

**MINUTES OF THE GOVERNING BOARD MEETING OF MONKSDOWN  
PRIMARY SCHOOL HELD ON THURSDAY 16<sup>th</sup> JUNE 2022 AT 9.30M AT THE SCHOOL**

**PRESENT**

Martin Reynolds - Chair  
Jacquie Price – Headteacher  
Joanne Leadbetter  
Josh Cliff  
Gill Stewart

**Also Present**

George Allen – Clerk

**22/FG01 APOLOGIES FOR ABSENCE**

**Action**

Apologies were accepted from Lizzie Orr.

The Headteacher reported that Mathew Allen's term as Staff Governor has come to an end. A new staff candidate has been identified to replace Mathew Allen as Staff Governor.

**HT**

**22/FG02 ITEMS OF ANY OTHER BUSINESS**

There were no items of Any Other Business

**22/FG03 DECLARATIONS OF INTEREST**

There were no declarations of interest

**22/FG04 MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting held on 17<sup>th</sup> March 2022 had been circulated in advance of the meeting.

- a) Accuracy. It was agreed that the minutes were a true and accurate record.
- b) Matters Arising. There no matters arising from the minutes of 17<sup>th</sup> March 2022.

**22/FG05 COMMITTEE MINUTES**

- a) Resources Committee 26<sup>th</sup> May 2022

The Headteacher reported that the Resources Committee had considered a variety of issues at its last meeting. They included: budget, staffing, premises and building works.

The minutes of the Resources Committee were noted.

**22/FG06 BUDGET UPDATE**

The Financial Summary and Budget Narrative Report was distributed to governors prior to the meeting. The Schools Business Manager (Joanne Leadbetter) presented the reports. Arising:

- I. The budget had been formulated in conjunction with Gill Farrington (SIL). It includes projected school finances for the three-year period to 2024/25.

- II. The outturn in 2021/22 is . It includes that was added to the outturn.
- III. School finances are in a relatively stable position. There are a range of spending plans and activities listed within the three-year budget.
- IV. Estimated budget deficits are highlighted within future years. The aim is to effectively reduce the potential deficits via reductions in areas such as some teaching costs.
- V. It is expected that gas and electricity costs will greatly increase over the next three years.
- VI. LCC faces financial consequences as a result of mistakes made in the management of its contract with its previous energy supplier. All schools are being kept informed.
- VII. Monksdown energy bill was just over in March 2022 and was in May 2022.
- VIII. had been added to the energy budget line in anticipation of expected cost rises.
- IX. Teachers and other staff have received increases in pay in line with national pay awards.
- X. Staff costs equate to 88% of total expenditure. has been included for EYFS.
- XI. Buildings and Maintenance: Planned projects include, for new classroom, and has been estimated in 2023/24 for costs of the new Year 5 and 6 classrooms
- XII. Income sources include Pupil Premium and grants to support School Led Tutoring.

Gill Stewart reported that School Led Tutoring activity has had a strong impact within the school. Teachers and TA's are delivering programmes. The activities are targeted at Pupil Premium children and those who are not at expected levels, especially in Reading. It takes place after school hours and is working well, with 60 pupils engaged in Reading and 15 pupils in Maths.

Governors asked the following questions

- Will the School Led Tutoring activities continue next year?
- Are any apprentices employed via the Apprenticeship Levy?
- How is the school seeking to reduce the costs of energy?

The School Business Manager and Gill Stewart responded as follows

- It is anticipated that grants for School Led Tutoring funding will be available next year.
- The intention is to employ an apprentice and particular job options are being considered.
- Switching off lights, IT equipment and electricity points is being achieved to reduce energy costs. Less energy has been used in spring and summer terms and the possibility of using solar panels is a longer-term option in relation to energy conservation.

Governors approved the three-year Budget.

## **22/FG07 CURRICULUM DEVELOPMENT – Deep Dive Feedback**

Katie Lawrenson and Fabienne Spalvieri are both Middle Leaders and were invited to provide feedback and presentations within their respective subject areas and specialisms.

Each presentation included the circulation to governors of an associated pack that contained: Actions taken by the Curriculum Leader, Impact on Outcomes, Next Steps and Appendices.

### I. Katie Lawrenson

#### a) Pupil Premium

- i. Involves a planned and coherent programme in support of disadvantaged pupils.
- ii. Vocabulary based delivery is a key part of the approach. This will enhance attainment.
- iii. Consultations took place with staff and purposeful discussions have ensued with pupils.
- iv. This has assisted in developing tailored and bespoke Pupil Premium activities in school.

- v. Aim is to close attainment gap between disadvantaged and non-disadvantaged pupils.
- vi. Targeting has meant children and parents are becoming more proactive and engaged.
- vii. Enrichment activities include: Cavern Club Visit (Year 1), Great Wall at Chester (Year 4). Drama classes are popular and a wide range of after school clubs are running.
- viii. The curriculum plan reflects the aims and objectives of the Pupil Premium work.

#### b) Young Carers

- i. The needs of young carers has been identified as an important priority in the school.
- ii. Both a staff and a pupil questionnaire were completed. Two databases were created.
- iii. A Young Carers Policy has been formulated and is currently being implemented.
- iv. Activities include Youth Carers learning support and assistance with homework and a 'drop box' for identified children. Listening to the children is also a focus for delivery.
- v. Greater links with appropriate agencies is occurring as part of Policy objectives.
- vi. Data is being compiled comparing attainment amongst young carers with other pupils.
- vii. A website is being developed and planned staff training will be co-ordinated.

#### c) Geography

- i. The geography curriculum overview has been updated and streamed into year groups.
- ii. Bespoke Monksdown geography curriculum has been developed and is being delivered.
- iii. Subject mapping, planning and retrieval practice reflect objectives. Retrieval practice is particularly valuable for pupils who have been affected by learning lost due to Covid.
- iv. Positive staff meetings regarding the teaching of the subject have ensued.
- v. Book Looks have enhanced sequential curriculum planning and subject delivery.
- vi. An Orienteering Club (Year 3/4) and an Eco-Council have been established.
- vii. Embed the idea that geography is not only about maps but also the world around us.
- viii. Continue to raise the profile of geography via planned weeks, clubs and keynote events.

Governors asked the following questions:

- Are there any difficulties in engaging Pupil Premium children in planned activities.
- How many identified Young Carers are there at the school.
- Post-Covid, are children still experiencing problems with remembering course work.

Katie Lawrenson responded as follows:

- The Pupil Premium programme is pupil-led, exciting and children are actively engaged.
- There are 3 identified Young Carers in school but we know that this is an underestimation.
- Covid caused memory issues. Retrieval practice in geography has helped to address this.

## II. Fabienne Spalvieri

### a) EAL

- i. Prior learning is a key aspect of EAL practice. Vocabulary is a central part of delivery.
- ii. Noticed that there were slight discrepancies between the SIMS and the EAL database.
- iii. Essential that EAL is delivered with the level of high quality which the school expects.
- iv. Bespoke interventions are occurring with prior learning being central to coursework.
- v. Language lunches for EAL families and parents coffee mornings are taking place.
- vi. A Flash Survey was undertaken. It revealed that Flash Academy is not used in planning and is not being accessed by staff. Another approach has been developed.
- vii. NASSEA steps will be introduced to staff in September 2022. EAL planning will ensue.

## b) Arts and Design

- i. Created a Monksdown Art Curriculum. Developed a progression of skills for all years.
- ii. Conducted pupil voice and held staff surgery drop ins. Planned a new teaching format.
- iii. Key aim is to provide a diverse curriculum. Art can be perceived as old, white and male.
- iv. Book Looks conducted in November 2021. Staff are seeking advice when planning art.
- v. Held a Deep Dive in April. The school art curriculum compares well with other schools.
- vi. A pupils' art work is currently on display in the Liver Buildings.
- vii. Displays of curriculum planning and learning plans in all years was shown to governors
- viii. Continue to plan curriculum with staff. A main task is to further develop vocabulary in art.

Governors asked the following questions:

- In terms of EAL, how many languages are there at the school?
- Are the parents of EAL pupils engaged in the work of their children?
- What did you pick up from other schools in relation to the Art Deep Dive?

Fabienne Spalvieri responded as follows:

- There are a multitude of languages spoken. They include Polish, Chinese and Yoruba.
- Parents of EAL children tend to be actively involved, constructive and highly motivated.
- The notable aspect of the work with other schools was the creation of a planning model.

Governors thanked Katie Lawrenson and Fabienne Spalvieri for their excellent presentations. The quality and content of the presentations reflects the strong work being undertaken within the areas in question. The whole school community is clearly deriving benefits from the work.

## **22/FG09 HEADTEACHERS REPORT**

The Headteacher's Report had been circulated to governors prior to the meeting. Arising:

- I. Staff Training. A wide range of courses attended by staff were listed for the attention of Governors. These activities enhance CPD and ensure that staff are obtaining up to date training and knowledge within key areas including Safeguarding, EYFS and SEND.

It was also noted that Josh Cliff had attended a SEND course and Martin Reynolds had attended a finance course. As Chair of Governors, Martin Reynolds had undertaken a Health and Safety Walk at Monksdown Primary School on Thursday 16<sup>th</sup> June.

- II. Attendance. There are 630 on roll. Attendance at 93.9% is improving. Persistent Absence has reduced to 15.7% since the last meeting. The Headteacher provided data concerning PA within local schools. Monksdown Primary compares well in relation to other schools.

The school is proactive in response to absence. Attendance is a major priority and all staff understand their role in addressing the issue. Other factors include:

- There is a dedicated Attendance Team and this is being led by Gill Stewart.
- Continuing monitoring and assessment of PA groups is taking place.
- Continuing to improve punctuality. Incentives are being considered for next term.
- Pupil Premium children remain the biggest target group requiring support.

### III. Staffing.

- A number of staff will be leaving the school at the end of this academic year: Joe Anderson has now qualified as a teacher and is looking to find a role. Hannah O'Byrne is relocating. Kellyann Thornton has found a position near to home. Karen Makin (SLT/SENCo) is retiring and Shaun Haughey has obtained promotion to become an AHT in another school. Each of the leaving staff were wished well for the future and were thanked by governors for their work.
- New staff appointments are: Stacey Rawlings (Reception) who has started really well in post, Katie Morrison (Reception-ECT), Haley Wright, Rebecca Bedson (Year 4), and Carly Gibbons (Year 2 – temporary contract). The three new TA's have made a good start and have participated in the appropriate training.

The resignation of the full time SENCo just before resignation deadline date has meant it is unlikely that a full time SENCo will be in post before January 2022. The advert for the vacant SENCo post has gone out. Claire Perkins SENCO, who is working 2 days per week, is exploring the possibility of working more hours to assist in this area.

### IV Buildings and Grounds

- Following the submission of tenders, the Resources Committee agreed that SMB Construction would undertake the work to build the new classroom. It is hoped that the new classroom would be ready for September 2022.
- Architects have been appointed for the planned extension (two classrooms for Year 5 and Year 6). Extension work is expected to commence in February 2023.
- The Shepherds Huts for reading in different playgrounds will open in September 2022.
- The respective building costs are all contained within the three-year budget.

V Safeguarding. All termly safeguarding data was included within the Headteachers Report.

VI Enrichment and Community Events. Gill Stewart reported on a range of activities such as:

- A group of selected children attended a recent football match at Everton F.C.
- Walk to School Week – 16<sup>th</sup> May.
- Slavery Museum Trip (Year 6) and a Recycling Trip (Year 5).
- Billionaire Boy at Liverpool Empire Theatre (Year 2).
- Harry Potter Night (Year 3) and Movie Night (Year 5) have successfully taken place.
- A variety of Jubilee celebrations took place that were popular with pupils and parents.
- Dads, Lads and Daughters Cookery Classes. Photographs were shown to governors that demonstrated the active involvement of dads in the cookery classes.
- Wear Yellow for Cystic Fibrosis. The school community is being encouraged to dress in yellow on Friday 17<sup>th</sup> June in recognition of cystic fibrosis.

### IV. Pupil Voice

Children were recently shown television coverage of the performance of a hearing impaired contestant on Strictly Come Dancing. The children were so impressed and interested that they requested British Sign Language to be provided at the school. As a result of the suggestion of the pupils, BSL now takes place each Monday morning.

The Headteacher thanked governors for continuing to constructively challenge the SLT and for their ongoing positive support. The children remain central to all what is done and achieved.

## **22/FG09 ACADEMIES DISCUSSION**

**Action**

It was agreed that that the Academies Discussion item would be deferred to a future meeting.

This will enable the Headteacher to provide more detailed information and a fuller update for governors in relation to the academy proposals for schools announced by central government.

**HT**

## **22/FG15 ANY OTHER BUSINESS**

There were no items of Any Other Business

## **22/FG16 DATE AND TIME OF NEXT MEETING**

- Full Governing Body – TBC

The Headteacher will liaise with the Chair of Governors in relation to the next meeting and all governors will be notified.

**HT**

There being no further business the meeting concluded at 11.50am.