

**MINUTES OF THE GOVERNING BOARD MEETING OF MONKSDOWN
PRIMARY SCHOOL HELD ON THURSDAY 20th OCTOBER 2022 AT 9.30M AT THE SCHOOL**

PRESENT

Martin Reynolds - Chair
Jacquie Price – Headteacher
Joanne Leadbetter
Gill Stewart
Katie Lawrenson
Jane Moores

Also Present

George Allen – Clerk

22/FG01 WELCOME AND APOLOGIES FOR ABSENCE

Action

The Chair welcomed all attendees to the meeting.

Apologies were accepted from Josh Cliff.

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 16th June 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 16th June 2022.

22/FG04 MONKSDOWN PRIMARY SCHOOL - STATUTORY ASSESSMENT DATA 2021/22

Gill Stewart presented the Statutory Assessment Data report for 2021/22. The presentation provided to governors via PowerPoint. Arising:

- How the school undertakes assessments was described.
- How the school knows the assessment are accurate was outlined to governors.
- All assessments following guidelines and procedures. NFER is used for research.
- The schedule of Statutory Tests undertaken by pupils was explained to governors.
- Teaching is effectively assessed. Writing lessons are moderated across all years.

The data for 2021/22 was explained as follows:

I. EYFS

- Monksdown GLD 53%, National 71.8%

II. Phonics Screening Check (89 pupils)

- Monksdown Year 1 pupils with pass mark – 64.4% (58 pupils). LA 73%. National 75%
- The Screening Check was passed by 87% of Year 2 pupils who undertook the test.

III. Year 2 End of KS1 SATs

- Monksdown Exp standard in RWM (90 pupils) – 52.2%. LA 49.6%. National 54%
- Monksdown GDS for RWM – 1.1%. National 6%

IV. Year 6 End of KS2 SATs (expected standard)

- Monksdown - Reading 66.1%, Writing 63.3%, Maths 66.1%, GS 62.7%, RWM 54.2%.
- National - Reading 74%, Writing 69%, Maths 71%, GPS 22%, RWM 59%.

Gill Stewart provided commentary on the data outcomes for the last school year as follows:

- Year 1 phonics results were affected by the continuing impact of the Covid pandemic.
- Boys are a target group in phonics. There is a new phonics leader and effective tracking.
- EAL pupils, females and non-PP children performed well in Year 1.
- 87% of Year 2 pupils passed the Screening Check.
- Year 2 activity this year includes Booster Classes, enhanced reading and help for parents. Teachers are conducting 6 weekly assessments. PP pupils are to be given added support.
- Year 2 pupils were slightly below National data. The plan is that 'no one is left behind'.
- Year 3 females were above National data. Year 3 had biggest learning gap between males and females. Next steps include staff training, NFER tests and Parent Workshops.
- Year 6 SATs were below National data. The Covid pandemic affected SATs outcomes.
- Language lunches for EAL families and parents' coffee mornings are taking place.
- Data outcomes reflect circumstances. Improved outcomes are planned for 2022/23.
- Governors noted that 37% of pupils are EAL and that 50% of pupils are in receipt of PP.

22/FG09 HEADTEACHERS REPORT.

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

- Attendance. Gill Stewart presented the Attendance Report. Arising:

Attendance at Week 6 (14th October) was 95.20%. This was a slight dip on attendance in Week 5 that stood at 96.30%. Attendance at the school remains good and there are various forms of staff plans and pupil support activities that are ongoing to continue to enhance attendance.

- Weekly meetings with the EWO and regular meetings with Nurse and Learning Mentors.
 - 17 holiday fines issued, referred 8 pupils to nurse and held five meetings with parents.
 - An updated Attendance Policy. Attendance is a key 2022/23 School Action Plan priority.
 - Next steps include supporting Attendance Champions, liaise with the Attendance Link Governor, continue to monitor all classes, attend training, and update the website.
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- There is a dedicated Attendance Team, and this is being led by Gill Stewart.
 - Continuing monitoring of PA groups is taking place. School is 54th in city for PA.
 - Pupil Premium children remain the biggest target group requiring support.
 - Headteacher stated that parental mental health issues can affect pupil attendance.
 - Gill Stewart is meeting with Josh Cliff (Link Governor) to consider attendance.

GS

II. SEND Register.

In June 2022 there were 104 children on the SEND Register. This represents approximately 17% of the school roll. It is a 2% rise in SEND Register numbers since the summer of 2021.

The Headteacher stated that the Register contained 36 girls and 68 boys. 53 children were in receipt of Pupil Premium.

- ASD has become the largest SEND category at Monksdown with 35 on the Register
- 7 pupils have an ADHD diagnosis. Parental ADHD referrals are growing quickly
- Learning Mentors continue to provide quality support for children with SEMH needs
- A list of 54 referrals (and the agencies to whom each pupil was referred) was provided within the report for the attention of governors
- School support continues but there are waiting lists for agencies such as the MHST
- Year 6-7 Transition. KM has met with relevant secondary school SENCOs to discuss the pupils' needs and to present supportive information

III. Safeguarding: data up to end of summer term 2022 includes the following:

- No. of MARF Referrals – 1
- No. of EHAT's raised – 1
- No. of pupils subject to Child Protection Plans - 5
- No. of CIN Plans – 3
- No. of Racist Incidents – 3
- No. of bullying incidents – 7 (a breakdown of the bullying incidents was provided)
- No. of cases open to a FSW – 2 families
- Operation Encompass notifications – 24
- Operation Encompass notifications resulting in an EHAT -1
- No. of EHATS (safeguarding only) – 9
- EHAT's where the school is Lead Professional - 3

The Headteacher and DHT (as DSLs) will meet with Martin Reynolds to discuss safeguarding.

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IV. EAL

- An EAL Action Plan has been formulated with key targets and priorities
- The Flash Academy has been comprehensively assessed by Fabienne Spalvieri
- EAL pupils are doing very well at the school with good levels of attainment.
- Effectively monitoring and analysis of data is taking place in relation to EAL pupils.
- Vocabulary cards have been developed and EAL 'drop ins' for staff are being held.

V. Able and Talented

- The Able and Talented Action Plan has been formulated and is being implemented.
- Children are engaged in a wide of learning and enrichment activities.
- Activities highlighted to governors included Maths Chef, Dot Art and Reading Matters.
- Successful and educational 'Jacobs Join' food activities were highlighted in the report.
- A Monksdown Newspaper Team of school pupils has been established.

VI. Pupil Premium

- There are 203 Pupil Premium children and 230 are in receipt of FSM.
- Pupil Premium children represent approximately 50% of the pupil population.

- A range of pupil support activities are taking place throughout this school year.
- Next steps include reductions in the attainment gap between PP and non-PP pupils.
- Governors were advised to read the detailed and analytical Pupil Premium Report.
- Katie and Matty will provide a Pupil Premium report to the next Governing Board.

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VII. Buildings and Grounds

- The Shepherds Huts have been completed and carpeted. Books and cushions are being placed and a radio installed at the request of pupils. They are quality facilities.
- Governors agreed to visit the Shepherds Huts at the rising of this meeting.
- The Resources Committee has agreed that due to current financial constraints, the increases in building costs and other budgetary needs, the planned classroom developments will be deferred until a future date. This was agreed by governors.

VIII. Staff CPD and Training

- A schedule of completed staff training activities was highlighted to governors.
- Staff training is an important priority within the SIP.
- Martin Reynolds and Josh Cliff are scheduled to undertake Safeguarding training.

IX. Staffing.

- a) Staffing remains a challenge. Some staff are absent due to sickness. Two staff members who cover PPA have been absent. It has led to the need to provide cover for cover.
- b) Teaching staff have appreciated the one day a fortnight leave to which they are entitled.
- c) A teacher has been appointed to cover Maternity Leave from December 2022. The newly appointed teacher has been working at the school and will make a strong impact.
- d) Three TAs have been appointed. Each of the three previously worked in the school on Supply. They have started well and are achieving positive results within the school.
- e) Jane Moores stated that the support staff appreciate the 'Golden Ticket' approach adopted by the school. It enables a wellbeing day off school for school staff.
- f) The Nursery will be used by ASD children during afternoons. A staff member has been identified to oversee the new SEN nursery activity that will commence in January 2023. The afternoon changes in the nursery to support SEN pupils was endorsed by governors.

At this point Katie Lawrence and Jane Moores left the meeting.

- g) Kitchen Staff. The Headteacher reported upon the following kitchen staff issues:

A member of the kitchen staff has resigned, and the school is advertising for the post of new assistant cook. The kitchen area is currently and relatively short staffed. Staff are working hard to continue to provide quality food provision.

Kitchen staff have requested that an extra half an hour with pay is approved by the school. The Headteacher stated that in view of the extra work needing to be undertaken but also in view of school budgetary issues that an increase of 15 minutes per day with pay is approved. This would recognise added workloads and the current short staffing issue.

Governors agreed that the kitchen staff would be offered an additional 15 minutes per day to their work schedule, with pay, and that the added time would take place between 2.00-2.15pm.

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At this point Katie Lawrenson and Jane Moores re-joined the meeting.

X. Enrichment and Community Events.

Action

A high volume of enrichment events and activities have occurred during the first six weeks of term. They include:

- Science Workshop, Chess, BSL, Maths Party, phonics workshop for parents, toy sale, football, British gymnastics, Bikeability in Year 5, coffee mornings, Parents' evenings, reading support, Harvest.

A Food Pantry is being established during this term. Fareshare are donating 40kg of fresh food.

The Chair welcomed the high number of school activities and commended the BSL provision.

22/FG07 FINANCE

Jo Leadbetter provided an update concerning school budgets and finance. Arising:

- The budget is stable and there are no major current issues or concerns.
- Agency Supply budget is slightly overspent and highlights the demands in this area.
- The buildings budget line is above projections. This was anticipated as much work has been undertaken and completed. Further building works this year have been deferred.
- Three quotes have received in relation to the purchase of an upgraded phone system at the school. Jo Leadbetter described each quote and the respective work plans and costs.

Governors stated that the MGL quote at _____ represents best value and is most cost-effective. It contains acceptable timescales and realistic proposals for implementation.

Governors approved the MGL the _____ quote for installing the upgraded phone system.

- The Headteacher explained that a Sensory Pod has been the subject of previous discussions at Board meetings. The Pods offer quality support and respite for pupils and particularly benefit SEN children. They are a calming and beneficial school space.

The Headteacher highlighted to governors an example of a Sensory Pod that could be effectively used for the benefit of the children. The evidence demonstrated its value.

Governors approved that a Sensory Pod would be purchased as soon as practicable.

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22/FG09 PUPIL VOICE

Pupil representatives presented their work and activities to the Governing Board. The pupils represented three groups. There were two House Captains, three members of the School Council and three Subject Leaders. Mrs Ferrigan presented the pupil representatives. Arising:

- Each of the Pupil Voice groups described their ongoing activities to governors.
- The School Council members outlined their work in areas including fund-raising. They listen and discuss issues with pupils and said how this is communicated within the school. There is evaluation of School Council work. Staff listen to Council members.
- The House Captains stated how they assist with events including school assemblies and parent's evenings. The House Captains also welcome visitors to the school. The House Captains showed how they are good role models and school ambassadors.

- The Subject Leaders outlined their preferred subjects and how they sought to liaise with staff concerning the curriculum and to raise any issues highlighted by pupils. The Subject Leaders highlighted their support and leadership skills to governors.

Governors asked the pupils about areas of involvement such as subject activity, fund-raising, visits, planned events, favourite topics and their ongoing work with school staff and teachers.

The Chair thanked the pupils for their attendance and for the excellent presentations. They highlighted the positive activities that reflect the pupil-centred approach delivered at the school. Mrs Ferrigan was thanked for supporting the pupils.

It was agreed that that Pupil Voice representatives would be invited to the next meeting of the Governing Board.

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22/FG15 ANY OTHER BUSINESS

There were no items of Any Other Business

22/FG16 DATE AND TIME OF NEXT MEETINGS

- Governing Board
 - Thursday 20th April 2023 at 9.30am
 - Thursday 29th June 2023 at 9.30am
- Resources Committee (at 9.30am) and Curriculum Committee (at 10.30am)
 - Thursday 16th March 2023
 - Thursday 15th June 2023
- Extra Meetings
 - Thursday 8th December – Headteacher Appraisal (Martin Reynolds, Josh Cliff, SIP)
 - Friday 27th January 2023 – ‘Mindflick’ Leadership Training with Mike Rotheram
This is an All-Day event including all Governing Board members except school staff.

All

There being no further business the meeting concluded at 11.10am.

