded a copy of the last Science report that JB completed.</p> <p>LP has carried out Governor Monitoring reports.</p>	
	<p>JD to speak to RR re his issues with Google Drive access.</p>	<p>JD to follow up as hasn't had chance to attend the school to sort this.</p> <p>UPDATE: JD confirmed that this has now been sorted.</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>	<p>Single Central Record review carried out on 10/2/23 and sign off sheet relating to monitoring visits now in place.</p>	
	<p>RR to look into obtaining 3 quotes for the LED work to be carried out at the school.</p> <p>RR to circulate LA concerns and companies responses.</p> <p>GG to add LED proposal as agenda item in March.</p>	<p>This has been actioned and circulated for 21 March meeting.</p> <p>Actioned and on the agenda for today's meeting where this will be discussed.</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>	<p>GG to contact Gov Services re Laura extending role as no other staff representative came forward apart from LM.</p>	
	<p>Safeguarding Training: Governors to confirm that they have undergone training</p>	<p>MB has carried out his training on 7th Feb. GG to update training records and Governors to action training.</p>	
	<p>Equality & Diversity Report</p>	<p>JD/NS hasn't carried out report/action plan. Matt Chubb to action.</p>	
	<p><u>Requests for AOB items</u></p> <ul style="list-style-type: none"> • RR: Apposed work LA hoping to fund. • SB: Verbal HT update. • JD: Inset day 17th April for Governors 		
2	<p><u>Impact Report</u></p> <p><u>Maths</u></p>		

<p>CM: Drive has changed direction. We now have 5 parents/grandparents/carer etc. to support year 4 once a week.</p> <p>TTRS chart: Last week 32% full mark and 60% 60+. EGPS are in line with the other schools in the Country so we are heading in the right direction.</p> <p>TTRS: If HS2 children don't partake in TTRS for the required time, they have to carry this out on a Friday lunchtime.</p> <p>Arithmetic: Term 1 & 2 monitoring revealed that every year group were interpreting this in a different way. We have restructured the structure and there is now consistency throughout the classes. A lot of work has gone into teachers and staff training and it is showing in the results.</p> <p>This term are focusing on how we reach higher obtaining pupils.</p> <p>JD: TTRS is very topical in our household, so the message is definitely getting out there.</p> <p>NM: Re the visually impaired, how are you dealing with this? CM, we are working this out as TTRS doesn't have voice activation. We are working with teachers to figure out a meaningful solution. SB: If you let me know what the issues/hurdles are, we can go back to the developer and may have a solution for you.</p> <p>SY: There are two types of visually impaired, those who are blind and can't see and those who have an impairment. Those with an impairment can use TTRS. The timer has been taken off of TTRS to allow the impaired to be able to answer the question. For most of our children this change has been enough but there is one child who we are concentrating on to find a solution.</p> <p>NM: Does home and school result on TTRS correlate (are the children getting others to help them at home)? CM, the results correlate and we are getting the same results in school that the children are getting at home.</p> <p>NM: Is there a reason why children are not partaking in TTRS. CM, it is a range of things i.e. time; access to technology; not wanting to; not seeing the learning value; finding it difficult and not getting the support at home that they do in class or, that they know their TT's so don't need to.</p> <p>JB: Is there a pattern of children who attend extra sessions on a Friday lunchtime? CM, it is a cross section of children.</p> <p><u>English</u></p> <p>GL: Two paths originally, phonics and reading. The outstanding actions from term one have now been completed. There is real structure in classes now and the children are not having to think about what they are doing and are able to focus on reading.</p> <p>Reading support, are mirroring what teachers are doing. They are learning from each other and seeing the value of it all. Professional development opportunities really going forward.</p> <p>GL: We are working with Blackhorse and a Partnership Reading Strategy will be finished by the end of the week. It is a comprehensive guide to what we are doing and what we are about. This will be rolled on next term.</p> <p>Data:</p> <p>7 year 1's didn't pass but were retested in December and 4 have now passed. The 3 that didn't pass have significant needs. We are keeping the 4 that have passed ticking over until next screener. If these 4 pass are numbers rise to 90%.</p> <p>Year 1 – June screener 58% met standard. 42% didn't (13 children), 19 of them are pretty close. 4 children won't partake in screener and 2 we will need to think about catch up.</p>	<p>CM to speak to SB re contacting developer to see if there is a solution on TTRS to help the visually impaired.</p>
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	<p>Reception are accessed every day, 93% know all phase 2 sounds, 77% phase 3 and 80% secure with blending.</p> <p>Reading data numbers are looking very similar to the numbers we are expecting. GL to send around report when finalised.</p> <p>SB: You can see a significant shift in engagement in children</p> <p>NM, is there an error with the year 5 numbers as 0% off track and 13% below. GL no this is correct. In the 13% 4 children are resource based children and 2 are new to English, so have their own barriers. The bulk of the year are reading really well but this is something GL is looking into.</p> <p>There will be another impact report at the end of the year.</p> <p>MB, does CM or GL have any questions for the Governors? None. JD, has found carrying out the learning walk really valuable and will carry a writing learning walk.</p>	<p>GL to send around reading report data when finalised.</p>
3	<p><u>Staff Survey Report</u></p> <p>JD, last year's results were quite troubling and it is really encouraging to see the results of this year and how far we have come.</p> <p>SY, it is really positive survey results. There are a couple of points we need to go back to the wellbeing team on and find out more information.</p> <p>Q11: Bullying be handled properly. 30% have answered "don't really know", so we would like to obtain a better understanding of why they have answered this way, is it a case that they don't know or that they don't feel that there is any bullying?</p> <p>Q15: There is a chunk that disagree or are not sure. We want to find out more information on this.</p> <p>Q21 & Q23: Quarter of staff feel they are not treated fairly and with respect. SY, this is worrying as a leader and as a human being. We are working with wellbeing to back and find out more information so we can put a plan together going forward.</p> <p>SY, teachers workloads are more but would rather this be under the instructions of us than the demands of Ofsted. There has been an increase in workload and we have met with staff to talk this through and have taken some things away from this meeting such as scheduling planning time next term in school time, rather than this being done in own time. We have listened and acted swiftly.</p> <p>SB, the wellbeing team have played a supportive part in this and although the results have improved, there are still things we need to keep on top of.</p> <p>NM, does the staff mean respect from staff, teachers or parents? SB, not sure as there is nowhere to add comments in the answers, so need to unpick this question. MB, is there anything that Governors need to do. SB, carrying on showing your support to staff, which you are by having a governor on the wellbeing team.</p> <p>SY the survey has been uploaded onto Google Drive.</p>	
4	<p><u>Budget Summary Report</u></p> <p>RR, feeling pretty happy with the budget summary report. Nothing to worry about or causing alarm. Everything is under control and will be the first year we are in year surplus.</p> <p>SB, there is an overall deficit of £35,000. MB, we were at £60,000 so this is a huge improvement.</p> <p>RR, one thing we overspent on is service but we can claim this back.</p> <p>No further questions.</p>	

5	<p><u>Governor Monitoring Reports</u></p> <ul style="list-style-type: none"> • History • Geography • Science • PE <p>MC, to action PE report.</p> <p>JB has actioned Science report.</p> <p>History to be done in April by MB.</p> <p>NM to speak to Molly Walker of EGPS re Geography report and action.</p> <p>SB, if you are calling the reports Governor Monitoring Reports you need to be carrying out a full suite, SB asked if this is what is being done? Governors confirmed it isn't. SB, in this case the reports should be called Governing Monitoring.</p>	<p>MC to action PE report.</p> <p>History report to be actioned in April by MB.</p> <p>NM, to speak to Molly Walker and action Geography report.</p>
6	<p><u>SEND Gov Report</u></p> <p>NM met in Jan. NM to write up report. Very fast paced, lots going on. NM to write up report on put on Google Drive.</p>	<p>NM to write up SEND Gove Report and upload on Google Drive.</p>
7	<p><u>Approve Policies</u></p> <ul style="list-style-type: none"> • EYFS policy approved by JB on 07.03.23 • PSHE inc SRE • LAC and PLAC • ECT <p>Subject to minor errors raised by MB, JD proposes approval. Governors approve.</p>	
8	<p><u>Approve Schools Financial Value Standard (SFVS)</u></p> <p>JD comments noted and agreed and have been amended accordingly. JD asked if Governors are happy to approve. All approved. JD to sign and RR to submit.</p>	<p>JD to sign SFVS and RR to submit.</p>
9	<p><u>LEAF Trust</u></p> <p>LEAF Trust will be a standing item on the agenda.</p> <p>JD, great news the application has been approved. SB, with no conditions and all 13 applications were approved.</p> <p>JD, has a suitable staff representative from both teaching and support staff been identified to be part of the Leaf Trust people plan working group? SB, yes next week.</p> <p>How are leaders feeding back to Governors on the work being done? SB, newsletters and updates from SB. JD is happy with this.</p> <p>SB, the legal side of the LEAF Trust is now taking place. Governors will get a fortnightly newsletter from now-on. This will be the biggest new trust in the South West on day one of opening. RR, this will transform our archaic process and the way we work. SB, the only thing that will change for staff in their contracts is the employer.</p>	
10	<p><u>Make up of Governing Board and Scheme of Delegation for Local Governing Board</u></p> <p>SB, Governing Board will reduce over time when term comes to an end but will still be a local partnership board who will meet six times a year.</p>	

	<p>Set up will consist of:</p> <ul style="list-style-type: none"> - Safeguarding Partners - Ethos & Character - Standards <p>Governors will control 96% budget by accountability will be with the Trust.</p> <p>JB's thinks her term comes to an end in September and feels that she will not continue as vice chair/member of Governors after this time (or when her term comes to and end).</p>	
11	<p><u>LED Proposal</u></p> <p>RR updated. Company came in and carried out own energy readings. LA figures came out as 10.3 quarter hours, when this is not the case.</p> <p>RR, do we park this for now until Trust comes on board? Pros: Quicker we have this done the less energy we will use. In April the percentage rises from 100% electric and 150% gas. Cons: No other local school has gone through this company to have LED installed.</p> <p>Governors all agreed to park this item and remove from agent at the moment.</p>	
12	<p><u>Health & Safety Update</u></p> <p>NM, nothing to update.</p> <p>RR we had our external H&S provider carry out annual audit and her words were that EGPS "had a gold star". This will be published on newsletter when we get the certificate from her. Nothing caused her any concern apart from the mess in the caretaker's cupboard.</p>	
13	<p><u>Chairs Items/Report</u></p> <p>JD: Partnership arrangement with Blackhorse and recommendation to continue partnership. David Roe at BH have already minuted at their most recent meeting that they are happy to continue partnership with EGPS. JD, proposing formal recommendation for EGPS to continue partnership for a further 12 months. All voted yes and minuted that EGPS wish to continue their partnership with EGPS for a further 12 months.</p>	
14	<p><u>Confidential Items</u></p> <p>None.</p>	
15	<p><u>Clerks Report</u></p> <p>Training Report:</p> <p>Safeguarding Training:</p> <p>GG confirmed with Governor Services who had completed their training and the only Governor (not teacher) who has is LP.</p> <p>MB confirmed that he undertook his training in February and will send GG the information and GG confirmed she will update the training register.</p> <p>GG confirmed there was a training session on 19 April and Governors who are due training will book onto this course and once completed will update GG and she will update the register.</p> <p>JB, Safeguarding need to be a standard agenda item. Nothing to update on Safeguarding at this meeting.</p> <p>GG, there is a new booking system and on the weekly Governing Services email she sends around it has all the information including the new Governor Hub.</p>	<p>GG to make sure Safeguarding is a standing agenda item.</p>

	<p>GG also asked for an update in regards to LM's term and whether anyone came forward for the staff position after the email went out. No one came forward apart from LM. All agreed to LM extending her term. GG to confirm with Governing Services and that LM's term will be extended</p>	<p>GG to confirm to Governing Services that LM's term has been extended by way of a vote.</p>
16	<p><u>AOB</u></p> <ul style="list-style-type: none"> RR: Apposed work LA hoping to fund. Discussed and agreed earlier in meeting. SB: Verbal HT update. <ul style="list-style-type: none"> Parent survey sent, positive picture. Key themes i.e. want to know more about the direction of the direction of the school and leadership structure also how we are overcoming challenges for non-able children. The parent events have taken place, really nice and parents appreciated it. There is a communication piece to be done about behavior and how we communicate that. SB updated on the resource based funding dispute with LA. EGPS have asked LA for a protection banding on budget to stay at what it is now. Capital works to be carried out re difficulties the school has been put in. <p>First meeting LA agreed to the above and then in February, said no. Contacted LA, Tony Savage, high state stuff. Met last week and agreed to banding protection and take away cut of £100,000. £17,500 the LA had forgotten about and rebate to EGPS. LA haven't said where this has come from. SB has asked for all of this in writing.</p> <p>Per pupil funding hasn't been agreed. Lawyer has written letter today as the LA are incorrect. Still to be resolved.</p> <p>LA has cut TA day by an hour which we can't do at the end or beginning of the day. We have come up with a solution where TA cover lunchtime so this is taken out of the cost of lunchbreak. TA's are unhappy with this happening. If we did nothing it would bankrupt the school, cutting hours would mean people losing jobs or we close resource base or we go with the solution we have suggested. SB, hopefully, once staff have seen the options, they will understand. Nothing changes for the TA's apart from them not eating lunch at the same time.</p> <ul style="list-style-type: none"> Quotes for corridor to be plastered, repainted, door framework, recarpeted and leak repaired and also quotes for toilets. LA have said they will support us if we give them back the energy funding they have given us (14,000). RR we obtained three quotes. Two companies not interested and wanted to rip out and start again instead of fixing what we currently have the other said they could reseal but can't fix blown windows. <p>RR to send around figures to Governors. RR will push to also get all four toilets fixed and work has to be done by 1 July 2023.</p> <ul style="list-style-type: none"> MOOSC afterschool club closing 31 August. SB, we can bring in house but not bringing on all staff. To be added as item for next agenda. 	<p>RR to send around quotes and figures for work to Governors.</p> <p>GG to add MOOSC afterschool club to May meeting.</p>

<ul style="list-style-type: none"> JD: Inset day 17th April for Governors <p>We have been invited to attend the school in the morning on their inset day to discuss own vision for the school and what it all means. MB, JB and JD will attend</p> <p>SB to send around agenda to GG to share with Governors.</p> <p>MB, wrapped up the meeting. SY, positives from this meeting looking at where we were a year ago to where we are now.</p> <p>Next meeting: Tuesday 16 May 2023 @ 6:00 pm</p>	<p>MB, JB and JD to attend inset day of 17th April.</p> <p>SB to send agenda to GG and GG to send to Governors.</p>
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Action Log:

Who	Action
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