

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



Tuesday 11th July 2023 @ 5:00pm

Ref	Item	Action
	<p><u>Present</u></p> <p>James Dowling (JD) Chair, Jo Bishop (JB) Vice-Chair, Neil Smith (NS) (arrived at 18:00), Simon Botten (SB) Executive Head, Rachael Richards (RR), Matt Chubb (MC), Mark Broadbent (MB), Laura Morson (LM) and Gemma Goodman (GG – Clerk)</p> <p><u>Guests</u></p> <p>Caroline Mountford (CM) - Maths Gemma Leech (GL) - English</p>	
1	<p><u>Welcome and Apologies</u></p> <p><u>Welcome</u></p> <p>JD as chair welcomed everyone (no new members).</p> <p><u>Apologies</u></p> <p>Neil McLaren (NM) Soraya Young (SY) Headteacher Lucy Parker (LP)</p> <p><i>Apologies accepted.</i></p> <p><u>Declaration of Pecuniary Interests</u></p> <p>RR (parent/staff)</p>	

MC (parent)
JD (parent)
JB (parent)
LM (staff)
SB (staff)

Minutes of Previous Meeting

Held on Tuesday 16th May 2023. No comments/amendments. JD proposes acceptance. MB, seconds this. Minutes agreed and to be uploaded onto website.

Review Action Log/Outstanding Actions/Matters Arising

Who	Action
LP/LM	GDPR Reports: LP to speak to LM re GDPR Report and action by next meeting: Update: GDPR: RR met with LP to go through report. Ongoing but is in process. Please leave in action log. JD, a few things have come up from LP's report that will be mentioned in AOB.
JB	JB to update monitoring report re who does what on google drive and on website: Update: JB looked into this, and all looked up to date. Nothing further to action.
MV/LM	Relevant Governors to action their subject monitoring reports by end of June: <ul style="list-style-type: none">• RE: MC• Music: MB• PSHE: MC• MfL: MB• English: JD• Maths: NS• EYFS: JB• Sports Premium: NS/JD Update: JD, not all reports are on Google Drive. MB is in the process of completing his reports but has been unable to meet with the teachers despite contacting them. LM will chase.

	<p>RE, MC has actioned. RE, all good everything working well, to note safeguarding course which talked about making sure PSHE is done in terms of safeguarding.</p> <p>JD, English, excellent really enjoyed session. Highlights strength reading, phonics becoming a strength, writing is a weakness currently but is partially linked to covid and lock down, but SLT are looking into this and aware of it. Very confident in Gemma.</p> <p>JD to speak to NS re maths.</p>		
JD	<p>Leaf Trust Newsletter: JD (once he has attended) to feedback to Governors re LEAF Trust Session on 24th May:</p> <p>Update: Newsletter has/is being sent around. LEAF Trust covered under agenda item 8.</p>		
	<p>Safeguard Training: Those who need to book onto the Safeguarding Training book themselves onto the next session and confirm with GG once undertaken:</p> <p>Update: MC and JD have actioned.</p>		
	<p><u>Requests for AOB items</u></p> <p>JD:</p> <ol style="list-style-type: none"> 1. Reminder to use school email address to send anything re Governors and not personal/work email addresses. 2. Letter to go out to staff from Governing Board. 		
2	<p><u>Impact Report</u></p> <p>CM (Maths):</p> <p>When the report was submitted there was a lot of data missing but this has now been updated. `</p> <p>Key things TTRS, now accessible for VI children. More battles between classes. There are increasing number of children you see weekly as they have not been on TTRS, either too busy or that they forget to go on TTRS, question if we are reminding them enough of the importance? The older children see the value to them but not sure if the younger children do.</p> <p>Consistency across the classrooms, using lesson structure. The children now know how they are involved in the lessons.</p> <p>Data: All good until you reach year 6.</p>		

	<p>Year 1, there are a few that are lower, but these are SEND children or children who came into the school with a low level. Year 2 are doing well. Year 3 we need to be mindful but as a whole doing well 80% expected.</p> <p>Year 6, 61% expected plus. Initial glances those who didn't get it had a low arithmetic score. We are looking at arithmetic's with year 5 to see where they are in comparison. We are on the beginning of our journey but not at the end. MC, has any of the other schools felt this and the lower figures? SB, of the ones we have seen we are lower. National is 71% and target was 86% but that was set pre covid. We were 69% last year, it is a declining trend. A number of schools have had a declining trend, so we are not alone with that. We need to do more unpicking on the arithmetic results. Everyone who didn't achieve it got less than 20 on the reading. When we look at arithmetic's with year 5, would expect to see more than half reach 20. SB 61% is an urgency, and this has been made our priority to look into and deal with. Greater depths are also quite low at 7% as 32% is what we should be aiming for. JD, good to know where we are and that we have an aim of what to work towards.</p> <p>GL (English):</p> <p>Phonics and Reading – selection of reading with children across all classes.</p> <p>TA's observations, really positive and they have found it very useful and felt comfortable being observed and have seen it as a benefit. Real team effort.</p> <p>Reading Strategy has been produced, covers everything.</p> <p>Data: EYFS 83% achieved early Learning goals. Phonics screening year one: 87% passed. Real positive and massive improvement from last year. Year 2: 77% achieved. Year 3,4,5 70-80%. Year 5, looking very strong. Year 6: 75% expected plus and 18% greater depth, lower than what we are used to. Some children missed it by one mark.</p> <p>JD, does anyone have any further questions? None.</p>	
3	<p><u>GDPR Reports</u></p> <p>GDPR Report discussed in action log and ongoing</p>	<p>Ongoing and add to the agenda for September. LP/GG.</p>
4	<p><u>Governor Monitoring Report</u></p> <ul style="list-style-type: none"> • RE (Matt Chubb) – actioned • Music (Mark Broadbent) – ongoing • PSHE (Matt Chubb) - actioned • MfL (Mark Broadbent) – ongoing • English (James Dowling) - actioned • Maths (Neil Smith) – JD to ask NS re Maths. 	<p>MB's reports are ongoing.</p> <p>JD to speak to NS re Maths Governing Monitoring Report.</p>

	<ul style="list-style-type: none"> EYFS (Jo Bishop) - actioned Sports Premium – JD to actioned by the end of the school year. 	JD to action sports premium by end of school year.
5	<p><u>Report on People Premium</u></p> <p>JB this is on Google Drive, nothing more to add on this.</p>	
6	<p><u>Full Budget Update</u></p> <p>RR: Not much to report as budget has just been set. On track with everything. RR tomorrow we are setting the budget for LEAF. Nothing to add.</p>	
7	<p><u>Approve Policies</u></p> <ul style="list-style-type: none"> Overarching six plus new code of conducts. They are all fairly generic. JD what will happen with these when we move over to the LEAF Trust in September? SB, all laws carry over on day one as is, as these are official LA policies and will gradually be updated as the trust grows. Approved as is now. Assessment Policy, review date shows June 2022. Accurate apart from the date. LM to change to June 2024. This was actioned at the meeting. Equality statements and EIA Screening above the statement. Should they be in all policies. JD, is consistency an issue? SB, I would take them all out. Laura actioned at meeting. Code of conduct, does that need an equality statement at the front? SB, if it is on everything else then yes. LM actioned at meeting. <p>JD apart from the above amendments, happy to approve, JB seconds this.</p>	
8	<p><u>LEAF Trust</u></p> <p>2023 and consider new portfolio options:</p> <ul style="list-style-type: none"> Safeguarding and whistleblowing Curriculum and standards Inclusion and SEND Community Ethos and character Agree chair locally – to be approved by Trustees. Agree vice-chair. 	

	<ul style="list-style-type: none"> Set date for the 6 School Governor Forums next year (each in the first two weeks of each term) <p>JD and JB are happy to continue as Chair and Vice Chair. MB, totally in agreement with this. No objections and JD and JB to continue their roles and this is to be sent into the shadow board.</p> <p>Draft dates are on Google Drive for meeting dates from September 2023 onwards.</p> <p>Portfolios:</p> <ul style="list-style-type: none"> Inclusion and SEND – NM Inclusion and SEND – TBC Ethos and Character – RR Safeguarding – JB Curriculum and Standards - LP Curriculum and Standards - JD Curriculum and Standards - MC Community – MB <p>SB, there will be training for the new roles.</p> <p>The new constitution number is 8. LM is happy to carry on. JD, LM's term was temporarily extended until the new board came in but if LM steps down, we will be at 7, so one short. JD suggests that LM carries on and an application put in place in the new academic year. LM not to be pinned down with a portfolio. All in agreement.</p> <p>This will be that we will eventually have two parent governors (elected), one staff governor (elected), five coopted governors, plus the H/T (ex officio).</p> <p>JB asked when we go into the LEAF Trust, will we buy into Integral. SB not sure and hasn't heard what way we will be going but will know more in September.</p>	
9	<p><u>Safeguarding</u></p> <p>NM and JB met and had safeguarding session with the children. JB initially forgot to put on Google Drive, but it has now been uploaded.</p>	
10	<p><u>H&S Update</u></p> <p>NM, not in attendance. JD asked if anyone had any H&S issue in NM's absence? None.</p>	
11	<p><u>Chairs Items/Report</u></p> <p>JD, nothing to report.</p>	

12	<p><u>Clerks Report</u></p> <p>GG checked if everyone could see/access the documents she had uploaded onto Google Drive? All confirmed.</p> <p>GG is on leave from 15th July 2023, so will not be checking emails. This also means that the final Thursday Governing Services email will not be sent around. JB will send this and GG to ask Governing Services to send her the email.</p> <p>JD to send around the LEAF newsletter to the board.</p>	<p>GG has contacted Governing Services to send JB the weekly email next Thursday 20th July.</p> <p>JB and JD to send around Governing Services and LEAF email whilst GG is on leave.</p>
13	<p><u>Confidential Items</u></p> <p>None.</p>	
14	<p><u>HT Update</u></p> <p>SB: End of year data report – surmise and give an end of year position. Bottom line EYFS looking good.</p> <p>KS1 data looks strong. No red flags there really.</p> <p>KS2: Maths and Reading are low. Above national but way below what EGPS should be getting. Some of this is cohort specific but confident we will get this back to where it is meant to be. 61% in maths will raise a red flag with Ofsted. SB, we need to move quickly to get this back to where we should be.</p> <p>Attendance: Good news attendance is recovering. Was 96% and that is where we want to get back to. Attendance has picked up. Persistence absence 13% of the school population. National is 19%. one day or fortnight.</p> <p>PP has gone up. LM, one child that is new to us who is included in those figures is why the numbers have jumped. Target is 96%. Persistent absence down to 6%. NS, what is the norm among other LEAF schools? SB, different across the board. Blackhorse 1% higher, Bromley Heath 96%, Mangotsfield 97%. It depends on the community.</p> <p>SB, side deal with LEAF, LEAF will pay for the group room to be kitted out/decorated as they will use it as a trustee group room. We will get a completely kitted out boardroom with high quality equipment for free. Artist working with us for the school “logo” of mice, so the school’s identity goes with its vision and creating characters around that identity "I am what I am, but I can choose my attitude". The design will be mice with a shadow of a bear, lion etc. SB, we have dropped things into newsletter about us being mighty. This will be launched in September.</p> <p>JD, my reflation, hall looking fantastic, not just about painting but what message it gives. Thanked SB, SY and the staff for their enthusiasm and the effort that they have put into the school. NS, the leadership of the school is sharper.</p>	
15	<p><u>AOB</u></p>	

	<p>JD: We need to remember to make sure we use our school email accounts when sending anything to do with Governors, rather than personal ones which is in line with GDPR.</p> <p>JB: Has drafted a letter to staff from Governing Board. JB to send this to MB and MC to have a look through. This can then be sent to RR to send to the teachers.</p> <p>NS, met with the new parents for reception. Doing things like this is the reason NS did the Governor role and he owes a lot to the school for how his children have turned out. NS was pleased that he could give something back to the school.</p> <p>JB, asked RR if the catering issue had been sorted? RR, catering has been approved and this is now being brought in house. LGPS and Cadbury Heath are going at the same time. The company we are using are so passionate about doing this for the children. Non profitable organisation with all their own products. Our kitchen staff are on board with this. Integra are coming in next week to take everything they want including their uniform.</p>	<p>JB to send staff letter to MB and MC. Once read JB to send to RR to send to teachers. This will be actioned by the end of the school year.</p>														
16	<p>Next suggested meeting dates:</p> <table><tr><th>TERMS DATES</th><th>PROPOSED MEETING DATES</th></tr><tr><td>Term 1: Friday 1st September 2023 to Friday 20th October 2023</td><td>Tuesday 12th September 2023</td></tr><tr><td>Term 2: Monday 30th October 2023 to Friday 15th December 2023</td><td>Tuesday 7th November 2023</td></tr><tr><td>Term 3: Tuesday 2nd January 2024 to Friday 9th February 2024</td><td>Tuesday 9th January 2024</td></tr><tr><td>Term 4: Monday 19th February 2024 to Thursday 28th March 2024</td><td>Tuesday 27th February 2024</td></tr><tr><td>Term 5: Monday 15th April 2024 to Friday 24th May 2024</td><td>Tuesday 23rd April 2024</td></tr><tr><td>Term 6: Monday 3rd June 2024 to Tuesday 23rd July 2024</td><td>Tuesday 11th June 2024</td></tr></table>	TERMS DATES	PROPOSED MEETING DATES	Term 1: Friday 1st September 2023 to Friday 20th October 2023	Tuesday 12th September 2023	Term 2: Monday 30th October 2023 to Friday 15th December 2023	Tuesday 7th November 2023	Term 3: Tuesday 2nd January 2024 to Friday 9th February 2024	Tuesday 9th January 2024	Term 4: Monday 19th February 2024 to Thursday 28th March 2024	Tuesday 27th February 2024	Term 5: Monday 15th April 2024 to Friday 24th May 2024	Tuesday 23rd April 2024	Term 6: Monday 3rd June 2024 to Tuesday 23rd July 2024	Tuesday 11th June 2024	
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Action Log:

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1.	LP	<u>GDPR Reports</u> Ongoing and add to the agenda for September.
2.		<u>Governor Monitoring Report:</u>

	MB	<ul style="list-style-type: none"> • MB's reports are ongoing (Music and MfL). • JD to speak to NS re Maths Governing Monitoring Report. • JD to action sports premium by end of school year.
	JD/NS	
	JD	