

**MINUTES OF THE GOVERNING BOARD MEETING OF MONKSDOWN PRIMARY SCHOOL  
HELD ON THURSDAY 13<sup>th</sup> JUNE 2024 AT 9.30AM AT THE SCHOOL**

**PRESENT**

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

**Also Present**

George Allen – Clerk  
Chloe Russell - AHT

**24/FG01 WELCOME AND APOLOGIES FOR ABSENCE**

The Chair welcomed all attendees to the meeting. Apologies were accepted from Katie Lawrence.

**24/FG02 MINUTES OF THE PREVIOUS MEETING HELD ON 21<sup>st</sup> MARCH 2024**

The minutes of the previous meeting were agreed and signed by the Chair of Governors.

a) Matters Arising

- P2 Minute 6 VIII Finance Audit

It was reported that the SBM has now been removed from the bank mandate and this audit report action has been completed.

**24/FG03 DATE AND TIME OF MEETINGS IN 2024/25.**

The numbers of Governing Board meetings will increase in 2024/25. There will be no Committee meetings. The following list of meeting times and dates for the next school year were circulated:

- Autumn Term – Thursday 20<sup>th</sup> September 2024 at 9.15am.  
Thursday 28<sup>th</sup> November 2024 at 9.15am.
- Spring Term – Thursday 13<sup>th</sup> February 2025 at 9.15am.  
Thursday 3<sup>rd</sup> April 2025 at 9.15am.
- Summer Term – Thursday 22<sup>nd</sup> May 2025 at 9.15am  
Thursday 3<sup>rd</sup> July 2025 at 9.15am

Governors approved the schedule of Governing Board meetings for 2024/25.

**24/FG04 STAFF ABSENCE REPORT**

The Headteacher presented the Staff Absence Report. Arising:

A breakdown of total staff absences for 2023/24 was circulated to Committee members. The data concerned all staff members including teachers and no-teachers.

- Teachers have been absent for a total of 370 days due to sickness.
- Support Staff have been absent for a total of 274 days due to sickness.
- Details of other absences amongst various staff categories were also listed in the report.
- Attendance procedures are closely followed and those aspects such as the trigger system and return to work interviews are implemented as part of school staff absence policies.
- The numbers of absences remain challenging and, whilst good support is in place for absent staff, the effect and impact upon those colleagues in work must be considered.

**Question.** Are there any forms of staff absences that particularly affect school performance?

**Response.** Good planning assists with the response to absences. Staff in work are adaptable, understanding and flexible and the long-term is to reduce reliance upon Agency Supply Staff.

Governors noted the staff absence report and agreed to be kept informed of developments.

HT

## 24/FG05 HEADTEACHERS REPORT

The summer Headteacher's Report was distributed to governors prior to the meeting. Arising:

### I. Staffing.

- Retirements. (cook) and (AHT) will retire on 31<sup>st</sup> August 2024. The vacancy for the position of cook has been advertised.
- Staff Leaving. (part-time teacher) will leave the school at the end of term. will be replacing in the role. who returns from maternity leave in mid-July, has also resigned her post. (cleaner) found the travel costs to be too expensive and has resigned. will be commencing her maternity leave later this year.

- ### II. Appointments.
- has been permanently appointed to the post she has occupied. has been appointed as a permanent teacher and will start in September. Current staff member, and new staff member, have been appointed as Sports Mentors on 1-year contracts. This will enhance school sport activities. will continue her role as TLR3 with a focus on arithmetic and parents. has been appointed to mentor the apprentices employed in the school.

At this point, governors discussed site management roles. Governors agreed that a Site Manager and a Site Supervisor will be employed and that the Headteacher and Jo Needham will draw up job descriptions. The posts are key and will aim to be advertised and filled as soon as practicable.

HT

- ### III.
- A planned project will ensue during the summer holidays. The project involves placing a partition and disabled toilet in the Nursery area. One space will be used for Nursery pupils and the other space will be used either as a resource base or for two-year-olds. Three quotes have been received for the planned works.
- ### IV.
- Attendance this year to date is 94.00%. Attendance continues to improve year on year. Detailed and positive work is undertaken to ensure attendance rates remain strong. The Chair commended school leaders for the improving levels of school attendance.
- ### V. Awards and Qualifications.
- The school has recently received the Global School Alliance (GSA) Bronze Award.
  - Ann-Marie Ferrigan has received the GSA International Co-Ordinator Award.

## VI. Links with school in China.

The school has successfully linked up with a school in Hainan in China. The strong connections have resulted in a week-long visit in October to the school in China, by the Headteacher, Mrs Steward and Mrs Ferrigan. It will provide opportunities for the school to forge greater links. It is planned that a visit to Monksdown Primary by Hainan school children will take place in 2025. Governors stated that the visit to China, will offer invaluable insights into educational practices.

The potential to develop links with schools in the Reggio Emilia district of Italy is being explored. Reggio Emilia is a recognised trailblazer for good schooling standards. The aim is for Monksdown Primary to develop effective links and share good practice with schools within the region.

## VII. Inclusion Quality Mark

The school has been undertaking work on its application for the national Inclusion Quality Mark. An accreditation on this will occur in autumn term 2024. SEND is key to the Inclusion Mark and it was agreed Sequoia Chapman (SEND Link Governor) will meet with Maria to discuss the issue.

SC

A range of other areas were covered in the Headteachers Report including EAL updates, attainment, Pupil Premium, behaviour, Action Plan progress, termly safeguarding data, behaviour, and parents, family and community events were also listed.

## 24/FG06 FINANCE

The finance report was provided by the School Business Manager, Jo Needham. Arising:

- i. Dave Collins is the new SIL School Finance Officer for Monksdown Primary School. Dave assisted the school with formulating and completing its 3 Year budget submission to LCC.
- ii. Three Year Budget/Form 1.
  - The completed school 3 Year Budget has been discussed with and agreed by the Chair of Governors. It was then submitted to LCC prior to the deadline date of 31<sup>st</sup> May 2024.
  - The budget includes all the itemised and projected forms of income and expenditure for the three-year budget period. The financial position reflects a combination of factors that include:
    - In 2023/24 total income was                      and total expenditure was
    - All staff costs and nationally agreed pay increases are included in the Budget.
    - Staff Development and Training expenditure will decrease in 2024/25.
    - Due to greater deployment of internal staff, Agency Supply costs will reduce.
    - Building Maintenance. Works will commence in the Nursery during summer 2024 and as previously explained by the Headteacher, costs will increase in this area.
    - Ground Maintenance. Expenditure will slightly increase in this budget line.
    - Water/Electricity/Gas. Like other schools in the city, costs will increase in these areas.
    - The budget is well managed and balanced.

The Carry Forward balance on 31<sup>st</sup> March 2024 was £273,449 (surplus).

Governors approved of the submission of the 3 Year Budget to LCC.

### iii. Outturn Statement

A copy of the outturn statement for 2023/24 was distributed to governors prior to the meeting.

The outturn was shared with and approved by the Chair and submitted to LCC before 31<sup>st</sup> May.

- LCC had overpaid the school by £            in 2023/24. This has been repaid to LCC.
- The summary of all outturn balances are as follows:
  - Cumulative revenue (outturn) balance on 31<sup>st</sup> March 2024 -
  - Formula Capital Balance on 31<sup>st</sup> March 2024 -
  - Other capital balances on 31<sup>st</sup> March 2024 -
  - Summary of all balances -

Governors approved of the submission of the 2023/24 Outturn Statement to LCC.

- iv. SFVS 2024, Best Value Statement 2024 and Statement of Internal Control (SIC) 2024.

The SFVS, Best Value Statement and the SIC were circulated to governors at the meeting.

They reflect effective school management of its systems and resources within the three areas operation. Each document has been shared with and agreed by the Chair of Governors.

The three approved documents were submitted to LCC prior to the deadline of 31<sup>st</sup> May 2024.

Governors approved the submission of the SFVS, Best Value Statement and SIC to LCC.

## **24/FG07 POLICIES**

A range of policies were circulated to governors prior to the meeting. They were presented by Jo Needham. All policies, except Display and Learning Environment, were formulated by LCC. The Display and Learning Environment Policy was drafted by Fabienne Spalvieri and it is recommended for approval by the Governing Board

The list of policies are as follows:

- a) Consultation Policy
- b) Flexible Working
- c) School Accident and Violent Incident Reporting
- d) Shared Parental Leave
- e) Display and Learning Environment (Trauma Informed)

Governors unanimously approved each of the above policies.

## **24/FG08 PUPIL VOICE REPORT**

Two Pupil Voice reports, written by Mrs Ferrigan, were distributed to governors at the meeting. They included a report listing all activities from mid-September 2023 to date and a brief summary outlining the progress and performance of each Pupil Voice key group up to summer term 1.

- i. List of Pupil Voice Activities from September 2023 to date.
  - A wide range of Pupil Voice activities were described for the information of governors. They included campaigning activity especially concerning food poverty, fundraising, improving attainment, HEARTS work, Citizens UK activity and school religious festivals.
  - The report described the work of School Captains, House Captains and School Council.

## ii. Summary of Key Groups

- The Key Groups subject headings included House Captains, Subject Leads, Rights of the Child, School Council, Citizens UK, GSA, HEARTS, NOW and the Cobalt Group.
- The work of each group this year was outlined.

Governors noted the summer term Pupil Voice summary and the report on activities in 2023/24.

## **24/FG09 CURRICULUM**

Chloe Russell presented the Curriculum report. Arising:

A presentation by Chloe Russell focused upon the introduction of Enquiry Based Learning (EBL).

- I. EBL emphasises the role of children and asks them to engage with a topic or idea in an action way, instead of sitting and listening. The learning approach is about asking questions and being curious. The school is committed to the introduction of the EBL method of learning.
- II. It is designed to grow confidence and self-expression and enhance problem solving, critical thinking communication skills, and creativity. Pupils will be encouraged to raise questions.
- III. Examples of planned classroom activities were highlighted to governors, and they included 'Navigating the Changing World' and 'the Power of the Right Question'.
- IV. Humanities subjects of geography, history and RE will be the focus of the initial approach. Examples of questions relating to key topics in RE, history and geography were circulated. The circulated questions reflect aims to ensure more understanding and enquiry by pupils.

Governors asked the following questions:

- Is it possible to also focus on the key subjects as part of the implementation of EBL?
- What are your baselines and how will this newer approach raise standards?
- How will you manage lessons and timings based on these more extensive plans?

Chloe Russell responded as follows:

- English, maths and reading will be woven into the humanities topics taught. The aim is to ensure that key curriculum subjects are a major part of lesson plans and outcomes.
- Assessments have been undertaken and the SLT and subject leaders have a strong grasp of current baselines. The school intends to build upon its good Ofsted grading.
- Class times will be slightly longer. Mock timetables and proposed lesson plans will be assessed by Jackie Price and SLT colleagues as part of the management of EBL. Lesson plans have been formulated and teachers and staff are supportive of the plans.

Governors welcomed the introduction of the Enquiry Based Learning approach in the school and looked forward to receiving reports relating to progress and implementation.

## **24/FG09 ANY OTHER BUSINESS**

### a) Year 6 End of Year Activities

Maya Diab enquired about end of Year 6 activities at the school this year. She stated it was understood that an additional 'activities week' and the end of yearbook will not be available.

Parents and children have previously welcomed celebratory activities at the end of Year 6 but it appears that some previously delivered activities will not occur this year.

It was explained that the Year 6 Leavers Assembly will take place and be a celebratory event. Other planned and scheduled end of year events will be communicated to governors.

Chloe Russell will consult with the Headteacher regarding the issue of the end of Year 6 book.

**CR**

b) Eid

Maya Diab stated that, whilst the Eid celebratory activities were welcome and successful, some parents, wishing to attend, highlighted that attendance was restricted to Muslim families. Eid is about sharing, and celebrations should be extended to all parents and children wishing to attend.

Chloe Russell explained that the Eid events are designed to be inclusive with effective involvement from families. Chloe Russell stated the school Eid celebrations will be open to all families in 2025 and will liaise with SLT colleagues and Fabienne Spalvieri regarding the issue.

**CR**

## **24/FG10 DATE AND TIME OF FUTURE MEETING**

Governing Board – Thursday 20<sup>th</sup> September 2024 at 9.15am.