

**MINUTES OF THE GOVERNING BOARD MEETING OF MONKSDOWN PRIMARY SCHOOL
HELD ON THURSDAY 26th SEPTEMBER 2023 AT 9.15AM AT THE SCHOOL**

PRESENT

Martin Reynolds – (Chair) Co-Opted Governor
Jacquie Price – Headteacher
Maya Diab – Parent Governor
Joanne Needham – Co-Opted Governor
Sequoia Chapman – LA Representative

Also Present

George Allen – Clerk
Chloe Rusell – Assistant Headteacher

22/FG01 WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed all attendees to the meeting.

Apologies were accepted from Josh Cliff and Michelle McKeown.

It was reported that, due to outstanding work commitments, Mathew Douglas has resigned as a member of the Governing Board.

23/FG02 FINANCE AND BUDGET MONITORING

Copies of the Budget Monitoring Report were circulated for the information of school governors. The School Business Manager, Jo Needham, presented the report. Arising:

The Chart of Accounts for 2023/24 that has been circulated to governors indicated the current school budget. There are no changes to the Chart of Accounts or the Finance and Budget Report that was presented to the meeting of the Resources Committee on 5th October 2023.

Governors approved the Finance and Budget Report.

23/FG03 FINANCE – REVIEW OF FINANCIAL REGULATIONS AND PROCEDURES

Jo Needham reported that an Audit of school finances will take place in November 2023. The school is preparing for the pending audit and governors will be informed of the outcome.

- a) Various school finance policies and procedures will be considered by governors later within the agenda of this meeting. The finance policies are for the period 2023/24.
- b) The Single Central Register was considered and approved by governors. The Single Central Register for 2023/24 was then signed by the Chair of Governors.

Governors indicated that school finance and control system are robust and noted the audit of the school finances will occur in November 2023.

23/FG04 PE AND SPORTS PREMIUM

The Headteacher reported that the PE and Sports Premium Report for 2023/24 had been circulated to prior to the meeting for the attention and consideration of governors.

A report relating to the PE and Sports Premium programme will be presented to the next meeting of the Curriculum Committee in March 2024.

HT

23/FG05 HEADTEACHERS REPORT

The autumn term Headteacher's Report was distributed to governors prior to the meeting.

The Headteacher stated that many of the areas covered in the circulated autumn term Report will feature in the Ofsted Feedback item later within this meeting.

Planned events, extra-curricular developments and enrichment activities feature in the Report. The enrichment activities at the school were included in the scrutiny of provision by Ofsted.

If governors had any further comments or queries relating to the Report, they are requested to contact the Headteacher.

All

Governors noted the Headteachers Report.

23/FG06 PUPIL VOICE

Pupil Voice representatives presented their recent work and activities to the Governing Board.

The pupils comprised of two members of the School Council and four Subject Leaders. They were joined at the meeting by Mrs Ferrigan. Arising:

a) Subject Leaders

I. Wellbeing – Max

- Max is a Wellbeing Warrior, and he described the range of supportive activities that are occurring at the school. Pupils are listened to at the school, and they talk to teachers about the wellbeing needs in the school.
of the children. Spoke with the Ofsted Inspectors during the inspection of last week.
- Max was happy to speak at the Hunger March rally in Liverpool in September 2023.
- As well as organising yoga training, he has enjoyed removing unneeded materials from one of the play sheds and replacing them with resources that will assist pupil wellbeing.

II. Reading – Connor

- Connor enjoys Reading and being a subject leader at the school. He likes to read books.
- He recently met a book author during a school visit to Blackpool.
- There are conversations with teachers about the types of books the children like to read.
- It is necessary for the children in the classes to work on their writing as well as reading.

III. Art - Nelly

- Nelly has recently participated in an Art Learning Walk and found it to be interesting.
- Conversations with other children allow points to be raised with teaching staff.
- Assessed artwork in Years 3 and 5 and identified areas of possible progression.
- It is good to look at other pupils work in art and try to help them to improve.
- She speaks with Mrs Spalvieri about art and likes to focus on new areas of work.
- Spoke with the Ofsted Inspectors last week about the great artwork at the school.

IV. Geography – Aiden

- Aiden really enjoys the subject of geography and being a Subject Leader.
- It allows him to speak with other children to suggest ideas to the class teacher.
- The children learn about Liverpool and the world and go on trips to help their learning.
- He spoke last week with Ofsted Inspectors about his work and being a geography leader.
- In response to a governor's question, Aiden said geography was his favoured subject.

b) School Council Members

i. Mia.

- Mia attended the recent Hunger March in Liverpool and spoke at the rally.
- Visited the Labour Conference in Liverpool in September and distributed leaflets to conference delegates that called for Free School Meals for all children.
- The various activities have been a very good experience that will assist the school.
- Members of the School Council have written to the Prime Minister, Rishi Sunak, to request Free School Meals for all children.
- Mia will be visiting the Houses of Parliament in November with other pupils and school staff and will meet the local MP and other members of Parliament.

A summary written by Year 6 pupils Mia, Nelly and Helena was circulated to governors. It concerned the various activities undertaken at the school regarding Free Schools for All and described how pupils had appeared on TV and written to the Prime Minister.

ii. Josie

- Josie likes to talk with other children at the school and bring any of their requests to the attention of teachers and this school council work has been very successful so far.
- There are lots of activities taking place at the school that help with education and which are enjoyable. Today her class group are dressed in Anglo-Saxon type clothing as part of history studies. The children enjoy copying the clothes of people from previous times.
- Josie attended the Hunger March and spoke to the crowd at the following event.
- Will be visiting the Houses of Parliament in November to raise the issue of Free School Meals with the MP's.

Governors asked the pupils about their attendance at the Hunger March, speaking at events and whether they were enjoying being current school representatives.

Governors asked the children about some of their favourite activities and future ideas for the School. They were appreciated by governors for being excellent ambassadors for the school.

The Chair thanked each of the pupils for their interesting presentations. Governors applauded the positive contributions from each presenter and felt that they represented effective Pupil Voice activities and the wide range of support and enrichment work taking place in the school.

23/FG07 CHAIRS ACTION

The Chair said that school holidays for 2023/24 had been discussed with the Headteacher.

To assist with staff requests for school holidays it is proposed that three extra days holiday are allocated for the end of this autumn term. Consequently, the school will remain for open for three extra days at the end of summer term 2024.

The Headteacher explained that the proposed changes to school holiday periods had been discussed with staff and within the school community and were recommended for approval.

Governors approved that the school would close for 3 further days at the end of this term and that the school would remain open for 3 further days at the end of summer term 2024.

HT

23/FG08 ETHICAL LEADERSHIP

The Headteacher outlined that Ethical Leadership in schools in the city has been recently highlighted by School Improvement Liverpool. Governors have previously discussed the Ethical Leadership Framework and how it is practically implemented at the school. Monksdown Primary School has a demonstrable commitment to ethical leadership and this is practiced in a range of areas including amongst staff, governors and within its curriculum.

The approach to ethical leadership was also reflected during the Ofsted Inspection of the school.

Governors agreed the school has a strong record in ethical leadership and noted the report.

23/FG09 APPROVAL FOR VISITS

The Headteacher reported that two planned visits taking place in the autumn term require the Consideration and approval of governors. They are:

- a) Visit to the Houses of Parliament to meet MP to highlight the issue of Free School Meals. The visiting group from the school will comprise of the Headteacher, Mrs Ferrigan and a small representative number of pupils. The visit will take place in November 2023.
- b) Visit to Ironbridge. The visit by a group of school pupil and designated staff will take place in autumn term and involve a range of educational and learning activities.

Governors approved the autumn term visits to the Houses of Parliament and to Ironbridge.

HT

23/FG10 POLICIES

Various policies were distributed to governors prior to the meeting. They were presented by the Headteacher and included:

- a) Credit Card Policy and Consent Forms
- b) Acceptable Use Policy
- c) School Fund Policy
- d) Charging and Remissions Policy
- e) Debt Management and Recovery Policy
- f) Asset Disposal Policy

The proposed policies were approved by governors and were signed by the Chair of Governors.

23/FG11 OFSTED FEEDBACK

The Headteacher reported that the Ofsted Inspection of Monksdown Primary School took place over the two-day period of 17th and 18th October 2023. There were three inspectors.

The school has received draft feedback concerning the Inspection. Inspection details are currently confidential. The draft report is subject to moderation and to embargo until the Inspection Report is published, within approximately one month, on the Ofsted website.

The Headteacher provided governors with detailed and provisional feedback in relation to the recent Ofsted Inspection.

23/FG12 ANY OTHER BUSINESS

There were no items of Any Other Business

23/FG13 DATE AND TIME OF FUTURE MEETINGS

i. Spring Term

- Resources Committee – Thursday 7th March 2023 at 9.15am.
- Curriculum and SEC Committee – Thursday 7th March 2024 at 10.15am.
- Governing Board – Thursday 21st March 2024 at 9.15am.

ii. Summer Term

- Resources Committee (includes end of year Budget) – Thursday 23rd May at 9.15am.
- Curriculum and SEC Committee – Thursday 23rd May 2024 at 10.15am.
- Governing Board – Thursday 13th June 2024 at 9.15am.

There being no further business the meeting concluded at 10.40am

