

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



Tuesday 17th May 2023 at 6:00pm

Ref	Item	Action								
	<p><u>Present</u></p> <p>Neil Smith (NS) Chair, James Dowling (JD) Chair, Jo Bishop (JB), Vice-Chair, Simon Botten (SB) Executive Head, Soraya Young (SY) Headteacher, Rachael Richards (RR), Neil McLaren (NM)), Matt Chubb (MC), 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>NS as chair welcomed everyone (no new members).</p> <p><u>Apologies</u></p> <p>Laura Morson (LM)</p> <p><i>Apologies accepted</i></p> <p><u>Declaration of Pecuniary Interests</u></p> <p>RR (parent/staff) MC (parent) JD (parent) NM (parent) JD (parent) SY (staff) SB (staff)</p> <p><u>Minutes of Previous Meeting</u></p> <p>Held on Tuesday 21st March 2023. No comments/amendments. RR proposes acceptance. JD, 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>Safeguarding training, those who haven't attended course.</td><td>This course was cancelled and there is another one in July, so those who need to, book onto the July course.</td></tr><tr><td>Equality and Diversity Report: approve offline and note in the minutes at next meeting.</td><td>MC has actioned along with SY. Action plan has been created from the review of the audit. Policy has been updated. Every year the action plan will be reviewed and any changes will be reflected in the policy. SY at some point we will need to approve this. SY will arrange for this to be approved offline and note in the minutes at the meeting in July.</td></tr><tr><td>TTRS</td><td>Caroline has actioned and the individual can play TTRS as there is now an audio version.</td></tr></table>	Action	Update	Safeguarding training, those who haven't attended course.	This course was cancelled and there is another one in July, so those who need to, book onto the July course.	Equality and Diversity Report: approve offline and note in the minutes at next meeting.	MC has actioned along with SY. Action plan has been created from the review of the audit. Policy has been updated. Every year the action plan will be reviewed and any changes will be reflected in the policy. SY at some point we will need to approve this. SY will arrange for this to be approved offline and note in the minutes at the meeting in July.	TTRS	Caroline has actioned and the individual can play TTRS as there is now an audio version.	
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	Report data	This has been sent to SY by GL and this is in the heads report.	
	PE report:	MC: Sat down with Pete yesterday, all good and making progress. Only thing to pick up on, football very boy orientated would be great to see a mix. Praise for the TA's and what they do to make sure everything is available for the children. Report hasn't been written up yet – action and send around to everyone.	
	History:	MC conducted on 28 th March. The report needs to be sent to Laura. MC to write up and send around.	
	Molly Walker:	Ongoing	
	SEND Governor Report:	Written just needs to be uploaded.	
	SFVS:	Actioned and submitted.	
	Figures re electrical work:	Closed.	
	Inset day:	Actioned, to discuss in further in heads report.	
	Agenda to Governors:	Closed.	
	<u>Requests for AOB items</u> <ul style="list-style-type: none"> • None 		
2	<u>GDPR Reports</u> <p>LP to pick up with LM as this has not been actioned. There has been one breach which has been logged but nothing to flag. No GDPR issue to declare. EGPS due external audit. LP and LM to action and confirm at next meeting (11th July 2023).</p>		<i>LP to speak to LM re GDPR Report and action by next meeting.</i>
3	<u>Governor Monitoring Report</u> <p>RE: MC will action next week. Music: MB to action PSHE: MC will action next week. MfL: MB to action</p> <p>Google drive monitoring report is not up to date as well as the version on the website. JB to update list.</p> <p>Monitoring reports to be actioned for Term 6:</p> <ul style="list-style-type: none"> • English (JD) • Maths (NS) • EYFS (JB) • Sports Premium (NS/JD) <p>NS, it would be good to have all of these action by the last week of June (ready for the next meeting on 11th July 2023).</p>		<i>JB to update monitoring report re who does what on google drive and on website.</i> <i>Relevant Governors to action their subject monitoring reports by end of June.</i>
4	<u>Full Budget Update</u> <p>RR updated: 22/23 managed to finish the year on £62k surplus and clear deficit budget. £22k carry forward. A lot is going on behind the scene re SEND budget. Recommendation to go up to 14 from 10 (SEND) but EGPS haven't got any of the staff in place to cover this. EGPS have been sent through from the LR what they propose to give us but RR needs to go through this. Budget proposed we will have £27k surplus. SB: Budget is as cautious as it needs to be.</p> <p>SY, budget we had last year was limited but the budget we have set this year has lots of stuff that we need/realistic budget.</p> <p>LP, if you have carry forward year on year does that mean the LA may say we don't need the amount of funds we are getting? SB, the money we are carrying over is not high enough for anyone to call it back and it is healthy for a school to have a buffer just in case anything that needed to be fixed can be. We didn't before but</p>		

	will now. RR, the strategic plan we will have in place will make things a lot easier and clearer as won't be going into it blind. NM asked for clarification re pay rises being included within the budget. RR, The budget .5% of teachers and £2k per support staff is included within the budget. RR can we approve this budget. Approved.	<i>Budget approved.</i>
5	<u>Approve Policies</u> Equality, Equity, Diversity and Inclusion Policy. MB, MC approve. NS to sign off as has read this and also approves. SY to change review date to make it clearer.	
6	<u>LEAF Trust</u> JD read through some updates from the LEAF Trust newsletter. Shadow boards of trustees has agreed the term "Trust Governors" is what we will be known as. Session next week (Wednesday 24 th May @ 5pm) that Chairs and Vice Chairs have been invited to at Staple Hill Primary School. JD to attend and can feedback once attended. GG to circulate LEAF Trust Newsletter to team when received from JD. SB, central team have been finalised.	<i>JD (once he has attended) to feedback to Governors re LEAF Trust Session on 24th May.</i> <i>JD to send GG LEAF Trust Newsletter each month and GG to send around to Governors.</i>
7	<u>Safeguarding</u> JB, 20 th April carried out. A few actions to carry out from this. Nothing major to report.	
8	<u>H&S Update</u> NM: No updates.	
9	<u>MOOSC Afterschool Club</u> SB: Saga continues. They wanted all staff to move over to LEAF, asked for meeting with them which they eventually gave us. Progressive Sports mentioned they were looking into afterschool club, EGPS put MOOSC and Progressive Sports in contact with each other and Progressive Sports are going to take all of their staff and what they are going to offer parents looks brilliant. Hopefully this is now resolved. Positive outcome, right place, right time. Confidential item.	
10	<u>Chairs Items/Report</u> NS, Ofsted window is approaching. SY has put together a Governors crib sheet but it hasn't been shared as every time the SEF is updated, the Governors crib sheet is then updated so SY doesn't want Governors to pick up an out of date version. When phone call is received SY will send Governor's the most up to date version. SB, we are overdue for inspection so could happen any time and will most likely be an ungraded inspection. Nothing changes in terms of Ofsted when joining LEAF.	
11	<u>Clerks Report</u> Reminded everyone who hasn't yet to book onto the next Safeguarding training and confirm when attended. NM confirmed he has booked onto the course. GG confirmed LM's term has been extended.	<i>Those who need to book onto the Safeguarding Training book themselves onto the next session and confirm with GG once undertaken.</i>
12	<u>Website Check Update</u> MC, all up to date apart from who is doing what. Minutes of last meeting don't go on website until agreed at next meeting.	

13	<p><u>Confidential Items</u></p> <p>None.</p>	
14	<p><u>HT Verbal Update</u></p> <p>Year 2 data: The reason why this is down is due to the impact of 3 new children joining the school, 2 of whom arrived at a significantly lower level. The school also lost 2 children who were working at the expected level so to summarise we have gained two below level and lost two at expected level which will have an impact.</p> <p>Year 6: Greater depth standard still quite low. Focus on securing teaching of maths as we haven't challenged pupils who are able to work at greater depth mathematician level. SY is aware of this and how to address this going forward into next year.</p> <p>Writing attainment is low and something we are looking at and is something we have a plan for. Plan is to sort reading and maths and then focus on writing to get the right standard. This is a work in progress.</p> <p>MC asked if it was just EGPS which numbers were dipping. SB, EGPS is higher than Blackhorse in writing but lower in reading. Nationally figures are lower, especially due to covid-19 and the 2 year gap.</p> <p>Confidential items were discussed re staffing.</p> <p>Re-visioning at Emersons Green;</p> <ul style="list-style-type: none"> • An INSET was held at the start of Term 5 to re-visit the school's vision and mission statement. • It was felt that the current vision and mission lacked clarity and therefore does not currently articulate an ambitious future for the school. • Feedback from parents at open mornings in T4 indicated that parents would like the school to retain its caring ethos, but also articulate great ambition and challenge. <p>Our draft new vision and mission statement is therefore as follows:</p> <p>Forging mighty futures through:</p> <ul style="list-style-type: none"> • Pursuing high standards • Building bravery • Championing uniqueness • Embracing practice and effort <p>The current values will be slimmed down from 7 to the following 4:</p> <ol style="list-style-type: none"> 1. Respect 2. Kindness 3. Empathy 4. Perseverance <p>Once agreed by governors, these will be introduced to the parents/ children in the new academic year. The school has commissioned artist, Matt Jeanes, who drew the BH values characters, to create a band of 'mice superheroes' for the school. These will be used to articulate the values and mission through stories told to the children.</p> <p>SY, asked if anyone had any questions?</p> <p>JD: Moving forwards it would be great if Governors could submit any questions they have re the HT report before the meeting so SY has time to prepare.</p> <p>NM: Re attendance, the carrot on a string approach didn't seem to work and neither did the direct approach, is there a plan? SY, we are monitoring one family and the next stage for them is prosecution. There is another family who are second stage and one other at stage one which is being reviewed next week.</p>	

	<p>The theme seems to be down to holidays during term time and these are 5 days, which EGPS can't do anything about, along with being picked up just before lunch or having the odd days here and there (Fri – Mon) which are not high enough numbers of absences to fine.</p> <p>SY, the new Reception letter has been made stronger for the new starters and parents will then receive the message from the beginning.</p> <p>JD, flagged the code of conduct and parents/carers openly being rude and offensive about members of staff. SY, we have had meetings with the parents to inform them that this is not acceptable. In September we will send the code of conduct to new joiners.</p>	
15	<p>AOB</p> <p>JD, suggested that for the next meeting it would be a nice idea to start the meeting earlier at 5pm and go out for food/drinks. RR we have a lot of reports to go through at the meeting. NS suggested that all the reports mentioned are actioned and agreed before the 11th July meeting and approval noted in the minutes of that meeting. All agreed.</p>	<p><i>Monitoring reports are to be actioned and agreed ASAP (by last week in June).</i></p> <p><i>Meeting on 11th July 2023, will start at 5pm.</i></p>
16	Next meeting: Tuesday 11 th July 2023 @ 5:00 pm (JD to Chair)	

Action Log:

	Who	Action
1.	LP/LM	GDPR Reports: LP to speak to LM re GDPR Report and action by next meeting.
2.	JB	JB to update monitoring report re who does what on google drive and on website.
3.		<p>Relevant Governors to action their subject monitoring reports by end of June:</p> <ul style="list-style-type: none"> • RE: MC • Music: MB • PSHE: MC • MfL: MB • English: JD • Maths: NS • EYFS: JB • Sports Premium: NS/JD
4.	JD	Leaf Trust Newsletter: JD (once he has attended) to feedback to Governors re LEAF Trust Session on 24 th May.
5.	JD/GG	Leaf Trust Newsletter: JD to send GG LEAF Trust Newsletter each month and GG to send around to Governors.
6.		Safeguard Training: Those who need to book onto the Safeguarding Training book themselves onto the next session and confirm with GG once undertaken