

MELLERS PRIMARY SCHOOL GOVERNING BODY

FINANCE AND GENERAL PURPOSES COMMITTEE

Held at the school on 4th October 2018 at 1.30 pm

MEMBERSHIP

(A denotes absence)

Mrs C McCrone, Chair of the Committee
Cllr A Peach
Mrs Lesley Lyon
A Ms A Valces
Miss A Dawson, Headteacher

IN ATTENDANCE

Mrs C Colmore, clerk to the governing body
Ms M Holton, business manager and associate member
Ms L Walters, After School Club leader

F&GP/01/18-19

APOLOGIES FOR ABSENCE

ACTION

Ms Valces had sent apologies for the meeting and had informed the chair of the governing body that she was unable to attend day-time meetings except on Fridays.

F&GP/02/18-19

DECLARATION OF INTEREST

Governors were reminded of the requirement to consider declarations of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

F&GP/03/18-19

MINUTES OF THE MEETING HELD 3RD MAY 2018

The minutes were approved as an accurate record of the meeting.

Matters arising from the minutes

REF	ACTION	PERSON(S) RESPONSIBLE	ACTION TAKEN / FURTHER ACTION REQUIRED
03	Papers to be circulated one week in advance of the meeting	Business manager	The papers had been sent out on the previous Friday.
03	Benchmarking	Agenda item	Agenda item
03	Calculate and report the expenditure from the school's budget which had been required due to the new build	Business manager	Agenda item
03	Arrange for Lorna Walters to: <ul style="list-style-type: none"> Check the affordability of expansion and report to the committee Manage the book-keeping Market places. 	Headteacher Agenda	Agenda item
03	Review log books	Chair of governing body	Actioned
03	Email Amaya Valces re membership of committee and	Chair of governing	Actioned. The chair of the GB would contact her again regarding her H&S link governor

	H&S role	body	role
04	Write to Pebble expressing concerns	Chair of governing body	Agenda item
04	Write to NST re membership costs	Chair of committee	The chair of the GB and the committee chair had both spoken with the CEO of NST regarding the school achieving value for money. Governors agreed that membership provided the school with some security and that the support available was developing.
04	Chair of GB to liaise with member of staff with responsibility for pupil premium re maximising income	Chair of governing body	The chair of the GB had met with Sarah Elliott, inclusion manager. Governors requested: <ul style="list-style-type: none"> • A system to be able to evidence expenditure on PP pupils, • 2 case studies of the impact of PP income • A more detailed report on the website. Chair of Gb to liaise with S Elliott.
04	Amend budget in line with changes made	Business manager	Actioned
04	Sign budget	Chair of governing body	Actioned

F&GP/04/18-19 AFTER SCHOOL CLUB - PROGRESS AND EXPANSION

The chair welcomed Lorna Walters, after school club leader, to the meeting.

Governors had been provided with information about income and expenditure for the ASC 2017-18 and for the current year. At the end of the spring term 2018 the club had shown a loss of £764, but by the end of the year there had been a small profit for the year of £119. Currently the balance sheet showed a loss of £954; however the business manager was optimistic that the profile of income and expenditure over the year would result in another small profit.

Governors asked about the purchase of resources and were advised that it covered both consumables and longer term assets.

Governors were informed that since the school had moved to a cashless payment system it had been harder to ensure payment at the start of the week. Lorna Walters was seeking to tighten up the payments. The business manager advised that parents without online access could pay with cash at PayPoints.

Governors asked about the numbers attending and were informed that on average there were 8 pupils. If more than 10 attended then an additional member of staff was employed.

Governors asked about cover should Lorna Walters be absent and were advised that other staff would provide cover.

It was agreed that the committee should continue to monitor the ASC, with Lorna Walters to **Agenda**

make a termly presentation to the committee.

Lorna Walters was thanked for attending. She then left the meeting.

F&GP/05/18-19 BUDGET UPDATE (INC. NEW BUILD, SEND, PUPIL PREMIUM AND PEBBLE UPDATE)

New build

The report on expenditure for the new build had been circulated in advance of the meeting. It was noted that the original budget had included £47K for the furniture and fixtures and that there had been an overspend of £10K. Completion of the new build had therefore cost the school budget £57K.

All rooms were now fully furnished, complete with whiteboards, which had been purchased at a considerable saving over full cost. The space was being rented out which generated additional income.

Governors asked whether there would be future savings and were advised that no further costs were envisaged, so that the income was now offsetting the costs.

Governors asked about evening lettings and were advised that there were none at present; however it was used by the community for Zumba.

Governors were disappointed and frustrated that the bid to Achievement for All had been unsuccessful on the grounds of insufficient community usage.

Budget update

The business manager circulated the period 6 report which had been produced that morning.

Governors questioned the variances against the original budget set, including:

- Under-expenditure against teaching staff; however there was over-expenditure on supply, following changes to staffing in the foundation stage
- Additional support staff costs, to be reimbursed as the school had a foreign language assistant fully funded by the British Council
- Admin supplies, which included unforeseen costs, for example software costs and the call divert system
- Catering, where income had reduced. The business manager explained that Nottingham City Catering had changed its charging methods. The overall financial impact of this was yet to be seen. The school benefited from 100% take up of UIFSM.

At present the projected outturn was noted to be for a carry forward of £22K.

It was noted that the school no longer supplied teachers with laptops.

For future meetings governors requested a narrative explaining variances over £1K.

For the next meeting governors requested:

- Details of what was include with each cost code
- A break-down of the forecasted income under I08

**Business
Manager**

SEND

The business manager had circulated details of income for HLN pupils. Governors agreed that the document needed to be redacted. Business manager to amend the copy on GovernorHub.

Business

The service package bought had been upgraded to meet the needs of a specific child. The HLN team of TAs were already in place and therefore there would be no additional staffing required.

manager

Total HLN funding was noted to be £16,892, which the school at least matched through the provision for the pupils.

The chair of the governing body would liaise with the inclusion manager regarding how the school tracked the expenditure on HLN pupils.

**Chair of
GB**

Pupil Premium

The report on expenditure had been uploaded to the website. The report showed an over-expenditure of £14K.

Pebble

It was agreed that the chair of the governing body write to Pebble requesting the money be reimbursed.

**Chair of
GB**

School to use Sonia Long to write bids – meeting to be arranged with Sonia Long, Headteacher, business manager, chair and committee chair

**Comm
Chair**

F&GP/06/18-19 STAFFING

The Headteacher informed the governing body about changes to staffing, including the supply staff in the foundation stage, and the development of the foundation stage lead role, so that she no longer had a class responsibility. The NQT was being supported by the deputy head. The Headteacher was pleased to inform governors that new staff were developing into the 'Mellers Way' of teaching and learning.

Governors were also informed about possible changes to the admin team and the plans for future developments within the team.

Governors were provided with an overview of disciplinary action being undertaken.

F&GP/07/18-19 HEALTH AND SAFETY AND PREMISES

It was agreed to invite David Thompson, LA H&S officer, to undertake a full inspection on 9th November, ideally with Mrs Valces.

F&GP/09/18-19 GDPR

No issues reported. The website was compliant.

The school had carried out an audit. In addition an external audit through NST would be undertaken in the new year.

All members of the governing body were using GovernorHub.

F&GP/10/18-19 RESIDENTIAL PAYMENTS

Committee chair to liaise with the Headteacher to ensure payments were equitable, appropriate and within statutory requirements.

**Comm
chair**

F&GP/11/18-19 EXPANSION

The Headteacher advised that there were no issues and that this did not need to be a standing item. Mobility of pupils was an issue for school.

F&GP/12/18-19 BENCHMARKING

Governors agreed that the report using the automatic selection of schools provided value, but

Business

requested that the exercise be repeated again using maintained schools within Nottingham City **manager** as the comparator.

Governors noted the information and agreed that the charts showed that the school was typically in line for all expenditure, and that the information on staffing costs implied the school was well and appropriately staffed.

F&GP/13/18-19 TEACHER PAY POLICY

The committee chair led governors through the updated Pay Policy.

Pay Policy approved.

F&GP/14/18-19 APPRAISAL POLICY

Appraisal Policy, which had been updated to reflect the procedures in school, approved.

F&GP/15/18-19 POLICY REVIEW SCHEDULE

The Headteacher had audited the school policies against the policy checklist and allocated the policies to the relevant committees for approval.

F&GP/16/18-19 STANDARD ITEMS, INCLUDING VIREMENTS, CONTRACTS AND EXPENDITURE

No items presented for consideration.

F&GP/17/18-19 ANY OTHER BUSINESS

The Headteacher informed governors that she had been asked to take on an executive headship role to support a school within Nottingham City, for up to 12 months. Governors sought assurance that it would be at no detriment to school and were informed that the school had the capacity to provide the support and that it would generate income. Governors approved the Headteacher taking on the role. Headteacher to write to inform all other members of the governing body.

HT

Safeguarding – chair of the governing body to take on the safeguarding link role whilst Mark Gilmore was absent from the governing body.

F&GP/18/18-19 STAFF PERFORMANCE APPRAISAL CONSIDERATIONS

Confidential item see appendix.

F&GP/19/18-19 CONFIDENTIALITY AND COMMUNICATION

It was agreed that no items be deemed confidential for the purpose of the minutes.

The meeting closed at 3.40pm

Signed by the Chair:

Date:

ACTIONS FROM THE MEETING		
REF	ACTION	PERSON(S) RESPONSIBLE
03	Contact A Valces regarding her role as H&S governor and invite her to the H&S audit	Chair of governing body
03	Chair to liaise with S Elliott regarding: <ul style="list-style-type: none"> • A system to be able to evidence expenditure on PP pupils, • 2 case studies of the impact of PP income • A more detailed report on the website. 	Chair of governing body
04	After school club report	Agenda
05	For future meetings governors requested a narrative explaining variances over £1K. For the next meeting governors requested: <ul style="list-style-type: none"> • Details of what was include with each cost code • A break-down of the forecasted income under I08 	Business manager
05	Redact special needs funding report	Business manager
05	Liaise with the inclusion manager regarding how the school tracked the expenditure on HLN pupils.	Chair of governing body
05	It was agreed that the Chair write to Pebble requesting the money be reimbursed. School to use Sonia Long to write bids – meeting to be arranged with Sonia Long, Headteacher, business manager, Chair and Committee Chair	Chair and committee chair
10	Liaise with Headteacher re residential payments	Committee chair
12	Provide benchmarking data for Nottingham City schools	Business manager
17	Write to inform governors regarding executive headship	Headteacher
18	Present leadership structure recommendations to the full governing body meeting	Headteacher

MELLERS PRIMARY SCHOOL GOVERNING BODY

FINANCE AND GENERAL PURPOSES COMMITTEE / PAY COMMITTEE

Held at the school on 4th October 2018 at 3.30 pm

F&GP/18/18-19 STAFF PERFORMANCE APPRAISAL CONSIDERATIONS

It had been agreed by the full governing body that the Finance and General Purposes Committee also undertook the Pay Committee responsibilities.

The Headteacher led governors through the recommendations for changes to incremental pay, all supported by evidence.

Upper Pay Range:

Approval given for one member of staff to move to UPR1 from M6

Approval given for one member of staff to move to UPR1 from M5.

Consideration given to one member of staff currently on UPR2. Chair of committee to investigate the use of SEN payments.

Mainscale teachers:

Governors approved all incremental changes as recommended by the Headteacher.

Leadership Scale:

Governors requested that the leadership structure be reviewed; Headteacher to present the options to the full governing body meeting. It was recognised that there was some complexity, particularly regarding ensuring parity of pay as one member of staff received an honorarium.

MELLERS PRIMARY SCHOOL GOVERNING BODY-

PUPILS AND CURRICULUM COMMITTEE

Minutes of the Autumn Term meeting of the Pupils and Curriculum Committee of the Governing Body of Mellers Primary School held at the school on 11th October 2018 at 1.30 pm

MEMBERSHIP (A denotes absence)	A	Mr Mark Gilmore, Chair of the Committee Mrs Saima Munir Ms Jo Kervick, in the chair Miss Amanda Dawson, Headteacher
IN ATTENDANCE		Mrs Clare Colmore, Clerk to the governing body Mrs Laura Patel, Deputy Head

P&C/01/18-19 APOLOGIES FOR ABSENCE

Apologies for absence from the committee chair, Mark Gilmore, were approved.

P&C/02/18-19 DECLARATION OF INTEREST

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

P&C/03/18-19 POLICIES

Adult Safeguarding Policy and Procedures

The Headteacher informed governors that the policy had been developed because staff and volunteers could come into contact with adults who were vulnerable. Having a framework and expectations for providing support could also be of benefit to pupils. Governors also identified that it could be used for young people, including those at secondary school, recognising that the mental health of young people was a concern nationally.

Governors approved the Adult Safeguarding Policy and Procedures.

Appraisal Policy

Governors ratified the Appraisal Policy, which had been approved at the Finance and General Purposes Committee held on 4th October 2018.

Governors were provided with information about how the system of points used to score each member of staff's performance against their objectives informed incremental pay recommendations.

Behaviour Management Policy

The Headteacher assured governors that behaviour at Mellers was very good, with the staff having very high expectations and standards. Marvellous Me was used as the rewards system, with the school working to ensure all parents were signed up to the system.

The School Council had proposed that each half term all children who had not had their name taken down should have a non-uniform day. It had been challenged by a parent as discriminatory; however the pupils were keen to have a reward for children who always behaved well. Governors agreed that it was a fair way of recognising those children who had consistently good behaviour.

Governors were informed about the use of detentions, with children having to write a letter to their

parents. If a child received a number of repeat detentions they then were put on a report card and their parents were involved.

Behaviour management policy ratified.

Child Safeguarding Policy

The Headteacher led governors through the Child Safeguarding policy, which had been updated in line with the revised Keeping Children Safe in Education 2018 and Working Together to Safeguarding Children 2018. She informed governors that the school had received a safeguarding audit and procedures in school were secure. The school had a stringent system for record keeping and constantly reviewed the procedures to ensure they were effective. The school also took account of the school's locality, providing children with the knowledge to keep themselves safe as they grew up in the locality.

Governors approved the Child Safeguarding Policy. Headteacher to make minor amendments to referenced documents to ensure compliance.

Code of Conduct for Staff

The Headteacher led governors through the code of conduct, explaining that it both provided a framework for defining requirements of staff and a mechanism against which disciplinary action would be taken in necessary.

It was agreed that governors, alongside adhering to the governor's Code of Conduct, should adhere to the staff Code of Conduct.

The policy included the Whistleblowing Policy.

Governors approved the Code of Conduct for Staff.

Health and Safety Policy

The Health and Safety Policy, based on the LA model policy, was approved

Governors commended the plain and accessible language used in the school's policies.

P&C/04/18-19 PARENTAL KNOWLEDGE OF PUPIL ACHIEVEMENT

Governors discussed the importance of parental involvement in children's learning, with the school having a key role in communicating children's pastoral and academic progress and also any areas where the child need support.

It was agreed that parents needed to have an understanding of the language used in school to describe a child's attainment and progress. Parents would welcome the school sharing the details of the curriculum and how children were assessed.

Governors considered how the views of parents could be sought, to inform further developments in the communication of pupil achievements, and agreed that Jo Kervick set up a working party of staff and parents to investigate the current position and what parents would find useful. Working party to report back to the committee.

P&C/05/18-19 ANY OTHER BUSINESS

Governors commended the method used for recruiting the school council. The interviews had ensured that the School Council was strong and able to be involved in making school even better.

P&C/06/18-19 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that no items be deemed confidential for the purpose of the minutes.

The meeting closed at 2.40 pm

Signed by the chair:

Date:

ACTION POINTS FROM THE MEETING		
Ref	Action	Responsibility of:
03	Amend the Child Safeguarding Policy to update references	Headteacher
04	Jo Kervick to set up working party regarding parental understanding and engagement in children's progress and learning. To be reported to the committee.	Jo Kervick

Mellers Primary School Governing Body

Pupil Progress Committee - 8th November 2018 at 1.30pm

MEMBERSHIP
(A denotes absence) A Lesley Lyon, chair of the committee
Liaqat Ali
Sharon Pratt
Teeny Reid
Amanda Dawson, Headteacher

IN ATTENDANCE Clare Colmore, clerk to the governing body
Laura Patel, deputy head
Grace Atherton, foundation stage leader

PPC/01/18-19 APOLOGIES FOR ABSENCE

ACTION

Liaquat Ali had sent apologies for the meeting.

Governors expressed concern at the poor attendance at recent meetings. The meeting scheduled for 18th October had been postponed due to no attendance by governors, despite the leadership team and Sharon Pratt having spent considerable time preparing for the meeting.

PPC/02/18-19 DECLARATION OF INTEREST

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

PPC/03/18-19 MINUTES OF THE MEETING HELD 17TH MAY 2018 AND MATTERS ARISING FROM THE MINUTES

Governors agreed that the meeting on 17th May 2018 had been very useful, supporting governor knowledge of the external data and also providing an insight into the effectiveness of pupil progress meetings. **Governors spoke about how impressed they were at the depth of knowledge the school had about every child and the commitment to finding solutions to enable every child to make good progress.**

ACTION POINTS FROM THE MEETING:-			
Person	Action	Ref	Action Taken / further action required
Chair	Contact all absent governors to encourage attendance and involvement	11	Actioned
Headteacher and clerk	Arrange for data session once 2018 data available	15	At this meeting and also to be done at full GB
Headteacher and chairs	Arrange for presentation from deputy on higher attainers Arrange for committee to meet with children working at greater depth	16	Higher attaining children had attended Pupils and Curriculum Committee. Deputy had made presentation on HA.

PPC/04/18-19 SCHOOL DATA 2018

The Headteacher led governors through the data, including from Analyse School Performance, FFT and DAISI.

Key Stage 2

Governors commended the excellent results and progress made, with progress in reading placing the school in the top 10% nationally, and for maths in the top 20% nationally. Governors recognised that the progress in reading reflected the focus on reading in the School Development Plan (SDP) and asked whether the strategies were being used throughout school. The Headteacher responded that they were, but most important was the high quality of teaching throughout school, with all teaching being at least good. The work done on fluency and comprehension provided children with valuable skills for life.

The Headteacher advised that the school was pleased with all KS2 results, with the writing results reflecting accurate and fair assessment of children. **Governors asked what would support improvements in writing for the current year 6** and were advised that children benefited from wider experiences and improvements in technical skills. Many pupils were late in acquiring language and vocabulary and therefore the school worked hard to ensure the curriculum met their needs. Seven children had been dyslexic.

It was noted that the combined expected result was 65%, exceeding national and local averages; however no child had achieved the high standard in reading, writing and maths. The school had a strong focus on higher attainers, with each year group now having children working at greater depth.

Disadvantaged pupils represented 53% of pupils. Their progress in all subjects had exceeded national other. Governors commended the effective targeting of the pupil premium income.

Governors were led through FFT data, including progress by groups. The Headteacher advised that the group analysis reflected cohort specific issues rather than a trend in school. The progress of all groups exceeded national.

In response to a question about a focus on each child, governors were informed about the rigorous tracking systems and reminded of the use of pupil progress meetings. Sharon Pratt to attend a pupil progress meeting.

SP

Governors recommended that the Headteacher review the SEF section on outcomes for pupils.

Early Years Foundation Stage (EYFS)

Grace Atherton demonstrated, from the baseline data collected within 2 weeks of a child starting, the low level of attainment on entry, with no child being at the expected level of 30-50 months on entry.

The percentage of children achieving Good Level of Development (GLD) had fallen to 63% from 71% in 2017. The result was 8.2 percentage points below national. It reflected attainment on entry, with children having made good progress from low starting points.

Governors asked about areas of specific concern and were advised that they included:

- Writing – children often needed to develop gross motor skills
- Speaking
- Listening and attention
- Making relationships.

These skills underpinned future progress.

The value of the full time places for children, so that they could make accelerated progress and address their gaps in knowledge and skills, was recognised as critical to enable the school to support them in achieving their potential.

Phonics

71.7% of children had passed the phonics test in year 1. Whilst below national, governors were informed that it had been a cohort with very high mobility. The Headteacher advised that the school was dedicated to supporting children disadvantaged through mobility. Phonics was a priority for the school and included in the SDP 2018-19.

Key Stage 1

Governors were reminded that the school had accepted an additional class of year 2 pupils – ‘The River Leen class’, who were children from the city who had been without a school place. Their results were included in the school’s published results and distorted the results for the year. The school also had the data for the children who had not joined, which showed that outcomes had been very close to the original aspirational targets. It was recognised that as there were spaces in the new class there continued to be mobility into year 3.

Governors asked about the impact on the other children in the year group and were advised that the additional class was a key focus of the SDP; however all evidence showed that it had not been at any detriment to the children. In school children with EAL often made accelerated progress. School was very focused on managing the additional children, but recognised the importance of ensuring that communication with all parents was effective. **Governors said that parents valued knowing their child’s teacher.** Headteacher to revisit the use of the ‘who’s who’ for each class.

HT

Greater depth

Governors were led through the data on the percentage of children working at greater depth in all year groups, recognising that across school, numbers at greater depth were increasing. **Governors asked about which strategies from the previous year had been most effective** and were advised that staff knowledge and skills had improved and that moderation with other schools had provided staff with the confidence to identify when a child was working at greater depth. The school was also focusing on children with the potential to work at greater depth. Teachers, where necessary, received coaching support on assessment and coverage of the curriculum.

Governors were reminded of the high level of mobility in school, with only 8 or 9 of the current year 6 having been in school since F1. All of these pupils had made accelerated progress from the starting point in F1.

PPC/05/18-19 SCHOOL DEVELOPMENT PLAN

The analysis of the data informed the priorities for the SDP, which was available to governors through GovernorHub. The Headteacher would review the SEF.

HT

Governors agreed that the an understanding of the data was key to governor validation of the SEF and understanding of improvement priorities, which then informed the governing body’s role in monitoring and evaluation. It was therefore agreed that the Headteacher present the data to the full governing body under the Headteacher’s report agenda item at the full governing body meeting.

HT

PPC/06/18-19 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that no items be deemed confidential for the purpose of the minutes.

The meeting closed at 3.10 pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-		
Person	Action	Reference
Sharon Pratt	Attend pupil progress meeting	04
Headteacher	Review parental communication, particularly around teaching for current year 3	04
Headteacher	Review SEF Present data at full GB meeting	05

MELLERS PRIMARY SCHOOL GOVERNING BODY

Minutes of the autumn term full governing body meeting held at the school on 22nd November 2018 at 4.00pm

Membership (A denoted absence)	Mrs L Lyon Mr M Gilmore Cllr L Ali Mr A Abakir Ms J Kervick Mrs C McCrone Cllr A Peach Miss T Reid A Mrs S Munir A Mrs S Pratt Mrs M Holton Mrs L Patel Miss A Dawson	Chair Vice Chair Associate member Business Manager and Associate Member Deputy Head and Associate member Headteacher
In Attendance	Mrs C Colmore	Clerk to the Governors

PRELIMINARIES

FGB1/18-19/01 APOLOGIES FOR ABSENCE

Apologies for absence were received and approved from Sharon Pratt. Cllr Peach had sent apologies for late arrival.

ACTION

FGB1/18-19/02 DECLARATION OF INTEREST AND GOVERNORS CODE OF CONDUCT

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

The business manager was arranging for the Register of Pecuniary Interests to be updated. Governors present at the meeting completed their annual declaration of interest.

MH

Governors agreed that all members of the governing body must adhere to the Governors' Code of Conduct, which was available on the school's website.

FGB1/18-19/03 MEMBERSHIP

Current membership

Governor details were available on GovernorHub.

Attendance requirements

It was noted that a governor who, without the consent of the governing body, has failed to attend their meetings for a continuous period of six months beginning with the date of the first such meeting the governor fails to attend, is, on the expiry of that period, disqualified from continuing to hold office as a governor of that school. (The School Governance (Constitution) (England) Regulations 2012).

The governing body had recently been affected by poor attendance, with one committee meeting being inquorate. Governors were reminded of the importance of attendance at

meetings.

Vacancy update

It was noted that Amaya Falces had resigned as a parent governor, as she was no longer available to attend meetings.

Mr Abdulkadir Abakir, new parent governor, was welcomed to his first meeting as a member of the governing body. He informed governors about his background, from which it was agreed he should be the link governor for science. A round of introductions followed.

It was agreed:

- To appoint Laura Patel, deputy headteacher, as an associate member
- That Cllr Ali move to being an associate member

The governing body therefore had one vacancy for a parent governor and two co-opted governor vacancies. The Chair informed governors that she had been actively seeking interest in the co-optee vacancy and invited other governors to consider who else could be invited to join the governing body. It was agreed that a governor with legal expertise would strengthen the skills and knowledge of the governing body. The Chair would also look at Inspiring Governance.

Chair

The Headteacher would arrange for a parent governor election to be held.

HT

End of terms of office

No issues to address.

FGB1/18-19/04 ELECTION OF CHAIR AND VICE CHAIR

Lesley Lyon was unanimously elected as chair of the governing body for two years.

Mark Gilmore was unanimously elected as vice-chair of the governing body for two years.

FGB1/18-19/05 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 18th July 2018, available on GovernorHub, were taken as read, confirmed and signed by the Chair.

Action points and matters arising from the minutes

Ref	Actions	Responsibility of:	Outcomes
15.4	NGA skills audit	Govs / Chair	Completed. The chair advised that the identified area for improving knowledge was legal
16.2	Pupil premium and sports premium at autumn term committee meetings	Committees	Actioned. Carol McCrone had met with the PP lead in school
16.3	Liaise with Greggs Foundation re breakfast club	Headteacher / business manager	Agreed not to take any further action
16.5	Headteacher's appraisal	Appraisal governors	Completed by chair and Sharon Pratt with Carol Norman as external advisor
17.2	Undertake monitoring visits and complete blog	All governors	It was noted that the blog needed to be updated.
	Prepare an impact statement	Chair	Completed and passed to admin

			for uploading to website
17.3	Provide access to school calendar and newsletters	Headteacher	School newsletters circulated. JK to investigate linking school calendar to school email addresses

JK

FGB1/18-19/06 CHAIR'S OR VICE CHAIR'S EMERGENCY ACTION SINCE LAST MEETING

Neither the Chair nor the Vice Chair reported any actions or decisions undertaken using emergency authority.

FGB1/18-19/07 CORRESPONDENCE ITEMS

From the Clerk

The clerk reported that Education Governance Services had uploaded the following documents to Governorhub:-

- Governors annual work planner;
- Governors Code of Conduct;
- Terms of reference;
- Governors training and development newsletter;
- Reports to Governors (DfE, NST and Local Authority).

The governing body agreed that the Terms of Reference should be reviewed and presented at the next meeting of the full governing body – Headteacher and Chair. **HT/Chair**

SCHOOL PROGRESS

FGB1/18-19/08 HEADTEACHER REPORT

Governors confirmed the report had been received in advance of the meeting.

The Headteacher reported on the work and progress of the school since the summer term 2018 meeting of the full governing body.

The Headteacher informed governors that the Pupil Progress Committee had reviewed the external data from statutory testing in 2018 and had decided that it was important for all members of the governing body to understand the data, as the analysis informed the school's self-evaluation and therefore the improvement priorities.

Governors were reminded that on entry the vast majority of children were significantly below age related expectations. The deputy head described the system for baseline assessments on entry, so that progress could be monitored for each child. Across school only 7 children had entered school working at the expected level for their age.

The Headteacher led governors through FFT KS2 SATs results, explaining that the school sought to ensure that children made strong progress throughout school, so that the vast majority achieved the expected standard by year 6. In reading and maths at KS2 the point scores showed that children on average had exceeded the attainment of all children nationally, having made exceptional progress throughout KS2.

Progress in writing was in line with national; however the school's very rigorous use of assessment guidelines ensured that no child's results had been inflated.

Governors asked about what support was in place for children with dyslexia and were informed that the school had effective screening programmes and used interventions and high quality teaching to meet the needs of the children.

Governors were led through ASP, noting that progress in reading was in the top 10% nationally and in maths in the top 20%.

It was agreed that members of the governing body be invited to attend a moderation session with other schools, to see how the school ensured that teacher assessments were accurate. Deputy head to provide the chair with dates.

DHT

It was noted that the percentage of children achieving the expected level in all of reading, writing and maths exceeded national; however, no child had achieved the higher standard in all three subjects. This was a whole school priority, with systems in place to monitor the number of children working at the higher standard in each year group. **Governors asked how it would be achieved.** The Headteacher responded that most important was having all children receiving high quality teaching. The deputy head informed governors that all teaching staff were part of a research project on extending learning through challenge. In addition a parent group had been set up to investigate effective communication with parents to support parental engagement in children's learning. Mr Abakir to join the parent group. The Headteacher was pleased to inform governors that there were now children in every year group who were working at greater depth. Having children full time in foundation 1 also supported their accelerated progress.

Governors were shown the DAISI data, which showed the attainment of pupils compared with deprivation. Pupils in school outperformed school in areas of much lower deprivation. In school, pupil premium children often achieved as well as others nationally.

A governor asked how the consistently impressive results in reading could be replicated in writing and was informed that it was a School Development Plan (SDP) priority. The school had investigated various schemes and was using the Power of Reading, which resulted in high quality writing. The school was also investigating the gaps in pupil knowledge, particularly technical gaps, so that children had the necessary skills. It was also critical to provide a curriculum which provide experiences for children to write about.

Governors were informed that the percentage of foundation children achieving the 'Good level of development' standard had reduced to 63%, with literacy being the aspect with the lowest result. Mobility of pupils had affected the data. Progress from their entry assessments was strong.

Governors were informed about the KS1 results, which had been affected by the school's expansion during the year to add an additional year 2 class for children without a school place. The class still had spaces and therefore there continued to be children joining in year 3. The school had carried out analysis of the outcomes, separating the original children from the additional class. The results for the original cohort was very close to the aspirational targets which had been set. The new children had already made significant progress.

Governors asked what was being done to ensure the additional class did not affect the school's future results and were informed that mobility was a SDP priority, including for the children who were only briefly on roll. The Headteacher was confident that by the end of year 6 the high quality teaching would have enabled the additional class to have made excellent progress, so that their results would not impact on the school's KS2 data. The deputy added that the school had developed a system for analysing children's progress from either the previous statutory tests or from their assessment on entry to the school.

Governors thanked the Headteacher for the informative presentation of the data.

The Headteacher invited questions about any aspect of her report. Governors noted the improvement priorities, which aligned with the analysis of the data.

Governors asked whether a refund had been received from Pebble, the company commissioned to raise additional income, on a guaranteed generation of the investment or return of the cost basis. The business manager advised that the money had not yet been received and that she and the chair of the governing body would be contacting them again. If necessary LA legal support would be used.

Governors asked about the impact of the cashless system on the income for school trips and were advised that the school had started to accept cash payments, recognising that this was a period of transition. Generating PayPoint vouchers for parents to use was very time consuming.

Governors asked whether there was an alternative to purchasing iPads and were advised that the school found them effective and had the necessary applications for them. Staff from elsewhere, attending an ICT event in school, had commended the excellent ICT facilities.

Governors commended the attendance data. They were advised that the school continued to work on ensuring children attended school.

The Headteacher's report was received with thanks.

FGB1/18-19/09 ARRANGEMENTS FOR THE HEADTEACHER'S APPRAISAL

The clerk referred to the Governors Handbook 2017

(6.5. Staffing & performance management)

Boards in maintained schools have a statutory duty to appoint an external adviser for advice and support on the Headteacher's appraisal and to consult that adviser on setting objectives for, and appraisal of, the Headteacher.

The governing body was informed that the chair and Sharon Pratt had completed the Headteacher's appraisal, supported by Carol Norman as external advisor. The targets set for the next year focused on:

- Achieving aspirational targets for pupils working at greater depth
- Methods of teaching to develop independent learners
- Leadership at all levels.

FGB1/18-19/10 POLICIES FOR REVIEW/APPROVAL

The Financial Administration and Control Policy, based on the model LA policy, was approved.

FGB1/18-19/11 UPDATE ON GDPR

The school was GDPR compliant.

FGB1/18-19/12 STAKEHOLDER VIEWS

Jo Kervick, following the Pupils and Curriculum Committee, had developed an action plan regarding the engagement of parents in pupils' learning, through supporting their understanding of the curriculum and their child's progress.

The Headteacher advised that uptake of Marvellous Me was around 72%.

GOVERNORS REPORTS

FGB1/18-19/13 REVIEW COMMITTEE MEMBERSHIP AND DELEGATION OF FUNCTIONS

It was agreed that the committee membership for 2018-19 would be:

Pupils and Curriculum	Pupil Progress	Finance and general Purposes
Mark Gilmore Jo Kervick Saima Munir Headteacher	Lesley Lyon Teeny Reid Abdulkadir Abadir Sharon Pratt Liaquat Ali Headteacher Deputy head	Carol McCrone Anne Peach Lesley Lyon Mel Holton Headteacher

New governors to be invited to join the Pupils and Curriculum Committee.

FGB1/18-19/14 REPORT FROM COMMITTEE MEETINGS

All committee minutes were available on GovernorHub.

The Pupils and Curriculum Committee had met on 11th October 2018 and reviewed a number of policies and discussed parental engagement.

The Finance and General Purposes Committee had met on 4th October 2018. The committee chair informed governors that they had reviewed the after school club finances, the cost to the budget of the new build, looked at the predicted outcome - £22K, and received a SEND update. The chair had met with Sarah Elliott regarding the tracking of pupil premium expenditure and had provided a spreadsheet. The Pay Policy had been approved. David Thompson, LA H&S officer, had completed a H&S audit. The committee had also met as the Pay Committee and approved teacher pay increases.

The Pupil Progress Committee had focused on the data from statutory testing 2018.

FGB1/18-19/15 GOVERNOR TRAINING AND DEVELOPMENT

Safer recruitment training had been completed by: Headteacher, chair, vice-chair, Carol McCrone, Mel Holton.

Carol McCrone had attended an advanced day of training, which had focused on skills and knowledge for effective decision making, including taking a risk based analysis of governance and an update on safeguarding. She had also attended finance training.

The Headteacher invited any governor to attend safeguarding training in school.

FGB1/18-19/16 REPORTS FROM GOVERNOR VISITS

The chair had circulated a committee monitoring plan which would act as the blueprint for monitoring across the school year. Monitoring visits would be undertaken during focused weeks:

Autumn term: 3rd – 7th December 2018

Spring term: 11th – 15th March 2019

Summer term: 24th – 28th June 2019.

The committee responsibilities were defined in the document, with individual responsibilities included. At the end of the year the chair would write an impact report from the work of the governing body across the year.

Brief monitoring reports to be uploaded to the blog on the website. The chair had written a report from the Headteacher's appraisal meeting which she had passed to the admin team for uploading. With the development of the new website governors would be able to upload their

own reports.

It was agreed that the monitoring week should be added to the school newsletter and that governor open sessions for parents should be arranged.

Governors welcomed the structure for the monitoring visits, but asked whether they could visit outside the focused weeks if necessary. It was agreed that there would be a period of transition to the new arrangements, but in time ideally visits would occur during the week, to minimise disruption to school.

REPORTS TO GOVERNORS

FGB1/18-19/17 DfE REPORTS

Keeping children safe in education (revised guidance)

Links: <https://www.gov.uk/government/publications/keeping-children-safe-in-education>

<https://www.gov.uk/government/publications/working-together-to-safeguard-children>

The DfE Keeping Children Safe in Education revised guidance, effective from 3rd September 2018, includes updates to the recently added section, **child on child sexual violence and sexual harassment**.

The section covers in detail:

- How schools should respond to incidents of sexual violence and sexual harassment, the need for effective training for staff and governors and a review of policies;
- The need for risk assessments in school following any reports of incidents of sexual violence or sexual harassment;
- The action required to support victims and alleged perpetrators of sexual violence or harassment.

New or additional information on the management of safeguarding in a school, emphasising the need for immediate action should staff have a concern about a child is also included, this covers:-

- Children missing from education;
- Child criminal exploitation - children being used to carry drugs or money;
- Homelessness;
- Domestic abuse;
- Child sexual exploitation.

The responsibilities of governing bodies, proprietors and management committees have also been reviewed and updated, this is detailed in the full report.

The requirement for governors to have an enhanced criminal record certificate from the DBS has been reviewed and the recommendation from the DfE is that schools contact The Teaching Regulation Agency (TRA) Teacher Services to check if a person they propose to recruit as a governor is barred as a result of being subject to a section 128 direction.

A section 128 direction disqualifies a person from holding or continuing to hold office as a governor of a maintained school.

The Childcare Disqualification Act 2006 has also been reviewed and the DfE have removed the disqualification by association for schools. This states "individuals are disqualified from working with children under 8 if they live in the same household as another person who is disqualified". From 31st August 2018, this will **no longer apply to schools**. They will not be allowed to ask for this information after this date.

Carol McCrone to email all governors with a link to KCSIE. Governors to email Mel Holton to confirm that they had read KCSIE.

CM /
govs

FGB1/18-19/18 REPORTS FROM THE LOCAL AUTHORITY

HR report

Action required:

- Note the information provided in the report;
- Recommended that Governing Bodies adopt the new procedures in item 1;
- Undertake other actions as appropriate to their school.

The report includes the following:

1. New Disciplinary Procedure and Resolution and Grievance Procedure;
2. Update on teachers' pay for 2018/19;
3. Apprenticeship appointment advice;
4. Safer Recruitment training dates for autumn term.

Item 1 – New disciplinary procedure and resolution and grievance procedure

The new Disciplinary Procedure and Resolution and Grievance Procedures for City schools. These are contractual documents that have been agreed with the trade unions, as representatives of school-based employees. Both procedures have been simplified and are legally and ACAS compliant.

It is recommended that schools adopt these procedures. Where this is not done, they must, as a minimum, ensure that they provide legally compliant procedures that have been agreed with the recognised trade unions.

Item 4 – New safer recruitment training for recruiters in schools

In order to comply with *Keeping Children Safe in Education*, schools must ensure that at least one person on any appointment panel has undertaken safer recruitment training. This covers legal duties, the need for vigilance to keep children safe at all stages of the recruitment process, warning signs, how to interview and test applicants, pre-employment checks and how to address concerns.

The governing body had previously agreed to use all LA HR policies.

Admissions arrangements for Nottingham City Schools 2019/2020

The purpose of this report is to initiate the annual consultation between governors and the Local Authority regarding admission arrangements for the 2020-2021 school year.

The only changes to the arrangements from those determined for the 2019/20 school year are to amend:

1. Oversubscription criteria to give clarity as to when a child is considered to have a sibling at the school concerned.
2. The definition of siblings to include a stepbrother or stepsister where two children are related by a parent's civil partnership as well as by a parent's marriage.

Induction of newly qualified teachers governors responsibility report

All qualified teachers employed in a relevant school in England must by law, have completed an induction period satisfactorily subject to specified exemptions.

Governors must ensure that the NQT's post is suitable for induction and NQTs are teaching classes of pupils predominately aged three and over as outlined in the statutory guidance.

As part of the statutory guidance for induction the Headteacher must ensure that the relevant teachers' standards are satisfactorily met, and that NQTs have received appropriate supervision and training to meet their development needs throughout the induction period.

The governing body should:

- Ensure compliance with the guidance;
- Be satisfied that the school has the capacity to support the NQT;
- Ensure the Headteacher/Principal is fulfilling their responsibility to meet the requirement of a suitable post for induction;
- Must investigate concerns raised by an individual NQT as part of the school/academy agreed grievance procedures;
- Seek guidance from the appropriate body on the quality of the school's induction arrangements and the roles and responsibilities of staff involved in the process; and
- Request general reports on the progress of an NQT.

It was agreed that the chair become the governor linked with NQTs.

FGB1/18-19/19 NST REPORT (for information only)

Report noted. The Headteacher advised that NST was developing so that it now provided good support for the member schools. The school also benefited from membership of the Transform Teaching School Alliance.

CONCLUDING ITEMS

FGB1/18-19/20 SAFEGUARDING AND CHILD PROTECTION

Reported in the Headteacher's report.

FGB1/18-19/21 HEALTH AND SAFETY UPDATE

The report from the H&S audit to be sent to Carol McCrone – Mel Holton to action.
Mel Holton had attended H&S training.

MH

FGB1/18-19/22 EQUALITY INCIDENTS REPORTED SINCE THE LAST MEETING

No incidents reported.

FGB1/18-19/23 EVIDENCE OF GOVERNING BODY IMPACT ON SCHOOL IMPROVEMENT

The chair had developed an impact statement.

FGB1/18-19/24 ARRANGEMENTS FOR CHAIR TO INSPECT SCHOOL RECORDS

The chair had reviewed the school records.

FGB1/18-19/25 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

The following meeting dates were agreed:-

Full governing body meetings

Spring term 2019: 21st March 2019 at 4pm

Summer term 2019: 11th July 2019 at 4pm.

Finance and General Purposes Committee

Spring term 2019: 7th February 2019 at 1.30pm

Summer term 2019: 2nd May 2019 at 1.30pm.

Pupils and Curriculum Committee

Spring term 2019: 17th January 2019 at 1.30pm

Summer term 2019: 9th May 2019 at 1.30pm.

Pupil Progress Committee

Spring term 2019: 31st January 2019 at 1.30pmpm

Summer term 2019: 16th May 2019 at 1.30pm.

FGB1/18-19/26 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that no items be deemed confidential for the purpose of the minutes.

Communication of the decisions made was considered, and it was agreed that the school would undertake all communication with the stakeholders.

The meeting closed at 6pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-

Ref	Action	Responsible
02	Ensure Register of Pecuniary Interests is up to date	Business manager
03	Investigate Inspiring Governance	Chair
	Arrange for parent governor election	Headteacher
05	Investigate use of email addresses to link with school calendar	Jo Kervick
07	The governing body agreed that the Terms of Reference should be reviewed and presented at the next meeting of the full governing body.	Headteacher and Chair
08	It was agreed that members of the governing body be invited to attend a moderation session with other schools, to see how the school ensured that teacher assessments were accurate. Deputy head to provide the chair with dates.	Deputy head
17	Carol McCrone to email all governors with a link to KCSIE. Governors to email Mel Holton to confirm that they had read KCSIE.	Carol McCrone. All governors
21	Send H&S report to Carol McCrone	Business manger

Academic Year 2018 -2019												
Governor Name	Autumn 2018				Spring 2019				Summer 2019			
	FGB	F&GP	PPC	PCC	FGB	F&GP	PPC	PCC	FGB	F&GP	PPC	P&C
Mrs L Lyon	✓	✓		✓								
Mr M Gilmore	✓		Apols									

Mr A Abakir	✓												
Ms A Falces		X	Resigned 22 November 2018										
Ms J Kervick	✓		✓										
Mrs C McCrone	✓	✓											
Cllr A Peach	✓	✓											
Miss T Reid	✓			✓									
Mrs S Munir	X		✓										
Mrs S Pratt	Apols			✓									
Mrs M Holton	✓												
Miss A Dawson	✓	✓	✓	✓									
Cllr L Ali	✓			Apols									
Mrs L Patel	✓												
Mrs M Holton	✓												

MELLERS PRIMARY SCHOOL GOVERNING BODY-

PUPILS AND CURRICULUM COMMITTEE

Minutes of the spring term meeting of the Pupils and Curriculum Committee of the Governing Body of Mellers Primary School held at the school on 17th January 2019 at 1.30 pm

MEMBERSHIP

(A denotes absence)

A

Mr Mark Gilmore, Chair of the Committee

A

Mr Abdulkadir Abakir

Mrs Saima Munir

Ms Jo Kervick, in the chair

Miss Amanda Dawson, Headteacher

IN ATTENDANCE

Mr Daniel Harvey, Clerk to the governing body

Mrs Laura Patel, Deputy Head

P&C2/01/18-19 Apologies for absence

Apologies for absence from Abdulkadir Abakir and Saima Munir, were approved.

P&C2/02/18-19 Declaration of interest

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

P&C2/03/18-19 POLICIES

The committee confirmed they had received the three documents prior to the meeting.

Special educational needs and disability information report

The Headteacher commented the information report was a statutory document to be publicised on the school website. The report contains information that parents/carers can expect from the school with regard to support for their pupil.

The committee noted information report.

Special educational needs and disability (SEND) policy

The Headteacher commented the SEND team reviewed the policy.

The committee approved the updated SEND policy.

Personal, social, health education (PSHE) policy

The committee noted that the policy was developed internally and outlines how the school delivers PSHE within the curriculum.

The committee approved the PSHE policy.

P&C2/04/18-19 Presentation from Grace Atherton, Foundation stage leader

Grace Atherton discussed in detail the foundation stage good level of development (GLD), how schools measure and use this information. She commented that pupils are measured against 17 areas and for a pupil to achieve GLD they will need to pass 12 of these areas. The areas are developed against the early learning goals and the development matters from birth through to 60 months. Areas include feelings, relationships, social aspects, speaking, writing and maths.

The Headteacher commented upon entry, 0% of pupils are where they should be at start of F2, **asked how this compares against national data**, the Headteacher said the pupils are significantly below national averages.

The committee noted the school outcomes for GLD were 60% and that is below national averages 73% and a reduction on the school's previous year outcomes. Progress however was very positive. Grace Atherton said actions have been identified to improve GLD and this is one of the focuses for the school development plan. Support for F1 and F2 includes having additional teacher support/capacity, increased group works and 1:1 sessions.

The committee noted one key focus for the school is preparing pupils for learning and assisting in developing a complete learner.

Grace Atherton explained pupils are assessed via work in English, maths and own work books, teachers capture pupils' work with the use of Ipads, videos and photos. She explained this methodology works for the school.

The committee noted 97% of pupils' progress is accelerated throughout their school life.

Governors asked when pupils move through to KS1, do teachers access F2 data, Grace Atherton confirmed teachers access pupil data and communication is ongoing between teachers regarding pupils' strengths, weaknesses, attainment and progress.

In response to a question on the impact of the expansion on the foundation stage, Grace Atherton commented it has afforded the foundation stage to have a larger support team. The foundation stage environment has been split into F1 and F2 and this has influenced positively on the classes. It has allowed teachers to provide tailored provision for each class. The committee discussed the positive impact of the outdoor learning environment.

Governors asked what the greatest barriers for learning in foundation stage were; Grace Atherton commented the weakest area is in speaking and listening skills, especially amongst EAL and British born boys. The school is tackling this by providing a rich variety of texts and a greater focus on teacher interaction with pupils.

The Headteacher informed the meeting that Grace Atherton has been invited to British School of Milan to consult on foundation stage.

P&C2/05/18-19 Meeting with Year 3 pupils

A number of Year 3 pupils who have joined the school in the last 9 months attended the meeting and discussed with governors the following;

- Aspects of school life they enjoyed;
- What they remember of their first day;
- What they think of school work, in particular what subjects they enjoyed and work set;
- What they would do if bullying was taking place;
- What could the school do better

P&C2/06/18-19 Data dashboard

The Deputy Headteacher tabled autumn term data dashboard, the document included pupil progress and attainment for each year group and major cohort within the year group. She commented on 'snapshot' data, which shows there is a gender gap as girls outperform boys and girls progress is greater than boys. She commented the performance gap can be narrowed following spring and summer terms.

The committee noted the key headlines for each year group;

- Year 1 – two pupils with significant needs and six children are new to English. Overall girls are performing better than boys in attainment and progress and the gap has widened with girls now accelerating progress to above age related in English. Disadvantaged and EAL pupils are achieving at the same rate as their peers;
- Year 2 – Four pupils with SEND in the cohort are working on 'p levels', overall girls are out performing boys and the largest gap is in reading attainment and progress in writing. Disadvantaged children are performing in line with their peers in maths;
- Year 3 – a low achieving cohort that requires support to accelerate towards age related, there are four new pupils to English in the cohort and mobility is at 75%, with 22 children new to the year group. Due to the high mobility rate, adjustments have been made in EAL provision and support.
- Year 4 – most stable cohort and all on track to achieve targets, boys slightly over perform girls in writing;
- Year 5 – girls outperform boys in all areas, disadvantaged children are behind their peers in writing and an attainment gap is identified between reading and writing, with more children achieving above ARE in writing. Cohort historically and currently has issues with persistent absences;
- Year 6 – currently on track to achieve predicted outcomes.

The committee thanked the Deputy Headteacher for the report and headline data.

P&C2/06/18-19 Confidentiality and communication

It was **agreed** that no items be deemed confidential for the purpose of the minutes.

The meeting closed at 3.20pm

Signed by the chair:

Date:

Mellers Primary School Governing Body

Pupil Progress Committee - 31st January 2019 at 1.30pm

MEMBERSHIP

(A denotes absence)

Lesley Lyon, chair of the committee
Abdulkadir Abakir
Femi Folorunso
Mark Gilmore
Sharon Pratt
Teeny Reid
Amanda Dawson, Headteacher

IN ATTENDANCE

Clare Colmore, clerk to the governing body
Laura Patel, deputy head

PPC2/01/18-19 APOLOGIES FOR ABSENCE

There were no apologies received.

ACTION

The Chair welcomed the two new parent governors, Mr Abakir and Mr Folorunso to the meeting, a round of introductions followed.

PPC2/02/18-19 DECLARATION OF INTEREST

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

PPC2/03/18-19 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING FROM THE MINUTES

Minutes of the meeting held on 8th November 2018, copies of which had been previously circulated, were taken as read, confirmed and signed by the Chair.

The meeting noted there were no matters arising from the minutes.

PPC2/04/18-19 OFSTED FEEDBACK – CONFIDENTIAL ITEM

-See confidential appendix-

PPC2/05/18-19 SCHOOL DATA – AUTUMN TERM 2018

The Deputy Headteacher tabled the autumn term 2018 progress and attainment data. She highlighted the fact that the foundation baseline across the school is significantly below the national average. The committee noted the following;

- Year 1 – progress and attainment is good, with end of year targets needing to be re-adjusted;
- Year 2 – the first dual class cohort, overall girls are performing better than boys with the largest gap in reading and progress in writing. Disadvantage pupils are achieving in line with their peers in maths, however are falling behind in writing and reading;
- Year 3 – low achieving cohort with high mobility, boys perform better in maths, with girls outperforming boys in reading and writing. There are no pupils working at greater depth and due to the high mobility an adjustment has been made to EAL provision and support. Progress and attainment targets are being adjusted due to the high mobility;
- Year 4 – progress and attainment is good and the group are on track to reach targets;
- Year 5 – girl outperform boys in all areas, progress and attainment are good with class on

- track to reach targets;
- Year 6 – Girls outperform boys; all pupils are making expected progress in maths, with a number of high achieving pupils in English. Progress and attainment are good with group on track to meet targets.

A governor asked what the measure was for 'disadvantaged' pupils, the Headteacher said it was a government measure and it refers to pupils who are eligible for free school meals, excluding statutory free school meals for those up to Year 2.

Governors noted through the report that girls generally outperformed boys, **how is this the gap being addressed**, the Deputy Headteacher said discussion around this area takes place at staff meetings and there is a review of the current provision and resources available for boys.

Governors asked whether there is a cause, that perhaps the interventions in place are not suitable for boys, in response the Deputy Headteacher confirmed all interventions are reviewed to ensure maximum impact and the next data set will inform the SLT and teachers where the gaps are.

It was agreed that the governing body would conduct a monitoring week (11th March) on the data set presented, the following governors were linked to the following year groups;

- Mr Folorunso – Year 2;
- Mr Abakir – Year 3;
- Mrs Pratt – Year 4;
- Mrs Lyon – Year 5;
- Remaining year groups will be shared amongst other governors.

The Chair informed the meeting she attended the most recent pupil progress meeting with the Deputy Headteacher, SENCo and EAL lead, at the meeting discussions were held around the impact of reading recovery and outcomes in English. She encouraged governors to attend a pupil progress session.

It was agreed that feedback on the monitoring week will be discussed at the next committee meeting.

PPC2/06/18-19 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that items discussed in PPC2/04/18-19 be deemed confidential for the purpose of the minutes.

The meeting closed at 3.05pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-		
Person	Action	Reference
Governing Body	Complete monitoring visit, with feedback to be presented at the next committee meeting.	05

Confidential Appendix to the Pupil Progress Committee - 31st January 2019 at 1.30pm

PPC2/04/18-19 OFSTED FEEDBACK – CONFIDENTIAL ITEM

The Headteacher informed the meeting that any discussion held during this item would be confidential to the meeting. She commented that Ofsted completed a Section 8 short inspection on Tuesday 29th January, the Section 8 is a one-day inspection and she felt that the inspection had been triggered by significantly better than average progress data at the end of KS2, putting Mellers in the top 10% of all schools.

She said that most of the day was spent talking to the SLT and the inspectors' conclusion is that the school is good, with outstanding features and the inspector, Ged Philbin, recommended a full Section 5, 2 day inspection in the next 24 months, which would make the final decision.

The committee heard that there were two areas for improvement:

- KS1 attainment and progress to improve to nearer national figures
- Increase the number of pupils achieving greater depth

The meeting discussed the current KS1 attainment and progress as it does not follow the trend within the school, as foundation outcomes are at national averages and KS2 outcomes are at and above national averages.

Governors asked what is the schools thoughts on the outcomes in KS1, the Headteacher said the current data is part of a three year trend, the school took a bulge year in 2017-2018 and it is reasonable for Ofsted to consider whether KS1 outcomes are being marked down to allow progress to end of KS2 to be accelerated and this was a point made by the Ofsted inspector. The Headteacher commented she and the DHT foresaw this point being raised and their response satisfied the inspector.

Governors asked what is the school doing to make sure there is no further dip in the KS1 outcomes, the Headteacher commented the current KS1 targets are aspirational and reviews are ongoing via pupil progress meetings. **Governors asked if there is a secondary plan if outcomes are not what expect at pupil progress meetings**, the Headteacher said she was aware the journey for the pupil is very positive from foundation through to KS2. The committee heard a new KS1 lead is in post and they are developing this area, pupils are better prepared for learning as they come from foundation through to KS1.

Governors asked realistically when the school can expect Ofsted again, the Headteacher commented the framework from September 2019 is changing and this would potentially impact on the Ofsted outcome. **Governors asked whether resources are in place to prepare for the new framework**, the Headteacher said resources are in place to develop against the new framework, she commented there is an option for the school to contact Ofsted and request a visit, however given all information on the new framework the visit will need to be completed before the end of the summer term 2019. The Headteacher commented the new framework focuses more on a broader curriculum.

Governors asked how flexible can the curriculum be, the Headteacher said it can be very flexible, the school has developed and build own curriculum that best suits the needs of the children in the school. **Governors asked what the realistic timeframes was for getting the new curriculum focus in place**; the Headteacher said it will be completed within two years. She reassured governors the school are delivering on many aspects of the new framework.

Governors asked how are other local schools tackling the shift with the new framework, the Headteacher said all schools are in a similar position, she said there were support mechanisms from Nottingham School Trust that were be accessed.

In response to a question on the impact of teachers' class time in supporting them to prepare for the new framework, governors were informed training is delivered after school and any sessions during school time will be covered internally with no need for supply cover.

A new governor asked if there was any financial benefit from being an outstanding school, the Headteacher said there was no direct financial benefit, she highlighted the benefits of being an outstanding school and striving for the recognition.

Governors asked if an inspection was not requested, what the timescale is for the next visit, the Headteacher said they would return within four years.

The whole committee was in agreement the Headteacher would discuss with Ofsted the possibility of an inspection prior to the end of the summer term. It was agreed that a subcommittee should be formed to support the school with the two recommendations from the Section 8 inspection.

GB

Governors asked if the school has looked at introducing a reading buddy scheme in early years; the Headteacher said that the school had implemented reading buddies for Year 1 through to Year 6 and they will look at ways to introduce this in early years. The meeting discussed parental engagement in KS1 and in particular making sure that there is a balance between setting homework and pupils having family time.

Governors thanked the Headteacher and staff for their ongoing work within the school and such a positive Ofsted report.

Governors agreed that the situation was being well managed and that the budgeting was proving to be very effective.

A number of large savings had been made and the Governors offered congratulations to the Business Manager.

Governors talked of the issues surrounding energy savings and the Business Manager explained the methods of billing. The consequences of the 'new build' upon the electricity costs were also considered.

The Business Manager reported that there were ongoing discussions with the Local Authority regarding the alarm systems and the costs of its upkeep. Governors would be kept informed.

It was agreed that Governors had full confidence in the Headteacher and the Business Manager concerning the schools financial position.

FGP2/18-19/06 TRADED SERVICES

The projection screen was used to display relevant information.

The Business Manager explained that spending was very similar to the previous year and the Headteacher confirmed that the school received strong support from the Local Authority.

The Governors ratified the relevant documents and the Chair signed them off.

FGP2/18-19/07 OFSTED UPDATE

The Headteacher confirmed that a short inspection had taken place during the previous week. The Headteacher said that the inspection had been very calm and relaxed and that the inspector had been impressed with the school.

The Headteacher congratulated the Governors who had been involved with the inspection.

A section 5 inspection had been recommended and Governors were pleased that the school could possibly be judged to be outstanding.

Governors discussed the possibility of the re-inspection being done under a different framework and the Headteacher said that Sarah Fielding would speak to Ofsted to gain some clarity.

The Headteacher said that a system was needed to retain Governors training certificates and Governors agreed.

FGP2/18-19/08 NOTTINGHAM NURSERY

Governors discussed the various issues concerning Nottingham Nursery and it was agreed that the FGB should discuss federation.

FGP2/18-19/09 POLICIES

The following policies were agreed to be ratified –

- Financial admin control
- GDPR [various]
- Complaints procedure
- Safer recruitment
- School meal debt

FGP2/18-19/10 HEALTH AND SAFETY

A document entitled 'Health and Safety and Fire Inspection' was displayed on the projection screen.

Various issues were discussed including alarms, anti-vandal paint, the nursery kitchen and signage.

It was noted that the document had already been signed off and that some minor issues were being addressed.

FGP2/18-19/11 ANY OTHER BUSINESS

It was agreed that there were none for consideration.

FGP2/18-19/12 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that no items be deemed confidential for the purpose of the minutes.

Communication of the decisions made was considered, and it was agreed that the school would undertake all communication with the stakeholders.

The meeting closed at 3.15pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-

Reference	Action	Responsible
FGP2/17-18/05	The Governors discussed the new catering situation and agreed that the financial results were disappointing. This aspect would be closely monitored. It was agreed that Lee Kimberley would be contacted and that reassurances would be sought.	SBM
FGP2/17-18/07	The Headteacher said that a system was needed to retain Governors training certificates and Governors agreed.	HT
FGP2/17-18/08	Governors discussed the various issues concerning Nottingham Nursery and it was agreed that the FGB should discuss federation.	ALL

MELLERS PRIMARY SCHOOL GOVERNING BODY-

PUPILS AND CURRICULUM COMMITTEE

Minutes of the spring term meeting of the Pupils and Curriculum Committee of the Governing Body of Mellers Primary School held at the school on 17th January 2019 at 1.30 pm

MEMBERSHIP

(A denotes absence)

A

A

Mr Mark Gilmore, Chair of the Committee

Mr Abdulkadir Abakir

Mrs Saima Munir

Ms Jo Kervick, in the chair

Miss Amanda Dawson, Headteacher

IN ATTENDANCE

Mr Daniel Harvey, Clerk to the governing body

Mrs Laura Patel, Deputy Head

P&C2/01/18-19 Apologies for absence

Apologies for absence from Abdulkadir Abakir and Saima Munir, were approved.

P&C2/02/18-19 Declaration of interest

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

P&C2/03/18-19 POLICIES

The committee confirmed they had received the three documents prior to the meeting.

Special educational needs and disability information report

The Headteacher commented the information report was a statutory document to be publicised on the school website. The report contains information that parents/carers can expect from the school with regard to support for their pupil.

The committee noted information report.

Special educational needs and disability (SEND) policy

The Headteacher commented the SEND team reviewed the policy.

The committee approved the updated SEND policy.

Personal, social, health education (PSHE) policy

The committee noted that the policy was developed internally and outlines how the school delivers PSHE within the curriculum.

The committee approved the PSHE policy.

P&C2/04/18-19 Presentation from Grace Atherton, Foundation stage leader

Grace Atherton discussed in detail the foundation stage good level of development (GLD), how schools measure and use this information. She commented that pupils are measured against 17 areas and for a pupil to achieve GLD they will need to pass 12 of these areas. The areas are developed against the early learning goals and the development matters from birth through to 60 months. Areas include feelings, relationships, social aspects, speaking, writing and maths.

The Headteacher commented upon entry, 0% of pupils are where they should be at start of F2, **asked how this compares against national data**, the Headteacher said the pupils are significantly below national averages.

The committee noted the school outcomes for GLD were 60% and that is below national averages 73% and a reduction on the school's previous year outcomes. Progress however was very positive. Grace Atherton said actions have been identified to improve GLD and this is one of the focuses for the school development plan. Support for F1 and F2 includes having additional teacher support/capacity, increased group works and 1:1 sessions.

The committee noted one key focus for the school is preparing pupils for learning and assisting in developing a complete learner.

Grace Atherton explained pupils are assessed via work in English, maths and own work books, teachers capture pupils' work with the use of Ipads, videos and photos. She explained this methodology works for the school.

The committee noted 97% of pupils' progress is accelerated throughout their school life.

Governors asked when pupils move through to KS1, do teachers access F2 data, Grace Atherton confirmed teachers access pupil data and communication is ongoing between teachers regarding pupils' strengths, weaknesses, attainment and progress.

In response to a question on the impact of the expansion on the foundation stage, Grace Atherton commented it has afforded the foundation stage to have a larger support team. The foundation stage environment has been split into F1 and F2 and this has influenced positively on the classes. It has allowed teachers to provide tailored provision for each class. The committee discussed the positive impact of the outdoor learning environment.

Governors asked what the greatest barriers for learning in foundation stage were; Grace Atherton commented the weakest area is in speaking and listening skills, especially amongst EAL and British born boys. The school is tackling this by providing a rich variety of texts and a greater focus on teacher interaction with pupils.

The Headteacher informed the meeting that Grace Atherton has been invited to British School of Milan to consult on foundation stage.

P&C2/05/18-19 Meeting with Year 3 pupils

A number of Year 3 pupils who have joined the school in the last 9 months attended the meeting and discussed with governors the following;

- Aspects of school life they enjoyed;
- What they remember of their first day;
- What they think of school work, in particular what subjects they enjoyed and work set;
- What they would do if bullying was taking place;
- What could the school do better

P&C2/06/18-19 Data dashboard

The Deputy Headteacher tabled autumn term data dashboard, the document included pupil progress and attainment for each year group and major cohort within the year group. She commented on 'snapshot' data, which shows there is a gender gap as girls outperform boys and girls progress is greater than boys. She commented the performance gap can be narrowed following spring and summer terms.

The committee noted the key headlines for each year group;

- Year 1 – two pupils with significant needs and six children are new to English. Overall girls are performing better than boys in attainment and progress and the gap has widened with girls now accelerating progress to above age related in English. Disadvantaged and EAL pupils are achieving at the same rate as their peers;
- Year 2 – Four pupils with SEND in the cohort are working on 'p levels', overall girls are outperforming boys and the largest gap is in reading attainment and progress in writing. Disadvantaged children are performing in line with their peers in maths;
- Year 3 – a low achieving cohort that requires support to accelerate towards age related, there are four new pupils to English in the cohort and mobility is at 75%, with 22 children new to the year group. Due to the high mobility rate, adjustments have been made in EAL provision and support.
- Year 4 – most stable cohort and all on track to achieve targets, boys slightly over perform girls in writing;
- Year 5 – girls outperform boys in all areas, disadvantaged children are behind their peers in writing and an attainment gap is identified between reading and writing, with more children achieving above ARE in writing. Cohort historically and currently has issues with persistent absences;
- Year 6 – currently on track to achieve predicted outcomes.

The committee thanked the Deputy Headteacher for the report and headline data.

P&C2/06/18-19 Confidentiality and communication

It was **agreed** that no items be deemed confidential for the purpose of the minutes.

The meeting closed at 3.20pm

Signed by the chair:

Date:

MELLERS PRIMARY SCHOOL GOVERNING BODY

Minutes of the spring term full governing body meeting held at the school on 21st March 2019 at 4.00pm

Membership		Mrs L Lyon, Chair
(A denoted absence)	A	Cllr L Ali, Associate member
		Mr A Abakir
		Ms J Kervick
		Mrs C McCrone
		Cllr A Peach
		Miss T Reid
	A	Mrs S Munir
	A	Mrs S Pratt
		Mrs M Holton, Business Manager and Associate Member
		Mrs L Patel, Deputy Head and and Associate Member
	A	Miss A Dawson, Headteacher

In Attendance Mr A Sheldon, Clerk to the Governors

PRELIMINARIES

FGB2/18-19/01 APOLOGIES FOR ABSENCE

Apologies for absence were received and approved from Miss A Dawson.
 Cllr Peach would be arriving late.

ACTION

FGB2/18-19/02 DECLARATION OF INTEREST AND GOVERNORS CODE OF CONDUCT

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

FGB2/18-19/03 MEMBERSHIP

Current membership

Evidence of the current membership of the governing body had been presented in advance of the meeting; the membership details were noted.

Attendance requirements

It was noted that a governor who, without the consent of the governing body, has failed to attend their meetings for a continuous period of six months beginning with the date of the first such meeting the governor fails to attend, is, on the expiry of that period, disqualified from continuing to hold office as a governor of that school. (The School Governance (Constitution) (England) Regulations 2012).

Vacancy update

The Chair reported that Mr Gilmore had resigned as a Governor.

The Governors expressed their thanks for Mr Gilmore's support and hard work and wished him well for the future.

The Chair said that the Governors should consider appointing Joint Vice Chairs.

It was agreed that Mrs McCrone and Mrs Pratt would act as joint Vice Chairs.

It was agreed that –

- Mr Folorunso would be the safeguarding Governor.
- Mr Abakir would Chair the pupil and curriculum committee.
- Miss Reid would join the pupil and curriculum committee.
- Mrs McCrone would join the pupil progress committee
- Mr Folorunso would join the pupil and curriculum committee.

End of terms of office

None were considered.

FGB2/18-19/04 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 22nd November 2018, copies of which had been previously circulated, were taken as read, confirmed and signed by the Chair.

Action points

All actions were complete or in hand.

The Clerk agreed to ask the Governor Service team to contact the Chair regarding the ‘terms of reference’.

Governors agreed to read KCSIE and to email the Business Manager to confirm that this had been done.

Matters arising

The date of the Pupil Progress meeting was changed to 15th May 2019 1.30pm.

FGB2/18-19/05 CHAIR’S OR VICE CHAIR’S EMERGENCY ACTION SINCE LAST MEETING

Neither the Chair nor the Vice Chair reported any actions or decisions undertaken using emergency authority.

FGB2/18-19/06 CORRESPONDENCE ITEMS**From the Chair**

There were no items to discuss.

From the Headteacher

There were no items to discuss.

From the Clerk

There were no items to discuss.

SCHOOL PROGRESS

FGB2/18-19/07 HEADTEACHER REPORT

Governors confirmed the report had been received in advance of the meeting.

The Headteacher reported on the work and progress of the school since the summer term 2018 meeting of the full governing body.

Cllr Peach joined the meeting.

The Deputy Headteacher said that Governors had received a copy of the report and some discussions had taken place.

Governors asked questions on several issues including the IT curriculum and security issues and the Deputy Headteacher answered to Governor's satisfaction.

The Deputy Headteacher gave some updates on the report and informed the meeting that the school was very pleased with the recent Ofsted report and that there was likely to be a further inspection before any changes in the inspection methods were made.

The Chair said that she was optimistic that the school would be judged to be outstanding.

The Deputy Headteacher said that the school was very proud of its achievements and welcomed inspections of all kinds.

The Deputy Headteacher went on to stress the importance of Governor monitoring and Governors discussed the impact of this.

The Chair, the Deputy Headteacher and the joint Vice Chair gave examples of the impact of monitoring on several cases involving pupil premium, GLD and SEND children. The Chair confirmed that there would be further investigation of impact in KS1 and KS2.

Cllr Peach reported on visits to the school and expressed satisfaction at the progress on communication. There would be further discussions with teachers in due course.

A Governor said that classroom activities had been inspected looking at English provision. There was a good variety of written work and the artwork had been very impressive.

Governors asked that their thanks be passed on to Lauren Marks, a year 5 teacher. The Deputy Headteacher said that this would be done.

Governors discussed 'Science Week' and agreed that the children had become very involved. The experience was enjoyable and University visitors had been very impressed

The Chair asked the Governors to place their observations on the Governor's Blog and the Governors agreed to do this.

The Chair said that she had spoken with 'Greater Depth' children in years 5 and 6 and that this had proved to be very interesting. It was noted that children at the school thought that it was 'cool to be clever'.

It was agreed that discussions would take place with the SLT regarding options and locations for a school library.

The Deputy Headteacher reported that nothing had been finalised regarding the situation with Nottingham Nursery although initial meetings had taken place.

The Chair suggested that a working group should be formed to discuss the possible federation.

It was agreed that the group would be –

- The Deputy Headteacher
- Mrs McCrone
- Cllr Peach
- The Chair

Ms Pratt would also be asked.

The Deputy Headteacher addressed the year 4 teaching position and said that there had been several good candidates and that a teacher had now been recruited.

It was reported that some parents had asked about sex education as it had been in the news recently.

The Deputy Headteacher said that it was important to be transparent and vital to maintain parental support. An open day was to be arranged in order to show parents the working of this educational process and details of 'age appropriate' issues. Governors agreed with this strategy.

The school co-ordinator would be asked to attend a meeting with Governors prior to the open day.

The Headteacher gave details of a single example of an exclusion and explained the circumstances for Governors.

The Headteacher's report was received with thanks.

FGB2/18-19/08 APPROVAL, DELEGATION OF APPROVAL, OF BUDGET 2019-2020, INCLUDING PURCHASE OF SERVICES

The Business Manager tabled documents detailing budget data and confirmed that the carry forward figure was circa £17,000. Governors expressed their satisfaction.

Governors discussed the need for careful and prudent management of the budget and confirmed their confidence in the Headteacher and the Business Manager.

Governors queried the costs of catering and both the Chair and the Business Manager reported that after liaising with others including the Local Authority, there was optimism that next year's forecasts would be more accurate,

The situation would be kept under close review.

The Chair said that the budget situation was as good as could be expected and thanked the Business Manager for her efforts.

The meeting considered the budget for 2019/20 and the Business Manager gave an overview of the data.

Governors discussed various examples of expenditure and income including teaching staff costs, extra cleaning staff, extra admin staff and midday supervisors.

The Business Manager confirmed that the budget was healthy and under control.

The Governors discussing fitting Blinds in some parts of the building and were informed that the school council had requested this to be done. **Governors agreed that this was a good idea.**

It was agreed that the Finance Committee would examine the budget in more detail.

FGB2/18-19/09 POLICIES FOR REVIEW/APPROVAL

No policies were discussed.

FGB2/18-19/10 UPDATE ON GDPR

A document entitled 'data protection officer report to Governors' was circulated and the Business Manager explained the details and layout of the data.

The meeting was informed that the school was compliant in most areas although there was still work to be done.

An ADPO would be doing an audit in the near future.

After some discussion, the Deputy Headteacher said that the report was very thorough and the Governors thanked the Business Manager for the information.

FGB2/18-19/11 SCHOOLS FINANCIAL VALUE STANDARD (SFVS)

The Business Manager said that the SFVS was still to be completed and would be emailed to Governors when finalised.

FGB2/18-19/12 STAKEHOLDER VIEWS

It was agreed that this subject had been covered previously.

GOVERNORS REPORTS**FGB2/18-19/13 REPORT FROM COMMITTEE MEETINGS**

It was agreed that this had been done previously.

FGB2/18-19/14 GOVERNOR TRAINING AND DEVELOPMENT

It was reported that a Governor was due to attend induction training.

The Chair said that she was to train in safer recruitment.

FGB2/18-19/15 REPORTS FROM GOVERNOR VISITS

This had been discussed earlier in the meeting.

REPORTS TO GOVERNORS**FGB2/18-19/16 REPORTS FROM THE LOCAL AUTHORITY****Governor Allowances**

Maintained schools are required to have a governors' allowances policy (schools within a MAT – please refer to the funding agreement, articles of association or guidance from the Trust).

The governing body can decide to pay reasonable allowances from the school's delegated budget to cover any costs that governors incur through carrying out their duties, this does **not** include:-

- attendance allowance
- loss of earnings payments.

Maintained schools

The Governance Handbook (section 4.6.1, paragraph 50) allows governing bodies in maintained schools with a delegated budget to choose whether or not to pay allowances to governors. Where they choose to do so, it must be in accordance with a policy or scheme.

The legislation on governors' allowances is set out in the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, part 6.

Academies, including free schools

The Governance Handbook (section 4.6.1, paragraph 52) says that boards in academies are free to determine their own policy on the payment of allowances and expenses.

Governors approved/delegated approval of the governor allowance policy.

Fair Access Protocol

Action required:

- Note the updated fair access protocol and procedures;
- Agree to the updated Fair Access Protocol 2018 to be in operation.

Summary of Report

The purpose of this report is to inform and seek agreement from governors of the updated Fair Access Protocol that will apply to all primary and secondary phase schools and academies.

The revised protocol clarifies and adds improved working practices develop through the Fair Access Panel and stakeholders. This protocol was developed through consultation with school staff involved in fair access cases across the Nottingham City area. This updated protocol incorporates primary, secondary fair access cases, including children without a school place and Managed Move processes.

FGB2/18-19/17 NST REPORT (for information only)

The clerk said that details of the Governor conference would be advised by the Governors services team.

It was agreed that the decision to join the NST had been in the best interests of the school and was proving to be very helpful. The NST was gaining momentum.

CONCLUDING ITEMS

FGB2/18-19/18 SAFEGUARDING AND CHILD PROTECTION

Details were available in the Headteacher's report.

FGB2/18-19/19 HEALTH AND SAFETY UPDATE

Details were available in the Headteacher's report.

FGB2/18-19/20 EQUALITY INCIDENTS REPORTED SINCE THE LAST MEETING

There were none to report.

FGB2/18-19/21 EVIDENCE OF GOVERNING BODY IMPACT ON SCHOOL IMPROVEMENT

Various actions and the impact statement on the school website were all considered to be evidence of Governor impact.

FGB2/18-19/22 ARRANGEMENTS FOR CHAIR TO INSPECT SCHOOL RECORDS

It was reported that this was still to be completed.

FGB2/18-19/23 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

The following meeting dates were agreed:-

Summer 2019;

- F&GP committee – Thursday 30th April at 1.30pm;
- P&C committee – Thursday 9th May at 1.30pm;
- P&P committee – Thursday 15th May at 1.30pm;
- Full governing body – Thursday 11th July at 4.00pm.

Autumn 2019 – dates to be confirmed

FGB2/18-19/24 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that no items be deemed confidential for the purpose of the minutes.

Communication of the decisions made was considered, and it was agreed that the school would undertake all communication with the stakeholders.

The meeting closed at 6.30pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-

Reference	Action	Responsible
FGB2/18-19/04	Governors agreed to read KCSIE and to email the Business Manager to confirm that this had been done.	GOVS
FGB2/18-19/07	The Chair asked the Governors to place their observations on the Governor's Blog and the Governors agreed to do this. It was agreed that discussions would take place with the SLT regarding options and locations for a school library.	GOVS DH
FGB2/18-19/11	The Business Manager said that the SFVS was still to be completed and would be emailed to Governors when finalised.	BM

Academic Year 2018 -2019												
Governor Name	Autumn 2018				Spring 2019				Summer 2019			
	FGB	F&GP	PPC	PCC	FGB	F&GP	PPC	PCC	FGB	F&GP	PPC	P&C
Mrs L Lyon	✓	✓		✓	Y							
Mr M Gilmore	✓		Apols		RESIGNED							
Mr A Abakir	✓				Y							
Ms A Falces		X	Resigned 22 November 2018									
Ms J Kervick	✓		✓		Y							
Mrs C McCrone	✓	✓			Y							
Cllr A Peach	✓	✓			Y							
Miss T Reid	✓			✓	Y							
Mrs S Munir	X		✓		N							
Mrs S Pratt	Apols			✓	N							
Mrs M Holton	✓				Y							
Miss A Dawson	✓	✓	✓	✓	N							
Cllr L Ali	✓			Apols	N							
Mrs L Patel	✓				Y							
Mrs M Holton	✓				Y							

Mellers Primary School

Minutes of the Finance and General Purposes committee meeting held at the school on 30th April 2019 at 1.30pm

MEMBERSHIP

Mrs C McCrone, Chair of the Committee
Cllr A Peach
Mrs Lesley Lyon
Ms M Holton, business manager and associate member
Miss A Dawson, Headteacher

IN ATTENDANCE

Mrs C Colmore, clerk to the governing body
Mrs L Patel, deputy headteacher

FGP3/18-19/01 APOLOGIES FOR ABSENCE

All members of the committee were present

ACTION

FGP3/18-19/02 DECLARATION OF INTEREST

No governor expressed a personal benefit through attendance at the meeting.

FGP3/18-19/03 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 7th February 2019, copies of which were available on Governorhub, were taken as read and confirmed as an accurate record of the meeting.

Action points and matters arising from the minutes

FGP2/18-19/05 – reference to the fire alarm. Governors asked about progress in addressing the problems with the fire alarm in KS1. The business manager reminded them that the issue had arisen following the new build. The alarm was no longer fit for purpose, had failed the annual inspection and could not be repaired.

The business manager had received a quote for its replacement from Central Fire and Security and had approached LA Major Projects for financial support. She was pleased to inform governors that the LA had agreed to pay for and project manage the work, including necessary removal of asbestos from the roof space. It was expected that the work would be undertaken during the summer holidays.

FGP2/18-19/07 – Ofsted section 5 inspection Governors asked whether there was any information about when the school would receive the Section 5 inspection and were advised that it was expected that it would be under the current framework, and therefore during the current term.

FGP2/18-19/05 – catering contract Governors had been provided with a detailed analysis of the catering charge from Lee Kimberley. Governors expressed considerable concern that the change to the contract had been in the region of £16K more than expected for the year, despite assurances that the change would be financially beneficial. Governors agreed to continue to monitor the charges, recognising that there were other suppliers.

FGP2/18-19/07 governor training records It was agreed that a record needed to be maintained. The business manager had added an additional column to the single central record for training. The clerk advised that GovernorHub provided a training record facility.

FGP2/18-19/08 – Nottingham Nursery Agenda item.

FGP3/18-19/04 FINANCIAL UPDATE (INCLUDING AGENDA ITEM 8 BUDGET APPROVAL)

The budget forecast document and detailed breakdown were available on GovernorHub. The documents were displayed on a whiteboard during the meeting.

The business manager explained that the budget being proposed for 2019-20 was based on a cautious assessment of income, with more income likely to be received during the year. The income for the year is £2,214,163, with the expected carry forward of £17K from 2018-19 resulting in £2,231,163 being available. The proposed expenditure of £2,224,501 will result in an in year deficit of £10K, with a projected carry-forward from 2019-20 of £6,662.

Governors asked whether this was a long-term financial concern and were assured that the budget included all known costs and that it was expected that the carry forward would be larger than £6,662 due to prudent expenditure and additional income.

The business manager advised that capital income for 2019-20 was £6.8K and that the school had a capital carry-forward of £14K. The money was being allocated for key capital works, with blinds already installed in the classrooms on the sunny side of school to reduce glare and heat. Other costs to be considered under agenda item 6 (approval of expenditure for safety surfacing and artificial grass for foundation stage).

The Headteacher reminded governors that the over staffing model resulted in minimal expenditure on supply and ensured quality provision in school. She advised that the maternity leave of the foundation stage lead would be covered using existing staff. **In response to a question about how the responsibilities of the foundation stage lead would be covered** governors were assured by the Headteacher that there was capacity in current staffing.

Governors acknowledged that it had previously been agreed to develop a financial buffer; however in the context of expansion additional expenditure was needed. It was recognised that after this financial year there would be just two more years until the school had 2 forms in each year. The Headteacher advised that staffing of the expansion had been cautious, effective and efficient.

Governors considered the detailed forecast report, noting HLN funding. The financial projection for future years was made complex by the expansion and the difficulties in estimating future income and expenditure.

The committee chair commended the work being done by the inclusion manager in tracking pupil premium on a spreadsheet. She had some concerns that the amount of work in maintaining the spreadsheet would result in it not being kept up to date. The Headteacher advised that the strength of the outcomes for pupil premium children made it unlikely that it would be a theme for the Ofsted inspection.

It was agreed that

- **The business manager would liaise with the inclusion manager regarding admin support;**
- **The inclusion manager be invited to attend Pupil Progress Committee meeting to make a presentation on pupil premium expenditure and impact;**
- **Governors would review pupil premium expenditure by year groups to look at anomalous expenditure.**

MH

HT

PPC

Student teacher income was noted to be minimal. Governors expressed commitment to supporting the training of new teachers; however the drain on the school's resources was of concern, particularly as the school was recognised as a place of excellence for dealing with trainees who needed additional support.

Cllr Peach to ensure the school received support with In Harmony from her budget.

**Cllr
Peach**

Governors discussed the development of a new school library, which had been a suggestion from pupils. It was agreed that more information was needed, including costs, views of children, purpose.

Budget 2019-20, as presented, approved. Chair to complete online submission to LA.

FGP3/18-19/05 CHILD CARE CLUB FACILITIES

The budget manager reminded governors that the governing body had previously decided that the after school club could not run at cost to the school budget. In the previous year the club had made a loss of £2024, which equated to £10 per day. There had been an average of 5 children attending, although currently numbers had risen to 12. There had been a period of very low attendance with access to other after school clubs having reduced take-up. The business manager proposed an increase in the daily charge from £6 to £8 to make the club viable.

Governors asked a number of questions:

- **What was the quality of the provision?** The Headteacher said that it was excellent, with a snack, a choice of activities, time outside
- **Was there value in further marketing or analysis of demand for places?** To be considered
- **Should the breakfast club figures also be analysed and charges reviewed?** It was agreed that the whole wrap-around provision should be reviewed, with income and expenditure costs to be provided for both the breakfast club and after school club, and also for a combined total
- **Would extending the club, as proposed by the business manager, so that it finished at 5.30pm rather than 5.15pm, bring additional costs?** The business manager thought that it would not affect the cost, but agreed that this would need to be investigated
- Was there any debt? One parent paid in arrears, but did always pay.

MH

MH

MH

Governors agreed:

- To increase the charge for breakfast club – from 7.30am to increase from £2 to £2.50; from 8am to increase from £1.50 to £2. To be implemented from after half term.
- To increase the charge for after school club from £6 to £7, and to extend the opening hours to 5.30pm. To be implemented from after half term.
- That the after school club should have a name, based on children's ideas. Lorna Walters to arrange.

MH

FGP3/18-19/06 APPROVAL OF EXPENDITURE FOR SAFETY SURFACING AND ARTIFICIAL GRASS FOR FOUNDATION STAGE

The business manager presented quotes for the safety surfacing and for artificial grass for the foundation stage.

Governors questioned the use of artificial grass for ethical, environmental reasons and were informed it was durable and could be used all year.

The quote for artificial grass from Playsmart, being the cheapest quote, was approved.

The quote for safety surfacing from Soft Surfaces, being the cheapest quote, was approved. Governors agreed that the business manager negotiate with both suppliers to see whether either supplier would be prepared to reduce their quote, if they were awarded both contracts. If she was successful then she was authorised to purchase from the cheaper supplier.

MH

The chair of the governing body signed the quote log form.

FGP3/18-19/07 SCHOOLS FINANCIAL VALUE STANDARD (SFVS)

The SFVS had been completed, signed by the chair of the governing body, and submitted to the LA.

In response to a question about whether the emergency plan was reliant on specific staff, the business manager and Headteacher assured governors that it was up to date, regularly reviewed and quality assured by the LA H&S officer, David Thomson.

Business manager to circulate the Emergency Plan.

MH

FGP3/18-19/08 STAFFING UPDATE

The Headteacher informed governors about recruitment of new staff, including a new year 4 teacher and an NQT. The school was in the process of appointing an admin assistant and would be recruiting a midday supervisor and a cleaner.

Governors asked whether any staff were expected to leave and were advised that the Headteacher was not aware of any staff looking for alternative employment.

The chair of the governing body had completed safer recruitment training.

FGP3/18-19/09 NOTTINGHAM NURSERY

The Headteacher, deputy head and foundation stage lead were all involved in the work with Nottingham Nursery. The Headteacher advised that Nottingham Nursey ran very well, but that the key issue was the financial position of the Nursery, with staffing costs made complex by the ratios of staff required for each age group, which resulted in high use of supply staff. Supply costs at the nursery had been £70K for the previous financial year. It appeared there were opportunities for further income generation.

The governing body of Nottingham Nursery were currently advertising for a Headteacher and were proposing to change the leadership structure. The chair of the Nottingham Nursery had indicated that they were keen to federate with Mellers. The clerk advised that the governing body needed to decide between federation and collaboration. Chair of the governing body to contact the chair of Nottingham Nursery.

CoG

Governors asked about the advantages for Mellers and were advised that it provided for better provision for children and the community. It was agreed that the work with Nottingham Nursery should be publicised in the school's newsletter.

MH

Governors asked about the support for Nottingham Nursery and were advised that it would reduce once a headteacher had been appointed.

FGP3/18-19/10 ANY OTHER BUSINESS

Governing body strategic development – meeting to be held 7th May to consider the whole GB training. Some disappointment expressed at the attendance at the training.

Reading recovery teachers to present to chair of governing body analysis of impact of the programme for children throughout school. **Headteacher**

Contractual hours of staff – following discussion it was felt that no action was needed. All staff needed to use the signing in / out procedures.

Transition effectiveness – Headteacher to email secondary schools regarding the success of the transition arrangements. **HT**

FGP3/18-19/11 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that no items be deemed confidential for the purpose of the minutes.

Communication of the decisions made was considered, and it was agreed that the school would undertake all communication with the stakeholders.

The meeting closed at 3.35pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-

Ref	Action	Responsible
04	The business manager would liaise with the inclusion manager regarding admin support;	Business manager
04	The inclusion manager be invited to attend Pupil Progress Committee meeting to make a presentation on pupil premium expenditure and impact; Governors would review pupil premium expenditure by year groups to look at anomalous expenditure.	Headteacher / Pupil Progress Committee
04	Cllr Peach to ensure the school received support with In Harmony from her budget.	Cllr Peach
05	Communicate with parents regarding increased charges for out of school child care; Liaise with Lorna Walters regarding marketing / development of name for the clubs; Investigate cost of extending provision; Present financial information for breakfast and after school club both separately and combined	Business manager
06	Seek cheaper combined quote for capital works	Business manager
07	Business manager to circulate the Emergency Plan.	Business manager
09	Chair of the governing body to contact the chair of Nottingham Nursery.	Lesley Lyon

09	Publicise work with Nottingham Nursery in newsletter	Business manager
10	Reading recovery teachers to present to chair of governing body analysis of impact of the programme for children throughout school.	Headteacher / Lesley Lyon
10	Headteacher to email secondary schools regarding the success of the transition arrangements.	Headteacher

Mellers Primary School Governing Body

Pupil Progress Committee - 16th May 2019 at 1.00pm

MEMBERSHIP
(A denotes absence)

A Lesley Lyon, chair of the committee
Femi Folorunso
Carol McCrone
Sharon Pratt
Teeny Reid
Amanda Dawson, Headteacher

IN ATTENDANCE

Clare Colmore, clerk to the governing body
Laura Patel, deputy head
Lorna Dermody, assistant head
Sarah Elliott, SEND Co-ordinator and pupil premium lead

PPC3/01/18-19 APOLOGIES FOR ABSENCE

ACTION

Celia Morris, who would be joining the governing body at the next full governing body meeting, had been invited but was unable to attend.

The Chair welcomed Carol McCrone to her first meeting as a member of the committee.

PPC3/02/18-19 DECLARATION OF INTEREST

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

PPC3/03/18-19 FINANCIAL ITEMS

The School Fund audit was received and signed by the Chair.

The Chair signed the form for the expenditure of the grant of £6K received as a National Support School, acknowledging that the income had been spent appropriately.

PPC3/04/18-19 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING FROM THE MINUTES

Minutes of the meeting held on 31st January 2019, which were available on GovernorHub, were taken as read and approved as an accurate record of the meeting.

The meeting noted there were no matters arising from minutes, aside from governors to feedback from visits to school. The Chair had circulated governors with suggested questions for them to ask pupils.

Teeny Reid had met Mrs Buttress – to be reported on the governing body blog.

TR

PPC3/05/18-19 PUPIL PREMIUM

The Chair welcomed Sarah Elliott who was attending to inform the committee about the use of pupil premium income in school.

Sarah Elliott led governors through a presentation, informing them that:

- Eligibility for pupil premium was based on having received free school meals at any point in the previous 6 years. Children in receipt of pupil premium were referred to nationally

as 'disadvantaged' or 'Ever6'.

- Numbers of disadvantaged pupils varied across year groups, with the highest percentage being in year 6.
- She had created a spreadsheet to monitor interventions and calculate expenditure.
- In school disadvantaged children achieved in line with others.
- Many pupils who were not in receipt of pupil premium were from families which it was recognised were financially just about managing. The school was committed to ensuring these children were not left behind.
- The money used exceeded the income received, as was evident from the report on expenditure 2019-20, which would be uploaded to the website.
- There were 139 disadvantaged children in school.
- At present pupil premium income was spent more in KS2 than KS1.
- Expenditure on TAs and the over-staffing model resulted in a staffing structure which was of benefit to disadvantaged pupils.

The Headteacher added that the offer for pupil premium children was different from and additional to the provision all children received.

Governors asked a number of questions:

- **How did the school ensure income was received for all eligible pupils?** The Headteacher advised that on entry all parent completed the free school meals application.
- **How did the school ensure a children did not receive too many initiatives?** Sarah Elliott responded that the support package was bespoke for each child. Each teacher had a whole class provision map.
- **Did the most able disadvantaged children also receive additional support?** Teachers were aware which children were disadvantaged. This was an area for further development.
- **Had there been any analysis of barriers to progress for disadvantaged pupils?** The deputy head advised that work had been done on barriers to progress and bespoke solutions.
- **Could the school show the impact of the interventions?** Governors were assured that the tracking of each pupil was a strength of the school and enabled the impact of all interventions to be assessed.

Governors discussed and agreed some key strategic principles for the use of pupil premium income:

- All children in receipt of pupil premium income should benefit from the funding
- The school would ensure that children from just about managing families were also supported in school
- The governing body were committed to diminishing the difference, so that there was no difference overall in progress between disadvantaged and other children
- Children working at greater depth should be a focus for considering how to best use the income.

Governors agreed that:

- Case studies should be developed, for a disadvantaged child working at greater depth, in both KS1 and KS2
- Case studies also be developed to show impact of family support worked and of reading recovery for a disadvantaged child
- The Headteacher would meet with Sarah Elliott to review the spreadsheet on

SE

FSW

RR

HT/SE

expenditure. Bursar to be involved if considered to be of value

- Carol McCrone continue to link with Sarah Elliott and monitor the expenditure and impact.

CMcC

Sarah Elliott was thanked for her presentation. She then left the meeting.

PPC3/06/18-19 SCHOOL'S FOCUS ON GREATER DEPTH

The Chair circulated a report from her visit into school where she had met with more able children from years 5 and 6. She had asked them various questions about their perceptions of being more able. She had already reported on the results to the SLT.

She informed governors that in general the children had not thought of themselves as clever or doing well and they weren't aware that their parents considered they were more able. One child had said that she felt pressure through being grouped with less able children who she felt she had to help. They were proud when they did well and also said that some lessons were too slow and they sometimes got bored. They had a variety of ideas for improving school, including after school clubs where they solved puzzles, a library with different books including the classics, more opportunities for girls, increasing the in depth questions for them to work on, and the opportunity to work with the clever children from across school.

The Chair advised that their answers created a number of other questions around how much children should know, could it be motivational for them or might it be detrimental for others, could the timetable be adjusted to enable some time for vertical groupings, how explicit should the school be with parents, should a library be created.

Lorna Dermody then led governors through a PowerPoint presentation about the developments in pupils working at greater depth in maths, which would be uploaded to GovernorHub. She informed governors that:

HT

- Considerable progress had been made since 2016-17 both in pupil working at age related expectations and greater depth;
- Teachers had predicted the numbers working at greater depth for the current year. Numbers in years 3,4 and 5 were lower but growing;
- There were many successes, including that children were positive about maths, as were staff. This was a cultural change;
- Working at greater depth in maths required children to solve complex problems, using skills and reasoning;
- As a National Support School the school had benefited from access to research;
- Pupils had potential, high quality teaching unlocked the potential. Key was staff expertise and having high expectations;
- Fluency work was going well and children were well prepared for the start of the multiplication tables assessments for year 4 in 2020. The current year 5 was a year group of concern;
- The curriculum uplift, from the previous national curriculum, had resulted in children now having greater skills and knowledge.

Lorna Dermody informed governors about the next steps, which included building pupil awareness that they could achieve greater depth, developing staff understanding of pedagogy and developing weaker areas in the curriculum. All children would benefit from the improvements.

The Headteacher advised that all children were clever at something and it was important to

speaking about being clever. In school nothing stood still, the school always looked to improve and to use what worked well, with a no excuses culture. Children accessed external inspirational events, for example the Maths Challenge Day at Nottingham High School.

Governors asked a number of questions:

- **How far along the route was the school?** Staff were interested and enthusiastic and the content of what was being taught in maths was right. It was about teacher mind-set to unlock potential. Barriers included language barriers and children not being independent enough to tackle challenging problems.
- **How would this be taken forward?** The SLT were meeting to discuss the next steps, with a staff meeting scheduled for 12th June – Chair to attend. Also to be discussed at the governor session on 4th June.
- **Should rewards be reviewed?** The deputy head advised that the use of rewards was reviewed and that children had also suggested that they should be. Femi Folorunso emphasised the value of rewards for children.

It was agreed that:

- Femi Folorunso research what home support was effective, by speaking with parents
- Parent meeting with the governing body to be considered towards the end of term, possible with a focus on greater depth
- Greater depth be a golden thread through school improvement for the next year
- Teeny Reid to carry out a case study through school, from F2.

FF
FGB /
Chair
HT
TR

Lorna Dermody was thanked for her presentation.

PPC3/07/18-19 ANY OTHER BUSINESS

The Headteacher informed the governing body that the new website would go live after half term

KS1 plan circulated. The Headteacher advised that KS1 results were expected to be in line with national. The deputy advised that the pupil progress meeting for year 2 would use the results to inform changes.

PPC3/08/18-19 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that no items be deemed confidential for the minutes.

The meeting closed at 3.05pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-		
Person	Action	Reference
Teeny Reid	Report on visit with Mrs Buttress on blog	04
Sarah Elliott	<ul style="list-style-type: none"> • Case studies should be developed, for a disadvantaged child working at greater depth, in both KS1 and KS2 • Case studies also be developed to show impact of family support worked and of reading recovery for a 	05
Family support		

worker/ Reading recovery Headteacher Carol McCrone	<p>disadvantaged child</p> <ul style="list-style-type: none"> • The Headteacher would meet with Sarah Elliott to review the spreadsheet on expenditure. Bursar to be involved if considered to be of value • Carol McCrone continue to link with Sarah Elliott and monitor the expenditure and impact. 	
Headteacher	Upload Lorna Dermody's presentation to GovernorHub	06
Femi Folorunso Governing body / Chair Headteacher Teeny Reid	<ul style="list-style-type: none"> • Femi Folorunso research what home support was effective, by speaking with parents • Parent meeting with the governing body to be considered towards the end of term, possible with a focus on greater depth • Greater depth be a golden thread through school improvement for the next year • Teeny Reid to carry out a case study through school, from F2 	06

MELLERS PRIMARY SCHOOL GOVERNING BODY-

PUPILS AND CURRICULUM COMMITTEE

Minutes of the summer term meeting of the Pupils and Curriculum Committee of the Governing Body of Mellers Primary School held at the school on 4th June 2019 at 3.30 pm

MEMBERSHIP	A	Mr Abdulkadir Abakir, Chair
(A denotes absence)		Mr Femi Folorunso
	A	Mrs Saima Munir
		Ms Jo Kervick, in the chair
	A	Ms Sharon Pratt
		Ms Teeny Reid
		Miss Amanda Dawson, Headteacher
IN ATTENDANCE		Mrs Clare Colmore, Clerk to the governing body
		Mrs Lorna Dermody, Assistant Head

Action

P&C3/01/18-19 Apologies for absence

It was agreed that membership of the committee and the position of chair be discussed at the meeting of the full governing body. Full GB

P&C3/02/18-19 Declaration of interest

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

P&C3/03/18-19 Curriculum Design

Lorna Dermody, who was attending the meeting to inform the governing body about the design of the new curriculum, was welcomed to the meeting.

She informed the governing body that the Ofsted framework was changing, so that from September inspectors would focus on the effectiveness of the curriculum and whether it was appropriate for the school. The FED leadership structure was being used in the design of the new curriculum, with the research and reflection led process ensuring the new curriculum was designed to enable every child to be their best.

The senior leadership team had discussed what was important in a curriculum, including through reflecting on how their learning at primary school had been influential in their lives.

The process for change had three stages – Intent, Implementation and Impact. Currently the school was at the 'Intent' stage, undertaking discussions and research. The school benefited from access to research through being a National Support School. Research showed that a knowledge based curriculum underpinned the development and use of skills. The research into how children learn, including cognitive psychology and working memory, would inform the curriculum development. Tom Sherrington would be delivering Inset training for staff.

The curriculum would be relevant and exciting for the school and its community, to develop young people as citizens, with a relevant and local shared identity, for example by investigating Nottingham as a 'City of Rebels'.

Consideration was being given to the use of 'The big question', which was being trialled with year 6.

The curriculum when finalised would be the product of research and the views of stakeholders. It would have both vertical stands – building on what children learnt throughout their time in school, and horizontal stands – links across each subject. There was no need to rush, it was most important to ensure that the final curriculum was right for the pupils and reflected the passion of staff.

Governors asked a number of questions:

How would this link with teaching to greater depth? Greater depth was a golden thread throughout all teaching in school.

Were children being involved in the development of the new curriculum? This was just starting, but the views of parents and children were important. Middle leaders had done some work on pupil voice in planning and children were asked about what they wanted to learn about.

Would the focus be history? The curriculum would be broad and cover the whole range of subjects.

How could governors access the research documents? Following discussion it was agreed that key documents would be uploaded to GovernorHub – Headteacher to arrange.

HT

Lorna Dermody was thanked for her presentation. She then left the meeting

P&C3/04/18-19 Relationship and sex education

The Headteacher reminded governors that Abdul Abakir had met with Kiran Dhanjal and had been through the RSE scheme. He had spoken with her about parental concerns, as a result of which parent meetings had been held, where parents were shown the scheme and the resources and were able to ask questions about the delivery of RSE.

The chair welcomed Kiran Dhanjal, who was leading on the implementation of the new Relationship and Sex Education (RSE) curriculum, to the meeting and invited her to inform governors about the changes and how they were being introduced.

Kiran Dhanjal informed governors that in conjunction with Abdul Abakir, parent governor, she had delivered an information meeting for parents in response to queries raised by parents to Mr Abakir earlier in the term. The meeting was very successful, and very well attended by a range of parents, some of whom had expressed concern at children receiving RSE in years 1 and 2. They had been assured that the topic was dealt with very sensitively and that many aspects were only addressed when children asked. A number of parents had also spoken with her on an individual basis after the meeting. The response from parents was positive, on the whole, and Kiran has been available for parents to meet her with any queries about the scheme of work. Govs

The school will be holding an RSE day on 27th June 2019 where parents can observe lessons. Governors are also invited to attend. There had only been one application for a child to be withdrawn, reflecting the confidence of parents in the school.

The school would be delivering the Christopher Winter Project scheme of work from reception to year 6, developed to best suit the needs of the school.

Governors asked how staff were being prepared and were advised that teachers had received training. They would be providing their lesson plans to ensure that the subject was being dealt with sensitively.

How frequently would it be taught? Yet to be decided.

Governors asked the views of the parent governor. He said that he recognised it was important that children received accurate information as they would be hearing about relationships and sex from each other and also through social media. He hadn't understood that the RSE curriculum was delivered in all year groups and he had some concern that it could undermine parents' ability to be responsible for their children if children were bombarded with things which were psychologically and emotionally impactful. In addition, he thought that the information could make children make choices which contradicted their parents' views, once they knew about something.

Kiran Dhanjal responded that children were provided with the knowledge to keep themselves safe and to be accepting of diversity, respectful and tolerant. The school respected parent views and would not undermine parents. The teaching and resources were all age appropriate and children were taught about healthy relationships. Same sex relationships were only mentioned if questions arose from children. She invited the parent governor to meet with her and look at the resources and planning folder. FF

It was agreed that the governing body should have oversight of the RSE curriculum and how it was implemented in school.

Governors thanked the parent governor for his views which helped the school to ensure the curriculum was right for the school's community. It was appropriate for governors to challenge the school to ensure that the best decisions were made for the pupils and the whole school community.

Governors thanked Kiran Dhanjal for all her work on the new RSE curriculum. She then left the meeting.

P&C3/05/18-19 Future Planning

It was agreed that a cycle for the work of each committee be developed at the start of the new year. HT and Chair

P&C3/06/18-19 Confidentiality and communication

It was **agreed** that no items be deemed confidential for the purpose of the minutes.

The meeting closed at 4.50 pm

Signed by the chair:

Date:

Ref	Action	Who / where / when
01	Membership of committee and chair of committee	Full GB – summer term
03	Upload research documents to GovernorHub	Headteacher
04	Invite to visit as part of RSE day	Governors
04	Invite to meet with Kiran Dhanjal	Femi Folorunso
05	Develop cycle of work for the GB for the next year	Headteacher and Chair

MELLERS PRIMARY SCHOOL GOVERNING BODY

Minutes of the summer term full governing body meeting held at the school on 17th July 2019 at 4.00pm

Membership		Mrs L Lyon, Chair
(A denotes absence)		Cllr L Ali, Associate member
	A	Mr A Abakir
		Mrs S Blakeway
		Ms J Kervick
		Mrs C McCrone
		Mr F Folorunso
	A	Mrs C Morris
		Cllr A Peach
		Miss T Reid
	A	Mrs S Pratt
		Mrs L Patel, Deputy Head and Associate Member
		Miss A Dawson, Headteacher

In Attendance Mrs C Colmore, Clerk to the Governors

Prior to the start of the meeting governors and staff jointly reflected on the academic year and what had been achieved. The main themes were

- Maintaining the Mellers way as the school continued to expand.
- Stronger parental engagement at school events, including fun days, reading cafes and subject events (science, RSE)
- Attainment is improving – strong KS1 and KS2 SATS results, with a significant improvement in pupils working at greater depth across key stages
- Providing opportunities in our developing curriculum and extracurricular activities.
- Creating a positive learning culture– with the work on our physical environment, emotional well-being and challenge
- A review of the school development plan, using a R.A.G. rating system and annotations, which will be used to inform the new development plan.

PRELIMINARIES

FGB3/18-19/01 APOLOGIES FOR ABSENCE

ACTION

Apologies for absence were received and approved from Mrs Morris and Mrs Pratt.

FGB3/18-19/02 DECLARATION OF INTEREST AND GOVERNORS CODE OF CONDUCT

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

FGB3/18-19/03 MEMBERSHIP

Current membership

Evidence of the current membership of the governing body was available on GovernorHub.

Attendance requirements

It was noted that a governor who, without the consent of the governing body, has failed to attend their meetings for a continuous period of six months beginning with the date of the first

such meeting the governor fails to attend, is, on the expiry of that period, disqualified from continuing to hold office as a governor of that school. (The School Governance (Constitution) (England) Regulations 2012).

Governors approved a temporary sabbatical for Mrs Pratt. She was greatly valued as a member of the governing body.

Vacancy update

Mrs Munir had resigned as a governor. Mrs Holton would no longer be an associate member on retirement from her post as school business manager.

Mrs Sue Blakeway and Mrs Celia Morris were both appointed as co-opted governors.

It was agreed to co-opt Miss Teeny Reid and Mrs Lesley Lyon for a further term of 4 years.

The governing body therefore had vacancies for 2 co-opted governors.

End of terms of office

The term of office of Mrs Carol McCrone would end on 18th November 2019.

FGB3/18-19/04 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 21st March 2019, copies of which had been previously circulated, were taken as read, confirmed and signed by the Chair.

It was agreed that the minutes be uploaded to Sharepoint for staff to access.

Action points and matters arising from the minutes

KCSIE – Headteacher to circulate KCSIE 2019. All governors to read and to confirm they had read it.

HT
Govs

Relationships and Sex Education (RSE) Day – attended by governor Mr Abdul Abakir.

Governor blog – it was recognised that the blog needed to be fully uploaded to the new website.

SFVS – completed and returned to the LA.

Library – still being considered.

FGB3/18-19/05 CHAIR'S OR VICE CHAIR'S EMERGENCY ACTION SINCE LAST MEETING

Neither the Chair nor the Vice Chair reported any actions or decisions undertaken using emergency authority.

FGB3/18-19/06 CORRESPONDENCE ITEMS

Request for leave of absence in exceptional circumstances. Governors confirmed that leave would be unpaid and approved only for exceptional reasons, with any applications considered on merit.

Without prejudice to any further requests it was agreed to grant an application for 1 week of unpaid absence from a TA, with cover to be purchased for the role. The member of staff would be required to catch up on all staff training and updates received by other staff during their absence.

FGB3/18-19/07 HEADTEACHER REPORT

Governors confirmed the report had been received in advance of the meeting. The Headteacher reported on the work and progress of the school since the Spring term 2019 meeting of the full governing body.

Statutory Tests

The Headteacher led governors through the results from statutory tests:

- Foundation stage – target 70% GLD; achieved 67%, but there had been pupil mobility which had affected results. Results had been moderated. Governors were made aware that it was difficult to have evidence of children exceeding the expected standard. The Headteacher advised that the result reflected excellent progress for pupils from their starting points on entry to the school.
- Phonics year 1 – 73% - an increase on 2018.
- KS1 SATs:
 - Reading 75% at expected, 25% greater depth. Ofsted had identified KS1 standards as an area for development and these results showed that KS1 was a strength in school. They also showed the excellent quality of teaching and the benefit of full time foundation stage provision.
 - Writing – 68% at expected and 17% at greater depth. Best ever writing results at KS1. Having a year 2 teacher who was also a trained moderator benefited the school.
 - Maths - 77% expected and 18% at greater depth.
- KS2 SATs
 - Reading – 86% expected, 29% greater depth
 - Writing – 81% expected, 21% greater depth – moderated and a substantial increase on previous results
 - Maths – 79% expected, 21% greater depth
 - Grammar, punctuation and spelling – 79% expected, 39% greater depth
 - Combined – 71% expected and 3% greater depth.

The Headteacher advised that she expected the school to be in the top 20% at least for progress.

Governors commended the excellent results, recognising that they reflected incremental progress across school. They therefore asked that their thanks and congratulations be passed to all staff.

Governors requested analysis of the data for the autumn term showing children who had been in school throughout the whole of KS2 compared with those who had joined.

HT

Headteacher's Report

Governors placed on record thanks to Mel Horton, school business manager, who was retiring at the end of term. Recruitment to the vacancy was underway.

The curriculum review was continuing, with Tom Sherrington to attend an Inset in September. Governors invited to attend. **Governors agreed that the curriculum would be a focus for their work over the next year.**

Staff had received FED (future, engage, delivery) strategic leadership training with the expectation all staff would lead an aspect of the school's work. Governors had also been involved in 4 sessions using FED principles looking at strategy and vision.

The final vision was agreed as:

Mellers is a unique and extraordinary school. The GB has a vision for exceptional progress for all

children, irrespective of starting point, through inspirational teaching and leadership. Children will be enabled to be resilient learners, in a culture where there is no stereotyping of expectations, and the environment is safe and nurturing.

Governors agreed that the vision would act as a golden thread in governing body monitoring.

The governing body would meet on Saturday 21st September 9.30am – 12 noon, followed by lunch, to plan for the year ahead.

The Headteacher informed governors that Times Table Rockstars had been very effective for developing children's recall of multiplication tables. The year 4 children had achieved strongly in the pilot tests.

Governors asked how the school's judgement about the quality of teaching was verified and were advised that the judgements were made using a range of indicators, rather than just observation of teaching. A review through Challenge Partners or NST was being considered. **Governors asked how the school could be confident that all teaching was at least good** and were informed that the data showed that children made excellent progress reflecting the good teaching.

The Headteacher advised that attendance was 94.7% despite substantial work being done to address absence. She assured governors that children loved being in school and that the school worked very hard to develop strong relationships with families. There were some safeguarding issues which the school addressed with vigilance and also some absence was due to Roma families. **Governors asked whether the LA were helpful** and were advised that they were supportive but also stretched. Two penalty notices had been issued. The school was recognised for its excellent practice, with other schools seeking guidance from Mellers.

Governors asked whether there was anything more which could be done and were advised that it was important to maintain the high profile of attendance. **Governors asked whether 38 persistently absent children was high** and were informed that it had been higher and that there were more pupils on roll now. The school maintained detailed records and could show how each child was carefully monitored and action taken to address absence. **It was agreed that the governing body continue to focus on attendance.**

Governors asked whether there was any support from NST with attendance and were advised that each school had its own specific reasons for absence but that there was value in attendance lead meetings.

The Headteacher's report was received with thanks.

FGB3/18-19/08 UPDATE ON APPROVAL OF BUDGET 2019-2020

The budget had been approved and submitted to the LA.

FGB3/18-19/09 UPDATE ON GDPR

The Headteacher advised that the health-check had identified minor concerns which had been addressed.

It was agreed to adopt all NST GDPR policies.

FGB3/18-19/10 CONSIDER ARRANGEMENTS FOR HEADTEACHER PERFORMANCE MANAGEMENT FOR ACADEMIC YEAR 2019-2020

The external advisor would be appointed by NST.

Appraisal governors agreed as the Chair and Mrs Sue Blakeway.

GOVERNORS REPORTS

FGB3/18-19/13 REPORT FROM COMMITTEE MEETINGS

Nottingham Nursery

The Headteacher informed governors that the working party had met several times, with the proposed federation to be revisited in September.

The Headteacher, deputy head and foundation stage lead had been providing support, one day each, over the past term. From September it was proposed that the deputy head provide 3 days support each week. In addition it was proposed that the Headteacher provide 1.5 days per week support for Netherfield Primary. The deputy head was not needed to provide PPA and NQT cover and therefore had more time available. She said that she could work 1 full day and 4 part days for the Nursery.

Governors sought assurance that there was leadership capacity in school and were assured that there was. They would seek to minimise the time when they would both be absent from school but were confident that the assistant head would provide strong cover when needed.

Governors asked what the proposed future was for Nottingham Nursery and were advised that federation was on a temporary hold. **Governors asked how leadership of Nottingham Nursery was managed during the holidays** and were informed that the Headteacher was nominally the executive head of Nottingham Nursery and would call in periodically over the holidays. Previous headteachers of Nottingham Nursery had worked term time only, with occasional holiday visits.

Governors asked about the financial impact and were advised that it would not be at detriment to the school.

Governors asked whether there had been any negative impact of working with Nottingham Nursery and were advised that there had been no problems as the school was experienced in supporting other schools. There were benefits for the families as it provided for continuity of relationships for children and families who used Nottingham Nursery.

Governors approved both proposals to December with the potential they would continue into 2020. The sole caveat was that the priority must remain Mellers.

Governors agreed that the Chair email Nick Lee, Director of Education, copying in the chair of the governing body of Nottingham Nursery.

Committees

The minutes from the committee meetings were all available on GovernorHub.

FGB3/18-19/12 GOVERNOR TRAINING AND DEVELOPMENT

Governors reported on a number of visits:

- FED visioning sessions
- Year 6 geography lesson which was described as inspiring
- School shows
- Interviews for staff
- Staff meeting to feed back to staff on interviews with children who had the potential to work at greater depth. Governors were pleased that children thought it was 'cool to excel'

- RSE Day attended by Mr Abdul Abakir. The day was described as successful with parents very positive about the RSE curriculum and reassured about what was taught. Mr Femi Folorunso had met with the RSE coordinator and had great confidence in the school's graduated approach and the age appropriate curriculum. The school's open communication was commended.
- Safeguarding meeting.

FGB3/18-19/13 REPORTS FROM GOVERNOR VISITS

The Chair, Vice-Chair and Cllr Anne peach had attended the governor conference. All had found it useful.

The Chair, Miss Teeny Reid and Ms Joanne Kervick would be starting the governor leadership programme.

FGB3/18-19/14 END OF YEAR IMPACT STATEMENT

To be completed at the Away Day.

REPORTS TO GOVERNORS

FGB3/18-19/15 REPORTS FROM EDUCATION GOVERNANCE

Best practice guidance for school complaints procedures 2019

The DfE updated guidance (28th March 2019) on dealing with concerns and complaints advises governors to review and update the school complaints policy (appendix 1 – DfE draft policy).

The link to the guidance document:

<https://www.gov.uk/government/publications/school-complaints-procedures/best-practice-advice-for-school-complaints-procedures-2019> references the difference between 'legal requirement' and 'good practice', the guidance explains:

- must – where a school has a legal duty to do (or not do) something;
- can – where a school has a legal power (not a duty) to do something;
- should – for guidance on best practice.

The DfE guidance states the procedure **must** now include the steps to follow for complaints against:

- The Headteacher;
- A member of the governing board;
- The entire governing board.

DfE model policy adopted.

National database of governors – get information about schools

Governing boards in maintained schools and academies have been required to provide information to the national database, formerly Edubase, now GIAS, since 1 September 2016. The DfE guidance states:-

- Schools must include anyone who served as a governor, including Headteacher(s) and staff governors, at any time in the previous 12 months;
- Maintained schools do not need to include associate members;
- Academies must include information on any committee members who are not trustees or local governors.

The link below provides full details of the information governors must provide, some of which is publicly available. Other information including governors' home postcodes, previous names and dates of birth, and your chair's email address **is not** publicly available on GIAS.

<https://get-information-schools.service.gov.uk/guidance>

Headteacher to ask school business manager to ensure GIAS was up to date.

HT

Safeguarding update

Action for governors

- Note the updated guidance in the Governors handbook March 2019 in relation to Designated Safeguarding Leads (DSL's);
- Governors to be assured via the Headteacher, DSL or link governor for safeguarding that the DSL's within the school or academy are suitable for the role and the duties of the DSL'S are included in any job description.

Information

The DfE has published an update to the Governance Handbook for academies, multi – academy trusts and maintained schools. From a safeguarding perspective, the new guidance reinforces the importance of governors understanding the importance that the DSL should have job descriptions for the role.

The role of the DSL should be explicit in the role holder's job description and that they have the appropriate status, authority, time, funding, training and resources to carry out the role effectively. Tasks associated with the role that should be within the DSL's job description include; providing advice and support to other staff; liaise with the local authority; update the link governor for safeguarding; provide safeguarding reports to the governing body; work with other agencies.

Legislation: Governance Handbook - For academies, multi academy trust and maintained schools March 2019 Safeguarding and pupil welfare section 6.7 paragraph 169

Counselling in schools

Action for governors in maintained schools

- Governors need to be aware of the schools counselling arrangements for pupils and be assured that they are accessible for all pupils and fit for purpose.

Information

The updated governor's handbook now makes reference to Counselling in schools: a blueprint for the future <http://www.gov.uk/government/publications/counselling-in-schools>.

The document provides advice on setting up or improving counselling services in primary and secondary schools, and explains how counselling fits into a whole school approach to mental health and wellbeing

Legislation

The Education and Inspections Act 2006 places a duty on governing bodies of maintained schools to promote well-being of pupils.

Governance Handbook 2019 for academies, multi academy trust and maintained schools section 6.8 Pupil well-being paragraph 189.

Safer Working Practises

Action for governors

- Governor to be assured that there is a robust code of conduct in place.
- That the principles of safer working practises are embedded in to the code of conduct and safeguarding policies.

Information

In safeguarding we have to think the unthinkable. From teacher prohibition hearings it shows that children can still be at risk from adults who work with them. A strong and clear professional code of practise is an important part of ensuring the continued safety of pupils in schools. In 2015 the Safer Recruitment Consortium produced Guidance for Safer Working Practises for Adults who work with Children and Young People in Education document.

The document should assist staff to monitor their own standards and practise and reduce the risk of allegations being made against them. The document provides practical guidance about a wide range of situations and offers advice as to which behaviours constitute safe practise and which behaviours should be avoided.

The guidance includes information on;

- Educational visits;
- Power and positions of trust and authority;
- Confidentially;
- Gifts, rewards, favouritism and exclusion;
- Physical contact;
- Intimate/personal care;
- One to one situations;
- Home visits;
- Transporting pupils;
- Dress and appearance;
- Communication with children (including the use of technology).

Legislation/guidance

Guidance for Safer Working Practises for Adults who work with Children and Young People in Education <http://wwwsafeguardingschools.co.uk/Safer2015>

Safeguarding training to be undertaken in the autumn term.

Determined admission arrangements for Nottingham City community school 2020-2021

Governors are recommended to:

- note the determined admissions arrangements and oversubscription criteria for 2020-2021 set out in the report (and in Appendices 1 and 2), which are a change from those determined for the 2020-2021 admission arrangements;
- note the planned admission number for their own school (set out in Appendix 3);
- note the timelines for the 2020-2021 co-ordinated admissions process (as set out in Appendix 5);
- ensure that this information appears on your school's website for the 2019-2020 and 2020-2021 school years.

Report noted.

FGB3/18-19/16 NST REPORT (for information only)

Governors were pleased by the developing impact of NST. It was agreed that the school investigate nominating Pat and Sarah Fielding for a public honour (MBE or OBE).

HT

CONCLUDING ITEMS

FGB3/18-19/17 HEALTH AND SAFETY UPDATE

Link governor to be agreed at the Away Day.

FGB3/18-19/18 EQUALITY INCIDENTS REPORTED SINCE THE LAST MEETING

No incidents reported.

FGB3/18-19/19 ARRANGEMENTS FOR CHAIR TO INSPECT SCHOOL RECORDS

The chair would inspect the records.

FGB3/18-19/20 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

The following meeting dates were agreed:-

	Full governing body	Finance and general purposes	Pupil Progress	Pupils and Curriculum
Autumn	21 st Nov 4pm	7 th Nov 1.30pm	24 Sept 1.30pm	1 st Oct 1.30pm
Spring	17 th March 4pm	11 th Feb 1.30pm	28 th Jan 1.30pm	5 th Feb 1.30pm
Summer	14 th July 4pm	28 th April 1.30pm	5 th May 1.30pm	19 th May 1.30pm

Chairs of committees and committee membership to be agreed at the Away Day.

Cllr Anne Peach would be late for the 21st November full governing body meeting.

FGB3/18-19/25 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that no items be deemed confidential for the purpose of the minutes,

Communication of the decisions made was considered, and it was agreed that the school would undertake all communication with the stakeholders.

The meeting closed at 6.15 pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-

Ref	Action	Responsible
04	KCSIE – Headteacher to circulate All governors to read part 1	Headteacher Governors
07	Analysis of data to include mobile and non-mobile children	Headteacher
15	Ask SBM to check GIAS was up to date	Headteacher
16	Investigate nominating Pat and Sarah Fielding for a public honour	Headteacher

	Academic Year 2018 -2019												
	Autumn 2018				Spring 2019					Summer 2019			
Governor Name	FGB	F&GP	PPC	PCC	FGB	Special FGB	F&GP	PPC	PCC	FGB	F&GP	PPC	P&C
Mrs L Lyon	✓	✓		✓	✓	✓	✓	✓		✓	✓	✓	
Mr Gilmore	✓		Apols			✓			✓				
Mr A Abakir	✓				✓			✓	✓				

Ms A Falces		X											
Ms J Kervick	✓		✓		✓	✓			✓	✓			✓
Mrs McCrone	✓	✓			✓		✓			✓	✓	✓	
Cllr A Peach	✓	✓			✓	✓				✓	✓		
Miss T Reid	✓			✓	✓				✓	✓		✓	✓
Mrs S Munir	X		✓		N								
Mrs S Pratt	Apols			✓	N	✓			✓				
Mrs M Holton	✓				✓								
Miss Dawson	✓	✓	✓	✓	N	✓	✓	✓	✓	✓	✓	✓	✓
Cllr L Ali	✓			Apols	N	✓				✓			
Mrs L Patel	✓				✓	✓				✓			
Mrs M Holton	✓				✓	✓	✓			✓	✓		
Mrs C Morris													
Mrs Blakeway											✓		
Mr Folorunso						✓		✓			✓	✓	✓