

# Governor Forum Minutes



**School:** Emersons Green Primary School

**Date:** 12 September 2023

**Time:** 18:00

**Venue:** Emersons Green Primary School

**Present:**

James Dowling (JD) Chair  
Simon Botten (SB)  
Soraya Young (SY)  
Neil McLaren (NM)  
Matt Chubb (MC)  
Rachael Richards (RR)  
Gemma Goodman (GG) Clerk

Key
*Governor support, questions and challenge
**Responses
Information

No.	Subject	Actions	
		Who	By When
1	<b>1.1 Apologies and absence</b>  Jo Bishop (JB) – Apologies Laura Morson (LM) – Apologies Mark Broadbent (MB) – Absent		

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	JD accepted apologies.		
	<b>1.2 Declarations of Interest</b>  JD – Parent SB – Staff SY – Staff NM – Parent MC – Parent RR – Parent/staff  GG has sent the declaration to the Governors to complete and send back to her. It was agreed that this should be actioned ASAP with a deadline of 13 October 2023.	All	13.10.23
	<b>1.3 AOB</b>  1. SB: Blackhorse wanted to know if JD wanted to continue with the Partnership meetings? 2. JD: Has the code of conduct been published and has anything arisen from this? 3. NM: Who looks after H&S? 4. JD: LEAF Trust Network Meeting.  To be discussed at agenda item 11.		
<b>For Discussion and Agreement</b>			
2	<b>Minutes and Matters arising</b>  <b>2.1 For Approval:</b> The minutes of the meeting held on 11 July 2023 of the previous body are approved as a true and accurate record. JD proposed approval and MC seconded. GG to upload onto Google Drive and school's website.	GG	Actioned 13.09.23

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	<p><b>2.2 Matters arising not on this agenda:</b> JD, there were two actions of the previous body outstanding from the minutes dated 11 July 2023:</p> <ol style="list-style-type: none"> <li>1. Maths visit, due by Neil Smith but his term has come to an end so will not be able to complete; and</li> <li>2. Sports premium from JD.</li> </ol> <p>JD, Maths is a priority. SB this will be discussed under the Head Teacher's Report.</p>		
3	<p><b>Procedures and Effectiveness</b></p> <p><b>3.1 Code of Conduct:</b> This was sent around by GG beforehand. All governors in attendance confirmed that they have read through the code of conduct. JD to sign as Chair and GG to send to LEAF Trust Board.</p> <p><b>3.2 Terms of Reference:</b> This was sent around by GG beforehand. All governors in attendance confirmed that they have read through the terms of reference, and this is agreed.</p> <p><b>3.3 Skills audit:</b> GG has sent around the link to the Governors and confirmed that this has to be completed by 13 October 2023. GG asked the Governors to confirm when this has been actioned.</p> <p><b>3.4 Pecuniary Interest:</b> GG has sent the forms to all Governors. These are to be completed, signed and returned to GG ASAP and by 13 October at the very latest.</p>	<p>JD GG</p> <p>All</p> <p>All</p>	<p>Actioned 13.09.23 ASAP</p> <p>13.10.23</p> <p>13.10.23</p>
4.	<p><b>Strategy and compliance</b></p> <p>SB showed the Governors a video the children put together to introduce Emersons Green Primary School to the other schools within the LEAF Trust and let them know why EGPS are here.</p> <p>SY talked about Emersons Green new vision "Forging Mighty Futures" and why this is our new vision. We are a small but perfectly formed school and at a meeting SY made an off the cusp comment "we may be small, but we are small and mighty" and that is exactly what we are. We know that we have children at the school with a wide</p>		

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	<p>range of needs, which they have no power to change, and we want the children to grow up feeling that they can be mighty.</p> <p>EGPS will Forge Mighty Futures by:</p> <ul style="list-style-type: none"> <li>• Pursuing High Standards;</li> <li>• Building Bravery;</li> <li>• Championing Uniqueness; and</li> <li>• Embracing Practice and Effort.</li> </ul> <p>The school's values then sit underneath this which are Respect, Kindness, Empathy and Bravery. With all of the above the children will be mighty.</p> <p>SB and SY showed the draft of the cartoon "Emersons Mouse". There are 4 value mice RiRi mouse – Respect, Kid mouse – Kindness, Emmett mouse – empathy and Brave mouse – Bravery. All 4 mice (values) become Emersons Mouse and he can be anything he wants to be.</p>		
5	<p><b>Headteacher Report</b></p> <p>School Development Plan and Data to be discussed.</p> <p>SB showed slides to the Governors [slides are on Google Drive for Governors to refer to]. JD asked SB to send around slides and data.</p> <p>SB went through EGPS 3 year plan. EGPS's aim to excel isn't as sharp as it could be and we have put together what we believe are our three priorities:</p> <ol style="list-style-type: none"> <li>1. Articulate high expectations and challenge so that children demonstrate even higher levels of resilience and motivations.</li> <li>2. Further improve teaching of writing so that more children achieve or exceed the expected standard; and</li> </ol>	SB	ASAP

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<p>3. Refine several subjects within the wider curriculum so children are able to retain, recall and apply knowledge across all.</p> <p>We will do this by:</p> <ol style="list-style-type: none"> <li>1. Teaching – Ensuring a good and outstanding teacher is in every class providing exceptional quality first teaching.</li> <li>2. Targeted academic support – Provide high-quality, timely and effective academic support for pupils who are not making the expected progress.</li> <li>3. Wider Strategies – Address non-academic barriers including behaviour, resilience and attendance.</li> </ol> <p>SB, we have reviewed these in detail and have rejigged our priorities. There may be some more rejigging as to whether these are the top priorities.</p> <p>SB the children don't seem to have the hunger that they can be the best. We don't see the hunger from the children and to an extent neither do we see this from the staff (historical). We are hoping that if the children believe they are mighty, they will be the best that they can be.</p> <p>Data: SB and SY went between the School Development Plan and the data with the Governors.</p> <p>A few key things to notes from the data:</p> <ul style="list-style-type: none"> <li>• Arithmetic skills don't seem to be imbedded yet and children are not scoring anywhere near what they should be. Year 6 should be getting 30/40. We are getting half if that, yet other school are getting at least 30. SB we are looking at what is the best way to approach this and not jumping on the issue and making incorrect decisions.</li> <li>• Children to be taught a routine to challenge maths issues.</li> <li>• The way the maths scheme is being taught is very linear. Teachers are not picking up on intel coming back on them. Simon to have a chat with Dave Smith about maths replacing one of the other priorities.</li> <li>• Boys under attaining.</li> <li>• Year 1 phonics – improved.</li> </ul>	SB	Ongoing
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<ul style="list-style-type: none"> <li>Year 2 phonics – 4 of 7 pupils are on SEND register. One is VI student and can't access the test online, 1 pupil joined halfway through and hasn't been taught by Emersons Green. Others are getting support.</li> <li>As you move into key stage 2, writing becomes a concern. Years 3 and 4 have been impacted due to covid. School has been reactionary. Unless we deal with this now it will pop out the other end.</li> <li>Key stage 2 data is concerning. Reading and writing held up just.</li> <li>Maths is poor. A school like ours should not be getting 61%. These figures are from SATS. SB showed trend graph. KS2 reading gap has closed. Higher standard, school trend has dropped and with strategies that the school has put in place, the school is confident that this will go up.</li> <li>KS2 maths, expectancy was below national average and gap is widening more than what EGPS would like. Higher standards always tracked below national and there is no reason why this should be happening. For the children we have at EGPS this should not be the case.</li> </ul> <p>MC on the data graphs and the declines we are seeing, do we have to wait a year to see the numbers go back up? SB, we have some data comparing this year 6 to last years, year 6, so we have a starting point. Governors would like more granular, regular updates as a matter of urgency to show where the children are, the figures and how they are improving – a clear direction so that governors can look/challenge this.</p> <p>JD, going back to three priorities, you talk about giving the children the strategy to give them greater dept. Is this being communicated to the parents so they can support at home? SB, not at the moment, as there are so many different ways to teach the children and we want to make sure that this is done correctly. Once we train staff, we will then train the children, we can then train the parents.</p> <p>NM: Will you be reducing the focus on TTRS's as arithmetic achievements are low? SB, short answer no, as we have started to see progress and we won't stop doing something that is working. SB, we don't yet fully know why the children aren't achieving arithmetic. The first job to go through the papers and see/work out what is going wrong and why and second, put together a workable arithmetic scheme. They are being taught this, but they are not doing it as often to keep it fresh.</p> <p>JD from the data and for me personally, maths needs to be one of the three priorities. SB understands from the data why JD feels this way and is not saying it shouldn't be. This is something that SB and SY need to look into but will come back to the Governors on this. SY, one of the reasons why maths isn't on the priority list at the moment</p>	SB/SY	By next meeting 07.11.23
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	<p>is that we have already started looking at structure and modelling of maths, but we haven't touched writing at all, so feel it is a priority to look at. SY, hopefully the Governors can see what the data is telling us and what we are trying to do. Dave Smith came in and looked at Maths (Deep Dive) and he has said we are doing the right stuff. SY, question whether we tweak the priorities and add something about arithmetic.</p> <p>SB will obtain advice from Dave Smith re the SIP and then at the next meeting make a decision then. <b>Governors agreed.</b></p> <p>JD, there seems to be an occurrence with boys and girls in the data, where the boys are performing lower than the girls. JD asked SB and SY if the school is looking into/doing anything on this? <b>SB, there are more girls than boys in the school which would affect the data.</b> NM is it worth looking at trend of boys and girls? SY doesn't think that this is a consistent trend. SB, instinct is that the bold vision will relish the boys more than the girls and may address this issue. This will come out in the Ofsted report.</p> <p>JD re EGPS's new vision, mission and values, is the school website going to be updated to reflect this? <b>SB, we are first in line for our website to be brought over to the Trust host.</b></p> <p>JD made SB and SY aware that the website still had the old values on. SY to remove Learning, Achieving, Growing etc. from the website ASAP. SY asked if there are any other changes, that anyone notices, please let ST know.</p>	SB	ASAP
6.	<p><b>People</b></p> <p>JD, would like to discuss:</p> <ul style="list-style-type: none"> <li>6.1 The makeup of governing board and the portfolio everyone was going to have.</li> <li>6.2 Induction complete/planned for new staff.</li> </ul> <p>6.1</p>		

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<p>JD, Lucy Parker (LP) has resigned from her role as Governor. We await the new LEAF Trust Governing recruitment process and can't do anything regarding replacing LP until this has been set up. LM's term as Governor has also come to an end and needs to be replaced. SY, the documentation that she has been given to send out advising of a vacancy is in the old format. SB, I wouldn't let this stop you from sending the vacancy out.</p> <p>This was discussed and it was agreed that the Governors (JD) would write a covering email for SY to send out with the LEAF Terms of Reference and Code of Conduct. SY, will email staff to let them know that this vacancy is available, and information will be coming, to also ask staff to have a think and let SY know if they are interested. This will give us an understanding of interest and if there will need to be an election.</p> <p>Actions as follows:</p> <ul style="list-style-type: none"> <li>• SY to speak to staff to "put it out there".</li> <li>• Governors to put together covering email to send out with terms of reference and code of conduct.</li> <li>• SY to send out email when received.</li> </ul> <p>NM, my term is due to come to an end but isn't sure when. JD, action to add NM's term of reference at next meeting on 7 November. GG to add to the next agenda and to confirm when NM's term is due to end.</p> <p>JD, do we keep the portfolios the way they are as due to LP resigning? We are one short on curriculum and standards. Do we parachute MB into this role? NM put himself forward for curriculum and standards, all agreed.</p> <p>SB, the three standards governors are meant to mirror the three priorities in the SDP. NM, curriculum and standards and wider curriculum; JD, English and MC, maths.</p> <p>6.2</p> <p>Do we have any new staff and if so, confirm an induction has been completed. SY, confirmed there has been a new starter and their first part of the induction has been actioned with the final check to be actioned at the end of their 3<sup>rd</sup>/4<sup>th</sup> week.</p>	<p>JD/SY</p> <p>GG</p>	<p>ASAP</p> <p>Next meeting 07.11.23</p>
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	RR wanted to note that JD and GG are showing as outstanding regarding their training on "Keeping Children Safe in Education" JD confirmed that he has actioned this but hasn't confirmed, so please accept this as JD's confirmation and he will send an email with the confirmed date to RR. All discussed whether GG would need to action this, it was decided and agreed that GG would read through section 1 and confirm with RR when actioned. RR to send Keeping Children Safe in Education document to GG. SB, there is a mop up session re Keeping Children Safe in Education on 28 <sup>th</sup> September for those who want to attend can. JD asked that this mop up be recorded on teams so that those who can't attend can watch this.	JD  GG RR SY	ASAP  ASAP ASAP 28.09.23
7.	<b>Policies</b>  Safeguarding still sits with LA, told it was arriving Friday, but it hasn't yet, still waiting for this. Send current policy and then in the email to say, "we are waiting for new policy and as soon as new one is received; we will notify you of any changes".	SY	ASAP
<b>Governance Forum Matters</b>			
8.	<b>Confidential Items</b>  None.		
9.	<b>Evaluation of governance impact</b>  Asked challenging questions about priorities.		
10	<b>Feedback to Trust Board</b>  Questions: <ol style="list-style-type: none"> <li>1. Pay: Does this fall under the Governors (pay committee) to action or the Trust?</li> <li>2. Are clerks required to carry out "keeping children safe in education" training?</li> </ol>		

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	3. Which policies if any will the FGB be approving? It would be very useful to have a definitive list of Trust wide policies and an idea of when we will receive these.  GG to send questions to LEAF Trust Board/Karen Hill.	GG	Actioned 18.09.23
11	<b>AOB</b>  1. SB: Blackhorse wanted to know if JD wanted to continue with the Partnership meetings? JD confirmed that he did and if these could be arranged through Teams that would be great. 2. JD: Has the code of conduct been published and has anything arisen from this? SB need to check, if it has been approved and ratified and press on with this we need to press ahead. RR checked the previous minutes and confirmed It has been approved. SY to put on website and communicate with parents. 3. NM: Who looks after H&S now? SB confirmed that the Trust does and that there is a delegated service overseeing this. 4. JD: Will be attending a LEAF Trust network meeting in November and will report back to Governors.	SB  SY	ASAP  ASAP
12	<b>Date of next meeting: Tuesday 7 November 2023</b>		

The meeting closed at 20:00.

Signature: (James Dowling – Chair)

Date:

## Summary of actions

No.	Action	Who	By when
1	<b>Code of Conduct:</b> This was sent around by GG beforehand. All governors in attendance confirmed that they have read through the code of conduct. JD to sign as Chair.	JD	Actioned 13.09.23
2	<b>Skills audit:</b> GG has sent around the link to the Governors and confirmed that this has to be completed by 13 October 2023. GG asked the Governors to confirm when this has been actioned.	All	13.10.23

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3	<b>Pecuniary Interest:</b> GG has sent the forms to all Governors. These are to be completed, signed and returned to GG ASAP and by 13 October at the very latest.	All	13.10.23
4	<b>Headteachers Report:</b> SB to send slide to GG ASAP and GG to add to Google Drive.	SB/GG	Actioned 19.09.23
5	<b>Headteachers Report:</b> Governors would like more granular, regular updates as a matter of urgency to show where the children are, the figures and how they are improving – a clear direction so that governors can look/challenge this.	SB/SY	
6	<b>Three Year Plan:</b> Re maths being on the priority list: SB will obtain advice from Dave Smith re the SIP and then at the next meeting make a decision then.	SB/All	07.11.23
7	SY to remove Learning, Achieving, Growing etc. from the website ASAP.	SY	Actioned 22.09.23
8	<b>Feedback to Trust Board:</b> GG to send questions to Karen Hill so that she can feed than back to the Trust Board.	GG	Actioned 18.09.23
9	<b>Staff Governor Position:</b> <ul style="list-style-type: none"> <li>SY to speak to staff to “put it out there”.</li> <li>Governors to put together covering email to send out with terms of reference and code of conduct.</li> <li>SY to send out email when received.</li> </ul>	SY JD SY	Actioned 22.09.23  Actioned 22.09.23
10	GG to add NM’s term of reference on the agenda to discuss at the next meeting on 7 November. GG to add to the next agenda and to confirm when NM’s term is due to end.	GG	Actioned
11	<b>Keeping Children Safe in Education:</b> <ul style="list-style-type: none"> <li>JD to send RR an email to confirm the date he undertook keeping children safe in education.</li> <li>RR to send keeping children safe in education document to GG.</li> <li>GG to read through section one of keeping children safe in education and confirm with RR when done.</li> <li>SY to record mop up session re Keeping Children Safe in Education on 28<sup>th</sup> September on Teams.</li> </ul>	JD JD GG SY	ASAP Actioned Actioned 28.09.23 – Actioned
12	<b>Policies:</b> Safeguarding – SY to send around current policy and then in the email to say, “we are wating for new policy and as soon as new one is received; we will notify you of any changes”.	SY	Actioned 22.09.23 – New policy shared with all staff
13	SB to arrange Partnership meeting for JD and Blackhorse through Teams.	SB	ASAP
14	<b>Code of conduct:</b> SY to put on website and communicate with parents.	SY	Actioned 22.09.23

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15	JD to report back to Governors re information obtained from attending LEAF Trust network meeting in November.	JD	November