

## Mellers Primary School Governing Body

### Pupil Progress Committee 24<sup>th</sup> September 2019 at 1.30pm

#### MEMBERSHIP (A denotes absence)

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

#### IN ATTENDANCE

Clare Colmore, clerk to the governing body  
Laura Patel, deputy head and associate member of the governing body

#### **PPO1/01/19-20 APOLOGIES FOR ABSENCE**

**ACTION**

There were no apologies for absence.

#### **PPO1/02/19-20 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.

#### **PPO1/03/19-20 DATA 2019**

The reports were all available on GovernorHub.

The Headteacher led governors through the results from statutory tests 2019.

#### Foundation stage

Governors noted that the percentage of children at GLD had increased to 67% from 63% in the previous year. It was noted that children had to make accelerated progress to reach GLD, due to their low level of attainment on entry. Of the current F2 only 7 children were meeting the age-related expectations. The results had been externally moderated, with moderation used as a positive mechanism for verifying judgements to ensure accuracy.

**Governors requested that the data be updated with the details the percentage achieving each area of learning – deputy head to action.**

**DHT**

**Governors asked whether there was an area of learning which acted as a limiting factor in achieving GLD and were advised that literacy and writing were the areas which were the lowest in school. Maths had improved, reflecting the use of the maths mastery project. Governors asked whether the school was aware of the barriers preventing children from performing more strongly in literacy and were advised that there were a variety of reasons, specific to each child. In general, the reasons included the high proportion of children with EAL, some of whom joined school new to English, speaking and listening skills and fine motor skills. Some children who had English as a first language had low levels of speaking and listening on entry.**

#### Phonics

The Headteacher advised that 73% of children had achieved the expected level, which was below national. The results had been affected by pupil mobility; however, the school was tightening up the teaching of phonics from the foundation stage through to years 2 and 3. Leaders were ensuring that phonics was taught systematically and that teachers were supported.

**Governors asked why phonics had reduced since 2016** and were informed that mobility had increased.

Year 2 phonics – 9 of the 19 children who had not passed in year 1 had passed in year 2. **Governors asked what was done to support the children who had not passed** and were informed that they were provided with bespoke support, dependent on their needs, including Switch-On.

**Governors investigated how the school ensured that the barriers children had on entry were addressed in school** and were informed that pupil progress meetings with teachers and TAs focused on each child, considering any reasons for them not making progress and seeking solutions. The school rigorously monitored each child's progress.

Carol McCrone to link with phonics and visit to look at phonics from the foundation stage through to year 3.

CMcC

#### KS1 SATs

**Governors commended the results, recognising that the percentage at expected was broadly in line with national and that the percentage achieving greater depth had increased substantially to being close or at national.** It was noted that the cohort had been a strong cohort from the foundation stage.

#### KS2 SATs

The Headteacher advised that writing results had been moderated. The school had outperformed national at expected for all subjects and in combined (71%). **Governors commended the results.**

Governors reviewed the mobility data, recognising that the current year 4 had been subject to huge mobility, which would continue as there were still spaces in the year. **Governors recognised the need to monitor the exceptional year group, which resulted from the school's decision to provide an extra class for those children within the LA who were without a school place when in year 2.** The Headteacher advised that the school had strong procedures in place to address the impact of mobility including a New Arrivals Policy and support for EAL. **Governors asked whether the school used baseline tests to be able to assess progress** and were assured that all children who joined the school were baseline tested.

Governors were informed about pupil progress, recognising that children made strong progress in school. Case studies to be circulated – Headteacher to action.

HT

It was noted that the gap between disadvantaged and others diminished across school and was eradicated by year 6.

#### Scorecard and FFT Aspire

Governors noted the information on the Scorecard and in FFT Aspire, recognising the areas identified as 'below' were to be areas included in the school improvement plan.

#### Parental engagement and homework

**Governors considered parental engagement and the use of homework.** The Headteacher informed governors about the reading cafes, meetings with parents and the information on the website. The school recognised that there was value in increasing parental use of the website and disseminating the information through other routes.

**Governors asked whether a homework diary, as used in secondary school, would be useful and**



were informed that year 6 used an organiser.

The deputy head advised governors that the school was very conscious about ensuring that homework was purposeful and supported parental engagement.

**Governors recommended a parental questionnaire regarding academic support from parents, possibly at the end of the current year as a mechanism for reviewing effectiveness of the changes to practise as part of the curriculum review.**

**Governors asked about the use of educational websites which provided fun and engaging learning.** The Headteacher advised that links could be placed on the website.

The Headteacher would circulate Education Endowment Foundation research on parental engagement and homework.

HT

#### Attendance

**Governors asked about attendance** and were informed that it had reduced since 2018 with an increase in unauthorised absence. The school continued to use fines; however, their impact now appeared to have reduced with parents aware that a penalty notice, if paid, had no further repercussions. The deputy head advised that, despite a strong focus on attendance, it had become difficult to improve attendance, with some parents becoming hard to contact. She advised that more rigor, including home visits, would need to be introduced.

**Governors asked what proportion of the persistent absentees were for extended leave to return to home countries** and were informed it was around half. Some parents chose to take an additional week at the start and end of the summer holidays, with the reduction to 5-week summer holiday being detrimental to the school.

The deputy head advised that this term 15 penalty notice requests had been made, with more to be done, and 6 children had been removed from the register. **Governors asked about the procedures where a child did not return to school** and were informed that they were referred to Children Missing from Education and safeguarding and not taken off roll until authorised by the LA. Known safeguarding concerns around each child were also passed on. Where a child did not return after the summer paired home visits were also made.

**Governors asked whether the LA were supportive** and were advised that they were but were overwhelmed with the workload, with the number of penalty notices doubling.

It was agreed that Femi Folorunso link with attendance and meet with the deputy head.

FF

#### Science

**Governors enquired about the teaching of science, with the national curriculum recommending 2 hours science per week.** The Headteacher advised that science was an area for development. The science coordinator had made great progress, with a structure developed across school and a scheme bought and staff confidence and knowledge increased. The Chair would visit linked to science and meet with the science coordinator to look at what was going well and the plans for science, including how progress was measured across school.

Chair

#### **PPO1/03/19-20 CONFIDENTIALITY AND COMMUNICATION**

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

**The meeting closed at 3.15pm**

**Signed by the Chair:**

**Date:**

<b>ACTION POINTS FROM THE MEETING:</b>		
Person	Action	Reference
Deputy head	Update FS date with results from each area of learning	03
Carol McCrone	Visit linked with phonics	03
Headteacher	Circulate case studies	03
Headteacher	Circulate EEF research into parental engagement	03
Femi Folorunso	Visit linked to attendance	03
Chair	Visit linked to science	03



## 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 1<sup>st</sup> October 2019 at 1.30 pm**

MEMBERSHIP (A denotes absence)	A	Ms Jo Kervick, in the chair Mr Femi Folorunso Ms Teeny Reid Mrs Celia Morris Mrs Sue Blakeway Miss Amanda Dawson, Headteacher
IN ATTENDANCE		Mrs Clare Colmore, Clerk to the governing body Mrs Laura Patel, Deputy Head and associate member of the GB

#### **Action**

#### **P&C1/01/19-20 Apologies for absence**

Apologies for absence received and approved from Mr Folorunso.

#### **P&C1/02/19-20 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&C1/03/19-20 Minutes of the previous meeting and matters arising from the minutes**

The minutes from the meeting held on 4<sup>th</sup> June 2019, were approved as an accurate record of the meeting. There were no matters arising from the minutes which needed to be addressed.

#### **P&C1/04/19-20 Committee monitoring plan**

Governors reflected on the first Mellers' governor conference, held earlier in the term, where the monitoring links and plans for the year had been discussed. The Headteacher circulated the questions developed for visits. Governors spoke about how effective the conference had been and placed on record thanks to the chair of the governing body for organising it.

Celia Morris and Sue Blakeway were linked with STEM subjects. It was agreed that they would contact the subject leaders in school. The chair of the governing body would be meeting with the science coordinator. The meetings this term would focus on developing knowledge of the subject, with the spring term visit to look at the curriculum across school, including talking with the pupils. **CM / SB**

Celia Morris and Femi Folorunso were linked with safeguarding. They would liaise with the Headteacher or deputy head about safeguarding. **CM / FF**

#### **P&C1/05/19-20 Anti-bullying and Emotional Health and Well-being**

The Headteacher reminded governors that the committee also monitored emotional health and well-being and anti-bullying, as part of the spiritual, moral, social and cultural (SMSC) curriculum. Place 2 Be would be delivering training for staff on the impact of adverse childhood experiences, and Tamba Roy, emotional health and wellbeing consultant, will be delivering half termly

sessions for staff to support their own emotional health and wellbeing, and that of the pupils and parents at Mellers.

Anti-bullying was a focus for the school, with an intensive programme from Kidscape being introduced. The school recognised that some bullying was insidious. **Governors asked whether there were many bullying incidents** and were informed that pupil surveys indicated that bullying was rare, but it had been uncovered that there had been some toxic coercion among the previous year 6 children. Pupils were being dominant over their peers, which had the potential to develop into bullying, and therefore it had been decided that it was important to develop the provision to address bullying and to empower children to keep themselves safe.

The Headteacher advised that staff would also be receiving training from Stonewall which was being delivered free of charge.

#### **P&C1/06/19-20 Staff Well-being**

The Headteacher circulated copies of the outcomes from a staff well-being survey, undertaken at the end of the summer term when staff stress levels were high. She would circulate the results, including narrative responses, after the meeting. The results had been shared with staff.

HT

Governors agreed that the survey provided a valuable baseline and that there were few negative responses. The Headteacher advised that she would like more staff to be very positive about their well-being and having a baseline enabled any initiatives to be evaluated.

Optional support activities were being introduced.

**Governors asked about relationships with parents** and were advised that they were generally good, with the barriers between parents and staff reduced. The use of structured conversations supported better relationships.

#### **P&C1/07/19-20 Curriculum Update**

The Headteacher reminded governors that assistant head, Lorna Dermody, was leading on the curriculum review. For information she told governors that, following a discussion at the Pay Committee and advice from HR, Joy Buttress's post as lead practitioner had been abolished and a second assistant head post had been established. No consultation had been required. This created the right leadership structure for the expanded schools.

Governors were informed that Ofsted would focus on the broader curriculum and how the teaching of a subject developed knowledge, with the curriculum plans providing for progression over time. The school had commissioned an Inset delivered by Tom Sherrington on the curriculum and had extended the opportunity to attend to other NST schools. The Inset had been excellent and was informing the curriculum development, with history the first subject to receive a full review. Celia Morris to attend a meeting with the Headteacher and Lorna Dermody planning the history curriculum.

**Governors asked how much time history and geography were taught each week** and were informed that they were timetabled. The whole curriculum was on the website, with knowledge organisers showing what was being taught for each year group.

The Headteacher informed the committee that a timeline was to be created on the hall wall, showing pre-history and then Nottingham, British and worldwide events from ancient history onwards.



It was agreed that the committee would be informed about the curriculum developments at each meeting.

The Headteacher advised that a very tight focus was being maintained on the improvement priorities, with the appraisal objectives of the leadership team and all teachers aligned to the improvement plan. The first objective for all staff was a focus on greater depth, the second was the curriculum and the third was personalised to their development and leadership responsibilities.

**In response to a question about how they would know when the curriculum was right** the Headteacher advised that pupil knowledge, skills and enthusiasm would be important indicators. It would need to be reviewed and refined over time to reflect the changing community, any feedback from stakeholders and evaluations of its effectiveness.

The Headteacher advised that she had been approached to contribute to a parliamentary review due to the school's success and that she was also seeking to have an article published in a national paper about the school's achievements serving an area of very high deprivation. **Governor recommended that the stories of the school's alumni also be used to publicise the school.**

#### **P&C1/08/19-20 Year 6 Children working at greater depth**

Three year 6 pupils who had been interviewed by the chair of the governing body when in year 5 joined the meeting. All 3 were children working at greater depth. They were welcomed to the meeting and the Headteacher said that the governors were interested in finding out whether children who were very smart were making very good progress in school.

Governors asked them a number of questions:

- In maths how often do you feel stuck when trying to answer a question? Responses included less than once a week, rarely and not often.
- What do you do if you are stuck? Try to figure it out and then ask the teacher. They also said they might ask another pupil and sometimes helped other pupils.
- In year 5 you said you didn't always feel challenged. Has anything changed? They thought it had been too easy and now was a bit harder in maths, with questions which made them think a bit harder. They said they were asked 'why' and so had to explain things, which made them then work out how to explain things, even when they weren't asked.
- Did you notice any difference in other subjects? No just maths.
- How would you know if you were clever in history or another subject? Either you'd get asked a lot of questions or you'd be told not to answer because you already knew so much.
- What do you want to be? Architect, scientist, forensic scientist.

The children were thanked and then left the meeting.

It was agreed that there would be value in speaking with them again at the end of year 6.

#### **P&C1/09/19-20 Brexit**

**Governors asked whether Brexit had caused any issues for the school as it had been reported that in some schools nationally there had been problems.** The Headteacher advised that the only impact had been immediately after the referendum when Polish and other European families had been scared. In addition racial harassment of Muslim families had increased.

**P&C1/06/19-20 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:**

Ref	Action	Who / where / when
04	Visit linked to STEM subjects	Celia Morris / Sue Blakeway
04	Visit linked to safeguarding	Femi Foloronso / Celia Morris
06	Circulate staff well-being survey outcomes	Headteacher



## Mellers Primary School

### Minutes of the Finance and General Purposes committee meeting held at the school on 7<sup>th</sup> November 2019 at 1.30pm

**MEMBERSHIP**

Mrs C McCrone, Chair of the Committee  
Cllr A Peach  
Mrs Lesley Lyon

Miss A Dawson, Headteacher

**IN ATTENDANCE**

Mrs C Colmore, clerk to the governing body  
Mrs J Travis, business manager  
Ms L Walters, after school club leader

#### **FGP1/19-20/01 APOLOGIES FOR ABSENCE**

#### **ACTION**

Apologies for absence were received from Mrs L Patel, deputy headteacher. Apologies approved.

Jo Travis was welcomed to her first meeting as school business manager. It was agreed that governors would welcome her joining the governing body as an associate member. **Full GB**

#### **FGP1/19-20/02 DECLARATION OF INTEREST**

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

#### **FGP1/19-20/03 REPORT ON THE AFTER-SCHOOL CLUB**

Lorna Walters, after school club leader, informed the committee that KidzKlub had made a loss in the previous year of £2K. The current financial position was a deficit of £677; however forecasting income and expenditure to the end of the year produced a break-even financial position / small surplus. Debts were being chased and a culture had been created where parents paid on time.

Governors asked:

- How were staffing ratios managed? Lorna Walters advised that additional staff were used as required, with Denise Obadi usually providing support from her additional single status hours. The family support worker was also available to help. Lorna Walters to check the required ratios, discuss any concerns with the Headteacher, and report back to the committee. **LW**
- Whether there was the potential for further growth and were advised that the club now operated out of the hall and it was likely that it would continue to grow.
- Did the club require another member of staff? Following discussion, it was agreed to defer advertising another post. Lorna Walters to provide accurate attendance numbers on which any decision would be made, recognising that at present there was the flexibility to manage staffing, but that a more formal arrangement could be of value in the future. **LW**
- How was cover managed in the absence of Lorna Walters? Denise Obadi or the family support worker had provided cover as required.
- Did the club had sufficient equipment? Lorna Walters assured governors that the club was well resourced.

Governors commended the development of the after-school club, which continued to grow and provide a valuable service to parents and children. The school now operated child-care from 7.30am – 5.30pm. Parents had been asked about their preference for the closing time.

Governors discussed holiday provision, recognising that it had substantial logistical implications. The PE coach had run a successful sports camp from 9am – 2pm in the holidays and consideration was being given to running it in all holidays.

1.50pm Lorna Walters left.

#### **FGP1/19-20/04 MINUTES OF THE LAST MEETING**

Minutes of the meeting held on 30<sup>th</sup> April 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**

Ref	Action	Delegated to	Action taken / further action required
04	The business manager would liaise with the inclusion manager regarding admin support;	Business manager	Actioned
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	Actioned  Headteacher to circulate latest PP guidance. Governors expressed confidence in the school's provision for disadvantaged children. The Headteacher advised that PP expenditure early years / KS1 was being reviewed.
04	Cllr Peach to ensure the school received support with In Harmony from her budget.	Cllr Peach	SBM to contact Cllr Peach. It was noted that the ward resource had been reduced since the Park had been removed from the ward.
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	Actioned, with no concerns expressed by parents at the increased charges

HT

SBM



06	Seek cheaper combined quote for capital works	Business manager	Actioned
07	Business manager to circulate the Emergency Plan.	Business manager	Actioned
09	Chair of the governing body to contact the chair of Nottingham Nursery.	Lesley Lyon	Actioned / agenda item
09	Publicise work with Nottingham Nursery in newsletter	Business manager	Actioned
10	Reading recovery teachers to present to chair of governing body analysis of impact of the programme for children throughout school.	Headteacher / Lesley Lyon	Being actioned
10	Headteacher to email secondary schools regarding the success of the transition arrangements.	Headteacher	Actioned

#### **FGP1/19-20/05 FINANCIAL UPDATE**

The Period 6 financial statement and detailed breakdown were available on GovernorHub. The figures had been verified by bursar Richard Dejewski. He would be leaving at Christmas and the Headteacher recommended that his services did not need to be replaced as the new school business manager had considerable financial expertise. She had already introduced the use of BACs payments. Any gaps in knowledge of other areas were being addressed through training which the SBM was organising.

The documents were displayed on a whiteboard during the meeting.

The business manager led governors through the key variances between the budget set and the expenditure. It was noted that changes to staffing, including the SENCo leaving and a year 1 teacher leaving had reduced costs. The Headteacher explained that, through having an over staffing model the school had the capacity to cover the year 1 post, with PPA cover to be provided by 2 supply staff. One of them would also do some additional work in the early years.

Governors asked who had taken on the SENCo role and were informed the role had been taken by Henry Ward, supported by the Headteacher and assistant SENCo Wendy Gledhill (TA). He would start the training in the following year. Governors suggested that the Headteacher request SENCo support through NST.

**HT**

Areas of variance considered included:

- The deficit in the building maintenance code was as a result of roof repairs and car park gates.
- Grounds maintenance additional costs – tarmac repairs following a health and safety inspection.
- Learning resources costs would be revised through the income received from 'Breaks for Kids' funding for disadvantaged children for the Boggle Hole trip.

**SBM**

- Catering costs – school business manager to investigate funding and costs.
- Overspend bought in services – occupation health costs and DBS check costs.

**SBM**

Variances in income were noted, included the increased carry forward from the previous year and additional pupil premium income.

David Thompson, LA H&S officer would be undertaking a health and safety inspection on 19<sup>th</sup> November. The outcomes would be reported to the Chair of the governing body, as link governor for H&S.

The projected carry-forward at year end was currently £62K.

Governors discussed a proposal for expenditure of £7.5K for a three year contract for 30 iPads, needed to operate the software used by pupils, including Purple Mash. It was agreed that Jo Kervick make the proposal to the full governing body, including the rationale for the expenditure.

**FGB  
JK**

#### **FGP1/19-20/06 NOTTINGHAM NURSERY**

Confidential item – see appendix.

Nottingham Nursery were keen to retain the services of the deputy headteacher for 3 days per week until the end of the academic year. Governors approved the request in principle, subject to the deputy head providing reassurance at the full governing body meeting that she was willing to continue.

**Full GB**

Governors asked about cover when the Headteacher and Deputy were both absent from school and were assured that the assistant heads or middle leaders would be the nominated head. All staff would be aware.

#### **FGP1/19-20/07 TEACHER PAY AWARD AND PAY POLICY**

The Pay Policy, based on the LA draft Pay Policy was available on GovernorHub.

Governors approved the 2.75% increase to teacher pay and the Pay Policy.

#### **FGP1/19-20/08 POLICY APPROVAL**

All policies were available on GovernorHub. The Headteacher led the governors through key changes, including that the Child Safeguarding Policy was in line with KCSIE 2019.

Governors approved:

- Behaviour Management Policy
- Child Safeguarding Policy
- Code of Conduct for Staff
- GDPR:
  - Acceptable Use of ICT
  - Data Protection Policy
  - Email Policy
  - Freedom of Information Policy
  - Incidents and Breaches Policy
  - Records Management and retention Policy
  - Remote Access and mobile Computing Policy
- Health and Safety Policy
- Off-site Visits Policy
- Pay Policy.



The committee chair would provide the Headteacher with the LA recommended updates to the Code of Conduct for Staff so that they could be incorporated into the school's policy. **CMcC**

#### **FGP1/19-20/09 STAFFING UPDATE**

The confidential Pay Committee minutes were circulated. The Headteacher assured governors that all incremental changes to pay grades had been based on a rigorous appraisal process.

The committee received a recommendation from the Pay Committee for an amendment to the staffing structure, removing the lead practitioner post, replacing it with an additional assistant head post. Recommendation from Pay Committee approved. The Headteacher placed on record thanks to the committee chair who had provided support through the transition period. The change had resolved an historic additional payment.

#### **FGP1/19-20/10 HEALTH AND SAFETY**

No issues raised.

#### **FGP1/19-20/11 BENCHMARKING**

The benchmarking report was available on GovernorHub. It was displayed on the Whiteboard. The comparator schools were all local schools, some maintained and some academies. Governors identified the statistical neighbours according to income and then compared the school's expenditure for the key areas, recognising that expenditure was typically in line with the other schools. It was agreed that additional funding could be an area for focus for the SBM in the future.

#### **FGP1/19-20/12 CONFIDENTIALITY AND COMMUNICATION**

It was **agreed** that no items be deemed confidential for the purpose of the minute with the exception of part of the item - FGP1/19-20/06 Nottingham Nursery. Pay Committee minutes were also deemed confidential.

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
01	Consider appointing Jo Travis as associate member	Full governing body meeting
03	Check after school club statutory ratios	Lorna Walters
03	Provide details of numbers attending daily	Lorna Walters
04	Circulate latest pupil premium guidance	Headteacher

04	Contact Cllr Peach re support for In Harmony	School business manager
05	Consider requesting SENCo support through NST	Headteacher
05	Bid to Breaks for Kids	School business manager
05	Investigate catering costs	School business manager
05	Presentation to full governing body on iPads	Full governing body – Jo Kervick
06	Check with assistant head re Nottingham Nursery ongoing role	Full governing body
08	Provide details of LA recommended updates to Staff Code of Conduct	Carol McCrone



## MELLERS PRIMARY SCHOOL GOVERNING BODY

### Minutes of the autumn term full governing body meeting held at the school on 21<sup>st</sup> November 2019 at 4.00pm

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Membership (A denotes absence)	A	Mrs L Lyon, Chair
		Mrs C McCrone, Vice-Chair
	A	Cllr L Ali, Associate Member
	A	Mr A Abakir
		Mrs S Blakeway
		Mr F Folorunso
		Ms J Kervick
		Mrs C Morris
		Cllr A Peach
		Miss T Reid
	A	Mrs S Pratt
		Mrs L Patel, Deputy Head and Associate Member
		Mrs J Travis, School Business Manager and Associate Member
		Miss A Dawson, Headteacher
In Attendance		Mrs C Colmore, Clerk to the Governors

### PRELIMINARIES

#### FGB1/19-20/01 APOLOGIES FOR ABSENCE

#### ACTION

Apologies for absence were received and approved from the Chair of the governing body, Lesley Lyon, due to a family emergency. The Vice-Chair, Carol McCrone, took the chair for the meeting.

A temporary leave of absence from the governing body had been approved for Sharon Pratt.

Nick Lee, LA Director for Education Services, had been due to attend the meeting with representatives from LA finance but was unable to attend. It was agreed that agenda item FGB1/19-20/02 - Nottingham Nursery discussion with Nick Lee, Director of Education Services, be moved to the penultimate item in the meeting.

#### FGB1/19-20/02 NOTTINGHAM NURSERY DISCUSSION WITH NICK LEE, DIRECTOR OF EDUCATION SERVICES

To be consider as the penultimate agenda item.

#### FGB1/19-20/03 DECLARATION OF INTEREST AND GOVERNORS CODE OF CONDUCT Register of business 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.

The Headteacher informed the governing body that a learning mentor had developed a commercially available resource – First Aid for Feelings. She had enquired about renting space in school to run courses. Governors agreed the request would be considered under FGB1/19-20/09 Headteacher's Report.

#### Renew register of business interest forms

The school business manager would arrange for the register of pecuniary interest to be updated.

**SBM**

### **Review and sign updated Governors Code of Conduct**

Governors noted the following updates:-

- In the interest of transparency, we accept that information relating to governors, although not in the public domain, will be collected and logged on the DfE's national database of governors GIAS (Get information about schools);
- We understand that confidentiality requirements will continue to apply after a governor leaves office.

and signed the Governors Code of Conduct.

It was agreed that compliance with the Code of Conduct was a requirement of membership of the governing body and non-compliance could result in suspension or in the most serious of instances, in dismissal.

### **FGB1/19-20/04 MEMBERSHIP**

#### **Current membership**

The current membership of the governing body was available to view on Governorhub.

It was agreed to:

- Re-appoint Carol McCrone as a co-opted governor;
- Appoint the business manager, Jo Travis, as an associate member of the governing body.

#### **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 hoped that both Sharon Pratt and Abdul Abakir were able to remain active members of the governing body. It was agreed that:

**Clerk**

- The clerk would contact Abdul Abakir enquiring about his membership of the governing body.
- The Headteacher would contact Sharon Pratt enquiring about her membership of the governing body

**HT**

#### **Vacancy update**

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

The Headteacher informed governors that the Chair was in contact with a potential associate member who could take on responsibility for science.

#### **End of terms of office**

No issues to address.

### **FGB1/19-20/05 ELECTION OF CHAIR AND VICE CHAIR**

Governors unanimously elected:

- Lesley Lyon as chair of the governing body for a term of 2 years
- Carol McCrone as vice-chair of the governing body for a term of 2 years.

A decision regarding the second vice-chair position would be made at the next meeting of the

**Agenda**



governing body.

#### **FGB1/19-20/06 MINUTES OF THE LAST MEETING**

Minutes of the meeting held on 17<sup>th</sup> July 2019, copies of which had been uploaded to Governorhub, were taken as read, confirmed and signed by the Chair.

#### **Action points**

Ref	Actions	Delegated to	Outcomes
04	KCSIE – Headteacher to circulate All governors to read part 1	Headteacher Governors	Governors to email SBM to confirm having read KCSIE. To be added to SCR.
07	Analysis of data to include mobile and non-mobile children	Headteacher	To PP Comm
15	Ask SBM to check GIAS was up to date	Headteacher	Actioned. HT maintained currently. Recent changes to be actioned by HT and SBM
16	Investigate nominating Pat and Sarah Fielding for a public honour	Headteacher	HT had investigated

**Govs**

**PPC**

#### **Matters arising**

There were no other matters arising from the minutes.

#### **FGB1/19-20/07 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.

#### **FGB1/19-20/08 CORRESPONDENCE ITEMS**

##### **From the Chair**

The school's bursar, Richard Dejewski, had written a letter of resignation to the Chair as he was retiring. His service to the school over many years was appreciated. Clerk to write and thank him on behalf of the governing body.

**Clerk**

##### **From the Headteacher**

No correspondence reported.

##### **From the Clerk**

Education Governance Services had uploaded the following documents to Governorhub: -

- Governors Code of Conduct;
- Governors training and development newsletter;
- Reports to Governors (DfE, NST and Local Authority);
- Terms of Reference and Scheme of Delegation (for review and completion by the governing body).

Governors confirmed the documents had been received.

## **SCHOOL PROGRESS**

#### **FGB1/19-20/09 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 2019 meeting of the full governing body.

**Governors commended the reformatted report, with the details and evidence provided in appendices.**

**Governors asked for an explanation of the attainment and progress graphs** and were informed that KS2 progress data showed that the school was significantly above for combined reading and maths. All results were above national average.

**Governors asked about curriculum developments** and were informed that Lorna Dermody, assistant headteacher, continued to lead on the curriculum developments, in line with the Ofsted framework. The history curriculum developments had been exceptional, based on research, with other subject coordinators now using the model to develop the whole curriculum. The developments were scheduled over 2 years, to ensure a fully fit for purpose curriculum meeting the needs of all children in school.

The subject knowledge of staff was critical in the implementation of the curriculum. The Headteacher reported that staff were enthusiastic and passionate about providing a broad and balanced curriculum.

The Vice-Chair, who had met with Lorna Dermody and discussed the development of the history curriculum, would visit in the spring term to talk with children about their learning. She commended the school's plan for a timeline in the school hall, showing history over time, from the big bang, through dinosaurs and to ancient and modern history.

VC

**Governors asked about reading recovery and whether children with additional needs received other interventions as well as reading recovery.** The Headteacher and deputy head informed governors that all support and interventions used were individualised to meet the needs of each child. Children accessing the reading recovery programme made exceptional progress, with one greater depth reader in the KS2 SATs having benefited from the programme.

**Governors asked about the issue of parents taking children out of school for holidays in term time** and were informed it was a major problem for the school. Parents were willing to pay the fine as there was still a net financial benefit. The school had threatened to remove a school place but had never done so, as it would at detriment to the child. **Governors asked whether other schools were experiencing similar problems** and were advised that it was similar elsewhere. They had asked the LA to inform the DfE that penalty notices were not working as a deterrent, and that the consequence of rigorous refusal of holidays, which were then taken, was an increase in unauthorised absence. **Governors commended the school's consistent message that it was an expectation that children attended school every day to not miss the excellent opportunities for learning in school.**

**Quotes for iPads** Jo Kervick informed governors that she had 2 quotes, both very similar. One supplier to attend the next Pupils and Curriculum committee to inform governors about the rental scheme.

JK  
PCC

**Governors asked about the arrangements for the SENCo role** and were informed that Sarah Elliott, who was currently on secondment, had been successful in gaining a post in the Inclusive Education Service. The SENCo role was currently undertaken by Henry Ward, supported by the Headteacher and Wendy Gledhill (TA). From January a SENCo was being seconded for 2 days per week.

Other staff changes were noted. The overstaffing model had provided flexibility and continuity following the resignation of an NQT. The school had an excellent teacher on supply providing the



PPA cover.

**Request to rent room in school** Following discussion regarding the benefits to school it was agreed to offer rental at a reduced rate of £100, plus one member of staff to attend free of charge.

The Headteacher's report was received with thanks.

### **FGB1/19-20/10 ARRANGEMENTS FOR THE HEADTEACHER'S APPRAISAL**

The clerk referred to the Governors Handbook 2019:

*6.5.5 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 confirmed the following arrangements:-

- Appointment of external advisor – Liz White, School Improvement Advisor through NST
- Appointment of appraisal governors – Chair and Sue Blakeway.

The Headteacher's appraisal had been completed. Sue Blakeway said that it had been very positive with the external advisor very thorough. Targets for the current year had been set.

## **GOVERNORS REPORTS**

### **FGB1/19-20/11 TERMS OF REFERENCE AND DELEGATION OF FUNCTIONS**

The Headteacher would update the model terms of reference from the LA to reflect the governing body's use of committees. It was agreed to retain the current committee structure and membership:

**HT  
Agenda**

- Finance committee members: Carol McCrone, Lesley Lyon, Amanda Dawson, Laura Patel, Anne Peach, Celia Morris, Joanne Travis
- Pupil Progress committee members: Teeny Reid, Lesley Lyon, Sue Blakeway, Amanda Dawson, Laura Patel, Carol McCrone, Femi Folorunso
- Pupils and Curriculum committee members: Jo Kervick, Celia Morris, Sue Blakeway, Femi Folorunso, Teeny Reid, Amanda Dawson, Laura Patel
- Pupil discipline committee and any formal HR committee membership to be any 3 non staff governors with no prior knowledge of the case or conflict of interest.

### **FGB1/19-20/12 REPORT FROM COMMITTEE MEETINGS**

All committee minutes were available on GovernorHub.

The following meetings were reported:

- Finance and General Purposes committee – 7<sup>th</sup> November 2019:
  - After school club currently had a small deficit, although it was expected it would at least break-even by year end. **Governors asked whether a DSL was needed** and were advised that the provision was covered by the school's DSLs;
  - Financial position – since the meeting it had been revised to a projected carry forward at year end of £30K, which reflected a small in year surplus;
  - Pay Policy and 2.75% increase for teachers approved;
  - Additional assistant head role approved, reflecting the growth of the school. Joy Buttress, the new assistant head, had taken on the role of pupil premium lead.
  - Benchmarking information had been received;
  - Nottingham Nursery had been discussed.

- Pupils and Curriculum committee – 1<sup>st</sup> October 2019:
  - Curriculum
  - Staff well-being
  - Ant-bullying
  - Governing body monitoring plans
  - Focus on greater depth.
- Pupil Progress committee – 24<sup>th</sup> September 2019:
  - Data from statutory tests, with the gender gap in early year recognised and being addressed;
  - Overhaul of phonics provision underway with reading books to match the weekly phonics;
  - KS1 and KS2 SATs;
  - Parental engagement and homework;
  - Attendance;
  - Science.

### **FGB1/19-20/13 GOVERNOR TRAINING AND DEVELOPMENT**

Training opportunities were noted.

### **FGB1/19-20/14 REPORTS FROM GOVERNOR VISITS**

Monitoring week was scheduled for 2<sup>nd</sup> – 6th December. Governors described their plans for focused visits:

- Sue Blakeway and Celia Morris – visit to observe a history lesson and maths;
- Jo Kervick – PSHE and emotional health and well-being focus. She would observe the drug education session;
- Vice-Chair – visit linked to SEND, meeting Henry Ward. She would also attend a team around the school meeting, look at KS1, greater depth and phonics;
- Celia Morris – computing and science. She would also meet with the Headteacher regarding safeguarding;
- Femi Folorunso – attending safeguarding meeting 11<sup>th</sup> December;
- Teeny Reid and Femi Folorunso – PE.

Governors were provided with copies of the suggested questions which had been developed at the Mellers Governor conference.

Reports from monitoring visits to be sent to the Headteacher and office manager for uploading to the blog.

**Govs**

## **REPORTS TO GOVERNORS**

### **FGB1/19-20/15 DfE REPORTS**

Restraint and Restrictive Intervention.

The governing body were informed that the school had staff trained in restraint, but were committed to a principle of de-escalation and therefore restraint was very rarely used in school.

### **Keeping Children Safe in Education (KCSIE) - update**

The governing body, having considered the report and guidance from the clerk, agreed the following actions:-

#### Keeping children safe in education.

It had already been agreed that all members of the governing body would read KCSIE in 2019 and sign to acknowledge having done so at the next meeting of the governing body;



The Child Protection Policy, updated in line with KCSIE 2019, had been approved by the F&GP committee.

**SBM**

It was noted that all governors must have a Section 128 check and new governors must be enhanced DBS checked within 21 days – SBM to check.

Governors noted:

- The new curriculum for Relationship Education and Relationships and Sex Education, and Health Education.
- New guidance 'Teaching online safety in school' June 2019.
- New Ofsted Education Inspection Framework.

#### **SFVS 2019-2020 update.**

The governing body, having considered the report and guidance from the clerk, agreed the following actions:-

1. Governors noted the changes to SFVS, including the requirements for budget variance information to be received at meetings of the governing body or committee in according the latest SFVS guidance.
2. The responsibility for the completion of the SFVS was delegated to Carol McCrone. The SFVS would be completed with the support of the school business manager.
3. The governing body agreed that the school business manager would complete the dashboard on behalf of the governing body which would then be reviewed by SFVS governor.
4. The governing body noted the requirement that the SFVS be completed in time for final approval by the governing body and submission to the LA by 31<sup>st</sup> March 2020.

Governors noted that the date for training on the changes and completion of the SFVS return - Tuesday 14<sup>th</sup> January 2020 at 6pm – 8pm at Loxley House.

The school business manager was attending training on SFVS.

#### **FGB1/19-20/16 REPORTS FROM THE LOCAL AUTHORITY**

##### **Admission arrangements 2021-2022.**

The governing body, having considered the report and guidance from the clerk, agreed the following actions:-

1. Noted the proposed admission arrangements, oversubscription criteria and changes to catchment areas for 2021-2022 set out in Appendices 1, 2 and 4a;
2. Noted the proposed planned admission number for their own school (as set out in Appendix 3;
3. Noted the draft timelines for the 2021-2022 co-ordinated admissions process as set out in Appendix 5.

#### **FGB1/19-20/17 NST REPORT**

Governors noted the NST report.

### **CONCLUDING ITEMS**

#### **FGB1/19-20/18 HEALTH AND SAFETY UPDATE**

LA health and safety officer David Thompson had completed a health and safety visit and had identified a few minor areas. His report, which was awaited, would be considered by the Finance and General Purposes committee.

**F&GP**

**FGB1/19-20/19 ARRANGEMENTS FOR CHAIR TO INSPECT SCHOOL RECORDS**

The Chair or Vice-Chair to complete when visiting school.

Chair /  
VC

**FGB1/19-20/20 CONFIRM DATES AND TIMES OF FUTURE MEETINGS**

The following meeting dates were agreed:-

Confirm dates of future meetings

Spring 2020:

- P&P committee – Tuesday 28<sup>th</sup> January at 1.30pm;
- P&C committee – Wednesday 5<sup>th</sup> February at 1.30pm;
- F&GP committee – Tuesday 11<sup>th</sup> February at 1.30pm
- Full governing body – Tuesday 17<sup>th</sup> March at 4.00pm

Summer 2020:

- F&GP committee – Tuesday 28<sup>th</sup> April at 1.30pm;
- P&P committee – Tuesday 5<sup>th</sup> May at 1.30pm;
- P&C committee – Tuesday 19<sup>th</sup> May at 1.30pm;
- Full governing body – Tuesday 14<sup>th</sup> July at 4.00pm.

Carol McCrone gave apologies for non-attendance at the P&P committee – Tuesday 28<sup>th</sup> January at 1.30pm.

**FGB1/19-20/02 NOTTINGHAM NURSERY DISCUSSION WITH NICK LEE, DIRECTOR OF EDUCATION SERVICES**

This item, deferred from earlier in the meeting, was deemed confidential.

**FGB1/19-20/21 CONFIDENTIALITY AND COMMUNICATION**

It was **agreed** that no items be deemed confidential for the purpose of the minutes, with the exception of FGB1/19-29/02 Nottingham Nursery

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 6.00pm**

**Signed by the Chair:**

**Date:**



# **ACTION POINTS FROM THE MEETING:-**

Ref	Action	Responsible
03	Arrange for the register of business interests to be updated	School business manager
04	The clerk would contact Abdul Abakir enquiring about his membership of the governing body.	Clerk
04	The Headteacher would contact Sharon Pratt enquiring about her membership of the governing body	HT
06	Email SBM to confirm having read KCSIE.	All governors
06	Analysis of data to include mobile and non-mobile children	Pupil progress committee
08	Write and thank him retiring bursar on behalf of the governing body.	Clerk
09	Visit to speak with children in spring term	Vice-Chair
09	IPad quotes / presentation	Pupils and Curriculum / Jo Kervick
11	Update terms of reference	Headteacher
11	Approval of terms of reference	Agenda
14	Send reports from visit to Headteacher and office manager	Governors
15	Check that all governors must have a Section 128 check and new governors must be enhanced DBS checked within 21 days	School business manager
18	Receive H&S audit report	Finance and General Purposes committee
19	Inspect school records	Chair or Vice-Chair

Academic Year 2019 -2020												
Governor Name	Autumn 2019				Spring 2020				Summer 2020			
	FGB	PPC	PCC	FGPC	FGB				FGB			
Mr A Abakir	-											
Mrs S Blakeway	✓	-	✓									
Miss A Dawson	✓	✓	✓	✓								
Mr F Folorunso	✓	✓	Apols									
Ms J Kervick	✓		✓									
Mrs L Lyon	Apols	✓		✓								
Mrs C McCrone	✓	✓	✓	✓								
Mrs C Morris	✓		-	-								
Cllr A Peach	✓			✓								
Miss T Reid	✓	✓	✓									
Mrs S Pratt	Apols											

<b>Associate members</b>												
Cllr L Ali, Associate Member	-											
Mrs L Patel	✓	✓	✓	✓								
Mrs J Travis	✓			✓								



## Mellers Primary School Governing Body

### Pupil Progress Committee 28<sup>th</sup> January 2019 at 1.30pm

**MEMBERSHIP**  
(A denotes absence)

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

**IN ATTENDANCE**

Clare Colmore, clerk to the governing body  
 Laura Patel, deputy head and associate member of the governing body  
 Hayley Gillen, Reading Recovery teacher  
 Paula Newbold, Reading Recovery teacher  
 Lauren Albone, science coordinator

#### **PPO2/01/19-20 APOLOGIES FOR ABSENCE**

#### **ACTION**

Apologies for absence were received from Carol McCrone. Apology approved.

#### **PPO2/02/19-20 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.

#### **PPO2/03/19-20 MINUTES FROM THE PREVIOUS MEETING OF THE COMMITTEE**

The minutes from the meeting held on 24<sup>th</sup> September 2019 were approved as a true record of the meeting.

#### **Matters arising from the minutes**

Person	Action	Ref	Action taken / further action required
Deputy head	Update FS date with results from each area of learning	03	Actioned
Carol McCrone	Visit linked with phonics	03	Actioned. A deep dive into reading, including phonics, was scheduled for later in the week. The Chair would attend the feedback.
Headteacher	Circulate case studies	03	Actioned
Headteacher	Circulate EEF research into parental engagement	03	Actioned
Femi Folorunso	Visit linked to attendance	03	Carried forward. Deputy head to contact Femi Folorunso to organise
Chair	Visit linked to science	03	Actioned. The Chair informed governors that new associate member, Waheed Ashraf from the University of Nottingham, would act as link governor

**DHT**

			for science. It was hoped to develop a more formal science link with the University.
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## PPO2/04/19-20 READING RECOVERY

The Chair welcomed Hayley Gillen and Paula Newbold, both Reading Recovery teachers, to the meeting and invited them to inform the committee about the impact and value for money of Reading Recovery.

Governors were informed that:

- Reading Recovery had been delivered at Mellers for 12 years.
- The programme was used to support the lowest attaining children in reading to catch up with their peers in years 1 and 2.
- The programme was delivered by qualified teachers. Children received 5 sessions of 1:1 reading support delivered over up to 20 weeks, with the programme on average being delivered for 15 weeks. The programme followed the Reading Recovery structure, made bespoke to each child.
- Each child monitored throughout their time in school, to ensure that support was put in place as necessary should there be any slippage in a child's progress after the programme. The protocol for monitoring had been developed to maintain the effectiveness of the programme.
- The Reading Recovery teachers attended pupil progress meetings where possible.
- The programme enabled children to make accelerated progress so that they could access the curriculum and read for pleasure.
- The child who had achieved most highly in the previous year's KS2 reading SATs test had formerly accessed Reading Recovery.
- The Reading Recovery teachers also encouraged reading throughout school, running a reading club, encouraging children to read, monthly reading assemblies, parent drop-in reading in KS1, running Red Ted which had been set up to improve reading at home. Around 75% of children now read at home which was a substantial improvement on previously and also high compared with other schools. They were keen to increase reading at home further.
- Both teachers were very positive about the programme and its effect on children. They said that the programme had significant impact across school.

Governors asked a number of questions:

- **Where a child who had previously been part of Reading Recovery was not making progress what was done?** The Reading Recovery teachers advised that their knowledge of the children was used to identify any barriers. Some children, at the end of the programme, continued to receive some support, typical 10 minutes 3 times each week to help them continue to make accelerated progress.
- **Was there data available to show the impact of the programme?** The teachers each worked 3 days per week, over the year delivering the programme to around 16 – 20 children between them. Of the 18 children in the previous year's cohort 89% had made accelerated progress so that they were in line with or above their peers at the end. Of the remaining two children one had continued in the programme into the current year and been successful and the other had been referred. Referrals were made with the Headteacher and Deputy where there remained concerns.  
In last previous year 6 cohort 7 children had accessed the Reading Recovery programme. 71% had achieved the expected level and 3 were greater depth. At KS1 Reading Recovery



children were 77% at expected or better.

- **How did the success rate compare with other schools?** The Reading Recovery Institute had introduced a new database which had not produced useful reports for the previous year; however, the school was in line or above for the effectiveness of Reading Recovery. Governors were told it was important also to consider the low level of attainment on entry and that therefore children had to make accelerated progress from a lower starting point.
- **Why was the programme delivered by teachers?** The programme was designed to be led by teachers, using their knowledge and expertise.

2.10pm Governors were provided with a report on Reading Recovery. Governors thanked Hayley Gillen and Paula Newbold and they then left the meeting.

Governors agreed that it had been interesting to hear about the roles of the Reading Recovery teachers. They would look for evidence of value for money and impact in the report and Reading Recovery would be an area for focus during monitoring week.

**Monitor  
ing  
week**

#### **PPO2/05/19-20 SCIENCE PRESENTATION**

The Chair welcomed Lauren Albane, science coordinator, to the meeting. She informed governors that:

- There had been a deep dive into science in the previous week, which had been useful for showing both the strengths and areas for further development. Whilst she had already been monitoring science it had been valuable to see science across school and in detail. The deep dive had included looking at all children's books rather than a small sample.
- The expertise of the Headteacher, who as an NLE had already led a science deep dive at another school, had been very useful.
- The curriculum map and document of the progression of scientific enquiry had been valuable audit tools for checking that the curriculum was being delivered effectively.
- Children's knowledge was evident not only from their books, but also in their discussions.
- She was introducing an assessment tool based on every child being secure, with reasons given for the judgements made.
- She had accessed CPD, looked at research and had membership of professional associations, which all informed her leadership of science. Working with the Deputy Head had been valuable.
- Excellent practice seen in the deep dive, would be used to support the development of other teachers.
- Staff, although anxious at the start of the deep dive, had found it useful.

Governors asked a number of questions:

- **Had the deep dive identified any areas for development?** It had verified the known areas, including the assessment of science.
- **Governors asked about teacher subject knowledge?** It was important teachers had confidence and therefore she was working with teachers as necessary to provide support. She had also signposted staff to excellent resources and CPD.
- **What was the main priority for development of science?** Consistency and structure. The planning document she had provided to teachers would support consistency. Also assessment.
- **What was her dream for science?** Accreditation, with children involved.

2.30pm the science coordinator was thanked for her informative presentation and for all her work in developing the science curriculum. She provided governors with copies of the report

from the science deep dive and left the meeting.

#### **PPO2/06/19-20 MOBILITY**

The Deputy Head circulated a report showing the numbers of children in each class who had been in school from F1 and from F2, and the difference in outcomes depending on whether they were in school throughout their time in education, from F1 or F2, or whether they had joined at other times.

The current year 4 was the cohort which had been expanded in year 2, adding in an additional class at the request of Nottingham City, as there had been many children without a school place. That year group still had spaces, which resulted in ongoing mobility with children joining the year. In addition, some of the children who joined had only remained on a temporary basis, as they had been waiting for places at other schools closer to where they lived. Children joining in year 4 would affect the SATs results in year 6.

Governors were reminded that:

- Children who were in school throughout, from the foundation stage, made excellent progress and therefore a focus for development would continue to be what was done for mobile children.
- The school's provision for children with EAL was excellent.
- The school had programmes in place to support mobile children in understanding and adopting the 'Mellers way'.

**Governors asked about the impact on the children in year 4 who had been in school since the foundation stage** and were advised that their data was in line with what would be expected.

**Governors asked about the impact on staff** and were advised that it had a workload impact and that the children joining often had a number of vulnerabilities.

It was agreed that the committee receive:

- An update on mobile pupils.
- A presentation from the EAL leads.

**Agenda**

#### **PPO2/07/19-20 KEY STAGE 1 BOYS**

The Deputy Head circulated a report on KS1 boys' outcomes and led governors through the report. The data was used to investigate where additional vulnerabilities – disadvantaged and EAL - alongside gender affected outcomes. The report included the detailed analysis and the identified next steps. The data would be used to inform teaching and learning across school.

The Headteacher informed governors that the school improvement advisor for Nottingham Nursery had commended the work of the Deputy Head in addressing areas needing improvement at the Nursery. The Deputy advised that the research she had undertaken in that role had been valuable in informing practice in Mellers.

Governors thanked the Deputy Head for her reports and agreed that they welcomed having hardcopy reports where there was data.

#### **PPO2/08/19-20 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:**

<b>ACTION POINTS FROM THE MEETING:</b>		
Person / people	Action	Reference
Deputy Head	Contact Femi Folorunso to arrange a visit focused on attendance	03
Governors during monitoring week	Look at Reading Recovery	04
Chair	Add to the next agenda: <ul style="list-style-type: none"> <li>• An update on mobile pupils</li> <li>• A presentation from the EAL leads.</li> </ul>	06





## MELLERS PRIMARY SCHOOL GOVERNING BODY

### PUPILS AND CURRICULUM COMMITTEE

#### Minutes of the winter term meeting of the Pupils and Curriculum Committee of the Governing Body of Mellers Primary School held at the school on 5<sup>th</sup> February 2020 at 1.30 pm

MEMBERSHIP	Ms Jo Kervick, in the chair
(A denotes absence)	Mr Femi Folorunso
	Ms Teeny Reid
A	Mrs Celia Morris
	Mrs Sue Blakeway
	Miss Amanda Dawson, Headteacher
IN ATTENDANCE	Mr Mick Evans, Clerk to the governing body
	Mrs Laura Patel, Assistant Head
	Mrs Lesley Lyon, Advisor to the governing body

#### Action

#### **P&C2/01/19-20 Apologies for absence**

Apologies for absence received and approved from Mrs Morris.

#### **P&C2/02/19-20 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&C2/03/19-20 Minutes of the previous meeting and matters arising from the minutes**

The minutes from the meeting held on 1<sup>st</sup> October 2019, were approved as an accurate record of the meeting.

#### **Actions arising from the minutes.**

Within the Committee monitoring plan,

Mrs Blakeway had contacted the maths subject lead to discuss developing the subject in school.

Mr Folorunso had met with the Deputy Head Teacher to discuss safeguarding in school.

Within staff well being,

The Head Teacher updated governors on progress around the staff well being case study. The training received from Kidscape was of good quality and next week (11<sup>th</sup> February) an online safety day was planned in school.

Within Y6 children working at a greater depth,

Ms Kervick reported that children were often not aware that they had been identified as bright pupils and had on one occasion believed that they had been taken aside for punishment rather than to recognise how well they were doing in school.

The Head Teacher added that the deep dive showed that children were not aware of the wider plans within school and that there was a need to explain to be more explicit with them as to the lessons being delivered, i.e. "today we are doing guided reading" to raise their awareness.

Following debate it was agreed that Mrs Lyon would revisit the school later in the summer term to again question the greater depth children as to their progress and feedback into a Pupil and Curriculum meeting.

LL

In addition, the Head Teacher would add questions to the governor monitoring details as to how to ask the children how they know what they are learning.

HT

**P&C2/04/19-20 Jigsaw iPad Lease.**

Ms Kervick briefed the Committee on the situation with the iPad purchase. The school was now preparing to lease 30 iPads from Jigsaw over a three year period, subject to some further clarification around the contract. There was a need for a further two iPads due to one class size but this change to procurement requirements would need a resubmitted price from the supplier. The school have a current stock of iPads that are out of date and are unlikely to be able to run current software. There was currently some debate around what the school should do with this near obsolete stock.

Alan Doyle of Jigsaw joined the meeting at this point via Zoom.

**Ms Kervick** asked, once the school have leased the iPads, who will support them.

Mr Doyle replied that Jigsaw offer Education Device Management. This is available under an SLA and had a two day response time that was usually met within two hours. He stated that he would send an example contract to the school. In addition he added that the school would need to consider running units on the schools device management systems as this would give them options if in the future they decide to leave an arrangement with Jigsaw.

**Ms Kervick** asked, if the schools own IT Technician could have an involvement in set up operations.

Mr Doyle replied that this was a decision for the school to make. Jigsaw could set the systems up for the school to make a later decision.

**Ms Kervick** asked, the school has a current Apple ID, could they continue to use it.

Mr Doyle replied that the school should also register with Apple School Manager.

**Ms Kervick** asked, the school have a number of legacy iPads, would Jigsaw manage them as a part of this project.

Mr Doyle replied that the school could choose Jigsaw at £17.50 per unit, but dependent on their age it is unlikely that Apple Classroom would work on them. Older iPads have a value, but ones of this age are more useful for basic photographs and can be ran into the ground. The market is currently being flooded as schools replace. The favoured option within schools is that they use them in class rather than look to sell them on.

**Ms Kervick** asked, the school has currently asked Jigsaw for a quote for 30 iPads and this would now need to be revised to 32.

Mr Doyle asked that the school email the request.

**Ms Kervick** asked, what are the options for length of time around lease arrangements.

Mr Doyle replied that lease lengths from 18 to 36 months were available.

**Ms Kervick** asked about a charging unit that the school owned, and if it would be suitable for use with the new iPads.

Mr Doyle stated that a new charging unit would cost around £750, but if the school could email the make and model he would arrange a condition survey of the unit to see if it needed rewiring.

**Ms Kervick** asked, as to any assistance Jigsaw could offer with set up arrangements.

Mr Doyle replied that part of the lease package was a Leadership Innovation Programme where he and a colleague came into school for two days to look at,

Vision and practicality,

Wifi capability,

Networks,



Image through to screen,  
Work flow between teacher and student,  
And a general how to get the best of learning through the iPads.

The Committee thanked Mr Doyle for his time and the Zoom link was closed at this point.

Following the call **governors discussed,**

A general feeling of confidence around the initiative and recognising the state of the art approach,  
Training available for SLT and Gary (Technician),  
The possibility of including further Mac training,  
Finding the correct useful Apps,  
That the old iPads would be kept in school as classroom tools,  
The need to ensure the network was capable to support the initiative, and there were no connectivity issues around school,  
That the financial investment, IT investment, and hardware would be reflected in the curriculum development,  
That Jigsaw have an education background,  
The importance of a focus on staff training to maintain pace with pupils, and to reflect how important it is for staff that IT supports the curriculum,  
And to reflect and enhance the role that Purple Mash has on embedding digital skills across the curriculum.

**Governors asked** as to costs for the initiative overall.

Ms Kervick replied that at £252 per unit it would be a cost of £9,000 overall.

**Governors asked** if the project was aimed at one year group.

The Head Teacher replied that the school was preparing a timetable so that access to the technology was available to as many classes as possible. The Head Teacher suggested that two governors attend the vision setting exercise days.

**Action:** Head Teacher to invite governors to vision setting day.

HT

### **P&C2/05/19-20 Curriculum Review**

14.10pm Lorna Dermody entered the meeting for this item.

Ms Dermody updated governors on progress and procedure taken by the school towards developing the curriculum.

She gave detailed examples of how the school has investigated curriculum models and presented a case study as to how subjects will be taught, monitored, and managed. Subject leads were now following the profile and carrying out subject research. She shared sample documents with governors and invited questions.

**Governors asked,** if staff are seeing and understanding the benefits.

Ms Dermody replied that all subject leads now had their vision statements on the school website. These represented not only the national curriculum but also what is at the heart of Mellers, with regard to aspirations and life choices.

**Governors asked** where staff would need to develop new skills and subject knowledge.

Ms Dermody replied that the school would find correct ways to back fill knowledge. They were obtaining research from other schools and teachers, and would look at school timetables to allow development.

**Governors asked** will pupils be aware of which topics and subjects they will be studying each week.

Ms Dermody replied that yes, but subjects would not be set week on week. Some subjects such as DT were better organised by blocking out two day periods.

**Governors asked** who is carrying out the planning.

Ms Dermody replied that it was not SLT. Class Teachers would set targets and monitoring requirements. Deep dive exercises will allow monitoring of targets and the establishment of what constitutes good practice.

**Governors asked** would this take away a focus on Maths and English.

The Head Teacher replied that pupils in school had a love of maths and both maths and English were at the heart of the current curriculum. Previous DfE focus on maths and English had shown a narrowing of the curriculum and the work underway now was to develop and improve. The Head Teacher had observed Tom Sherrington, a recognised expert in curriculum matters, and the school was establishing teaching practices that would teach as if the next great historian, chemist, or scientist was in the room.

**Governors asked** about the support available to subject leads, and those staff who were less experienced.

The Head Teacher replied that this year would be one of guidance with compulsory core issues, and staff would be encouraged to add their own items as a result of their research. Staff who were less experienced would have all support required.

**Governors asked** if extra release time would be made available.

The Head Teacher replied that no, not at this point. The school may look at an overstaffing model across KS2 in the future.

**Governors asked** if there were any parts of the curriculum not yet revised.

Ms Dermody replied that although taught in school RE would require a fresh focus.

**Governors asked** how Mellers preparation compared to other schools.

The Head Teacher replied that some had bought off the shelf packages whilst others were looking at the same approach as Mellers and undertaking research and big picture planning around the whole school curriculum.

14.58pm, governors thanked Ms Dermody for the update and she left the meeting.

#### **P&C2/06/19-20 Confidentiality and communication**

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

**The meeting closed at 3.06 pm**

**Signed by the chair:**

**Date:**

Ref	Action	Who / where / when
03	Mrs Lyon to revisit the school to question greater depth children	Lesley Lyon
03	Head Teacher to add questions to governor monitoring	Head Teacher
04	Head Teacher to invite governors to vision setting day.	Head Teacher



## Mellers Primary School

### Minutes of the Finance and General Purposes committee meeting held at the school on 11<sup>th</sup> February 2020 at 1.30pm

MEMBERSHIP

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

IN ATTENDANCE

Mrs C Colmore, clerk to the governing body  
 Mrs J Travis, business manager  
 Ms L Walters, after school club leader

#### FGP2/19-20/01 APOLOGIES FOR ABSENCE

#### ACTION

Apologies for absence received and approved from Cllr Peach.

#### FGP2/19-20/02 DECLARATION OF INTEREST

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

#### FGP2/19-20/03 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 7<sup>th</sup> November 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

Ref	Action	Responsibility of	Action taken / further action required
01	Consider appointing Jo Travis as associate member	Full governing body meeting	Actioned
03	Check after school club statutory ratios	Lorna Walters	See *1 below
03	Provide details of numbers attending after school club daily	Lorna Walters	See *1 below.
04	Circulate latest pupil premium guidance	Headteacher	Actioned
04	Contact Cllr Peach re support for In Harmony	School business manager	The SBM had recently contacted Cllr Peach
05	Consider requesting SENCo support through NST	Headteacher	See *2 below
05	Bid to Breaks for Kids	School business manager	Actioned. The SBM advised that Breaks for Kids no longer supported Boggle Hole trips but they would be seeking other sources of funding for the school.

05	Investigate catering costs	School business manager	Actioned. See *3 below
05	Presentation to full governing body on iPads	Full governing body – Jo Kervick	Actioned. See *4 below
06	Check with deputy head re Nottingham Nursery ongoing role	Full governing body	Agenda item
08	Provide details of LA recommended updates to Staff Code of Conduct	Carol McCrone	Agenda item

### **\*1 After School Club**

Lorna Walters informed governors that:

- The After-School Club operated with a staff ratio of 1:10;
- Numbers of children attending varied from 9 – 19. In response to questions about busy days and children attending full time, she responded that it varied each day and that some children attended every day. In future consideration to be given to discounts for full time places.

It was noted that at present the After-School Club was generating a small surplus.

Governors agreed that it was in the best interests of children and families to operate a high quality after school club.

Governors agreed that Lorna Walters should take time off in lieu for the additional time she had stayed when parents had been delayed from collecting children, when traffic in the city had been at deadlock due to the issues with Clifton flyover and the snow.

Governors asked whether parents could contact Lorna Walters directly and were advised that she had use of a school mobile phone. It was agreed that the After-School Club needed a dedicated phone with parents given the number so they could contact Lorna Walters directly.

### **Lorna Walters left the meeting**

### **\*2 SENCo**

Governors were informed that the expertise of the SENCo who was currently employed on a consultancy basis for 2 days per week was excellent, with her knowledge and experience invaluable in supporting children and liaising with external agencies.

From September 2020 Henry Ward would also have 2 days dedicated SENCo time in school alongside the new SENCo's hours.

### **\*3 Catering**

The SBM advised that the monthly charges from Catering were composed of:

- Monthly management fee
- Charge for free school meals
- Charge for all meals purchased
- Universal free school meals charge.



Governors asked that she:

- Investigate whether the charge for FSMs was less than the income received for each child
  - Investigate whether the school was charged for actual FSM meals taken or based on the number of children eligible for a FSM;
  - Request an annual statement to be presented to the committee in the autumn term.
- SBM**

#### \*4 IPADS

Governors approved expenditure on a contract for 32 iPads, plus storage trolley at a cost of £10,594 including VAT, with the VAT to be reclaimed.

#### **FGP2/19-20/04 FINANCIAL UPDATE**

The Period 9 financial statement and detailed breakdown were available on GovernorHub.

The document was displayed on a whiteboard during the meeting.

The business manager led governors through the key variances between the budget set and the expenditure. Governors noted a minor error in coding between support and premises staff which would be addressed. Areas of variance considered included:

- Small over-expenditure on teaching staff due to the changes in staffing, including Jane Daffe to support children admitted through Fair Access with low English, which was funded by additional income;
  - Catering staff – SBM to check why there had been any funds set aside for catering staff when the budget was set;
  - Over-expenditure on training, largely through the purchase of training from Kidscape with an emphasis on the prevention of harm by equipping children with techniques and mind-sets that help them stay safe;
  - Building maintenance – for the next year the budget set would be larger, recognising the growth of the school;
  - CCTV – upgraded to ensure the image quality was fit for purpose;
  - Carpet cleaning following the boiler failure in F2;
  - Agency supply – providing for the SENCo cover and 2 days of PPA cover. Also for TA cover.
  - Revenue income received had not been allocated to codes and therefore the income variances would be offset by the unallocated income.
- SBM**

The overall projected carry forward from the current year was £63,907.

Governors discussed the need to have a reserve and agreed that income should be used to benefit children in school. As part of budget setting for 2020-21 the staffing structure would be reviewed with a view to increasing the TA numbers.

#### **FGP2/19-20/05 TRADED SERVICES**

The SBM advised that the proposed expenditure was based on the previous year's services, updated to reflect numbers on roll. The cost was slightly below the previous year, using the economies available by approving three-year contracts. The Headteacher advised that all services were well used and of excellent quality.

Purchase of services from LA approved.

The SBM advised that she was investigating options for staff absence insurance and would circulate the details of quotes for final approval. **SBM**

#### **FGP2/19-20/06 HEALTH AND SAFETY**

Governors gave consideration to the report following the H&S check undertaken by LA H&S officer David Thompson with the site manager and the SBM. Most areas had already been addressed.

The remaining issue was a significant crack in a retaining wall which had previously been investigated. The SBM had arranged for it to be monitored by Nottingham City Council. She would investigate the costs of repair and who would pay for the work. Photos of crack provided. **SBM**

Health and safety report signed by the chair of the governing body.

#### **FGP2/19-20/07 FACILITIES AND MAINTENANCE**

##### **Hall sound system**

Governors approved expenditure up to £3K for the KS1 hall sound system.

##### **Unexpected maintenance work**

See FGP2/19-20/ HEALTH AND SAFETY – retaining wall.

The budget for maintenance would be increased to £10K for 2020-21.

##### **CCTV**

Expenditure approved, with the work being carried out by the site manager. It was noted that there were CCTV cameras all around the outside of the building and in the corridors. Governors noted that there had been some incidents of theft.

#### **FGP2/19-20/08 NOTTINGHAM NURSERY**

Governors agreed that any decision needed to be based on accurate knowledge of the risks and in the best interests of children at both Nottingham Nursery and at Mellers. They were not predatory or pushing for the joining of the school and the Nursery, but did want to ensure that the interest of children was best served.

The Deputy Head had agreed to act as head of school for the Nursery until at least the summer.

The LA Director of Education Services, Nick Lee, had called a meeting to with Pat and Sarah Fielding and representatives from the school. Regrettably he had omitted to invite the school, but the meeting had gone ahead in their absence.

Governors discussed how to proceed and agreed that a framework for the due diligence process be created, by the Headteacher, Deputy Head and Chair and Vice-Chair of the governing body, supported by NLG Margaret-Anne Dickie and Clare Colmore. The due diligence would then be undertaken by Lucy Juby covering all aspects of the agreed framework.

Governors were mindful of the difficult position for the governing body of Nottingham Nursery, resultant from the lack of clarity over the Nursery's future.

#### **FGP2/19-20/09 POLICY APPROVAL**

##### **Staff with children enrolled at Mellers protocol**

The Headteacher explained that the protocol had been developed with staff.

Procedure approved, with committee chair to format with numbers and add wording regarding **CMcC**



data protection, and the chair of the governing body to add wording regarding being aware when choosing a school of the potential conflicts. **LL**

#### **Code of Conduct amendments**

Governors noted the amendments made to the NST Code of Conduct and agreed to them being incorporated into the Mellers Code of Conduct for staff – Chair of committee to action. **CMcC**

#### **FGP2/19-20/10 STAFFING UPDATE**

Governors ratified an increase to the pay of both Assistant Heads, required following the creation of the second assistant head post, to ensure that the staff received an uplift in line with the teacher pay award. Both assistant heads were noted to be excellent and paid on the same point on the pay scale.

#### **FGP2/19-20/11 ANY OTHER BUSINESS**

The SBM and committee chair would complete the SFVS for presentation to the full governing body. **SBM**  
**CMcC**

#### **FGP2/19-20/12 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 3.35pm**

**Signed by the Chair:**

**Date:**

#### **ACTION POINTS FROM THE MEETING:**

Ref	Action	Responsible
03	<ul style="list-style-type: none"> <li>Investigate whether the charge for FSMs was less than the income received for each child</li> <li>Investigate whether the school was charged for actual FSM meals taken or based on the number of children eligible for a FSM;</li> <li>Request an annual statement to be presented to the committee in the autumn term.</li> </ul>	School business manager
04	Check why there had been any funds set aside for catering staff when the budget was set	School business manager
05	Circulate quotes for staff absence insurance	School business manager
06	Retaining wall repairs – investigate costs and whether LA would pay	School business manager
09	<b>Staff with children enrolled at Mellers protocol</b> The Headteacher explained that the protocol had been developed with staff. Procedure approved, with committee chair to format with numbers and add wording regarding data protection, and	Committee Chair

	the chair of the governing body to add wording regarding being aware when choosing a school of the potential conflicts.	Chair of governing body
09	Staff code of conduct – add NST amendments	Committee Chair
11	Complete SFVS	Committee chair and School Business Manager



## MELLERS PRIMARY SCHOOL GOVERNING BODY

**Minutes of the spring term meeting of the emergency committee created to undertake all delegable functions during the period of school closures due to Coronavirus.**

**The governing body has agreed to the delegation of all duties and decisions to the committee composed of the Headteacher, Chair and Vice-Chair. The views of all governors have been sought about all agenda items prior to the meeting.**

**Virtual meeting held on 24<sup>th</sup> March 2020 at 11am.**

Membership  
(A denotes absence)

Mrs L Lyon, Chair  
Mrs C McCrone, Vice-Chair  
Miss A Dawson, Headteacher

In Attendance

Mrs C Colmore, Clerk to the Governors

### PRELIMINARIES

The following members of the governing body had agreed to this committee having delegated authority to undertake the duties and responsibilities of the governing body:  
Headteacher, Chair, Vice-Chair, A Abakir, S Blakeway, F Folorunso, J Kervick, C Morris, A Peach, T Reid.

#### EGB1/19-20/01 APOLOGIES FOR ABSENCE

**ACTION**

There were no apologies for absence.

#### EGB1/19-20/02 DECLARATION OF INTEREST AND GOVERNORS CODE OF CONDUCT

##### Register of business 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.

#### EGB1/19-20/03 MEMBERSHIP

Membership to be considered at the next meeting of the full governing body.

#### EGB1/19-20/04 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 21<sup>st</sup> November 2019 would be considered at the next meeting of the full governing body.

**FGB**

#### EGB1/19-20/05 CHAIR'S OR VICE CHAIR'S EMERGENCY ACTION SINCE LAST MEETING

The Headteacher reminded governors that she had kept the governing body fully informed about the actions taken as a result of the changes in school due to the Covid 19 pandemic through the Whatsapp group and would continue to do so. She informed governors that:

- The actions had been undertaken with urgency but without panic. Support from NST had been valuable, with the city schools working together to plan for the closures;

- An action plan was in place;
- The school remained open for vulnerable children, children with an EHC plan and children of key workers;
- An additional cleaner had been employed permanently. Cleaning had been adjusted to ensure key surfaces such as door handles were cleaned. Each classroom was being deep cleaned and would then be sealed;
- Staff had been fantastic, keen to support the school and children in every way. Staff were on a rota to provide cover for the children attending. Those members of staff with underlying health reasons, who were pregnant or with other reasons who needed to self-isolate were not coming into school;
- She reported daily to the DfE on which children were in school;
- She had duties to report on Covid 19;
- Children for whom there were safeguarding concerns had been risk rated and would be visited, if only to be seen through a window, at least weekly;
- FSM children were eligible for £20 voucher for Asda, providing for 2 weeks support. Some parents had collected the vouchers from school; however the admin staff were now working from home and would be sending the remaining vouchers to parents;
- As yet no-one was known to have tested positive.

The Chair of the governing body added that she had recently been added to the staff email group and had been overwhelmed by the professionalism of staff, who had been truly wonderful.

Governors asked about children attending the sessions in school and were informed that there had been 14 on Monday, with fewer on Tuesday. The children were enjoying the activities, which were risk assessed, and were spending much of the time outside. The children attending were either those with key workers as parents or with other vulnerabilities.

#### **Governing body operation**

- Finance and general purposes committee agenda to be covered by the Emergency Committee – 28<sup>th</sup> April 2020. Time to be confirmed. Meeting to be virtual with school business manager to attend.
- Joint Pupil Progress and Pupils and Curriculum Committee meeting to be held, to receive a report from L Dermody on curriculum developments. Meeting to be virtual with deputy head to be invited to attend. Meeting to be held in May 2020.
- A full governing body meeting might be needed for early September.
- Decisions about full governing body meetings for this year deferred until there was clarity about whether 3 meetings needed to be held. It was expected the full governing body meeting scheduled for 14<sup>th</sup> July 2020 at 4pm would proceed.

#### **EGB1/19-20/06 CORRESPONDENCE ITEMS**

No correspondence reported.

### **SCHOOL PROGRESS**

#### **EGB1/19-20/07 NOTTINGHAM NURSERY**

Item moved to later in the meeting – see EGB1/19-20/17.

#### **EGB1/19-20/08 HEADTEACHER'S REPORT**

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

The Headteacher answered questions which had been sent by governors:

- Reading, following the deep dive:



- Letters and sounds – the Headteacher clarified that the programme was the DfE’s preferred programme. Early years and KS1 staff had all had training from an accredited provider who would also be providing training to KS2 staff. The training had been excellent, with the programme ensuring the effective sequencing of learning in phonics.
- How did the school know that reading for pleasure was embedded? The deep dive had recognised it as a strength of the school.
- What was being done about the other areas identified from the deep dive?
  - Shared reading – the Headteacher advised that the school focused on the use of guided reading, with children reading in groups of 8 – 10. Whole class reading was not used in general;
  - Inconsistencies in story time – the school had signed up to be part of a DfE trial;
  - Questioning for depth - this was a key area of focus in school;
  - Ensuring books match the children’s reading – action being taken.
- Writing – would the school benefit from working with any other schools? The Headteacher advised that the NST group of Haydn, Welbeck and St Mary’s primaries was excellent, providing effective mutual professional support and challenge. The value of the moderation work being done with Bluecoat Primary and Netherfield Primary would be reviewed.
- In school assessment data analysis – the Headteacher advised that the areas identified where there were gaps between groups were being investigated.
- What was being done to address the low levels of communication and language in early years? The Headteacher responded that Jane Daffe was providing training to key TAs throughout school on communication and language and was working in school one day each week.
- SEND – the Headteacher advised that the new SENCo was immensely effective, with the needs of children not previously identified now being recognised and addressed, including for SEMH needs. The simplified system now in place for referrals to the SENCo was working well. The Vice-Chair added that she had attended a team around the child meeting and had been impressed by the expertise of the new SENCo.
- Computing – how was the process for saving children’s work in folders progressing – the Headteacher advised that it was ongoing.
- Attendance:
  - Unauthorised absence, was there any good practice from elsewhere the school could adopt? The Headteacher advised that the school was in no way complacent, but the systems in place were recognised as excellent practice by other schools.
  - Were the schools expectations around attendance shared with parents? The Headteacher was confident that the school was very clear about the expectations for attendance.
  - Were there any other actions which could be taken to address persistent absence? The Headteacher advised that the school worked with all families where there was persistent absence, seeking bespoke solutions including providing transport and access to breakfast club.
- Were the parent information sessions effective? The Headteacher advised that the family support worker was now doing more work directly with families which was proving effective.
- Safeguarding procedures at Nottingham Nursery. The Headteacher informed governors that the deputy head as head of school at Nottingham Nursery had implemented strong safeguarding procedures.



The Chair of the governing body informed governors that she had attended the feedback session from the deep dive into reading, which had been very positive. She commended the speed of response to the areas identified for development. She had been due to visit to monitor reading had the school not been closed.

Governors commended the CPD being done and its impact in school.

#### **EGB1/19-20/09 PUPIL PREMIUM AND SPORTS PREMIUM**

The report on pupil premium and sports premium would be received at the end of the school year.

#### **GB1/19-20/10 APPROVAL OF BUDGET AND SOLD SERVICES**

To be undertaken at the meeting of the committee scheduled for 28<sup>th</sup> April 2020. The Headteacher advised that the expected carry forward from the current year was £55K.

The school business manager had developed a budget for 2020-21, which included the additional teacher post, following the successful recruitment of 2 permanent teachers and one temporary teacher for one year, with a view to the post being made permanent. The over staffing model provided resilience. The proposed budget would result in an in year deficit of £10K, so that the carry forward from 2020-21 would be £45K.

#### **GB1/19-20/11 POLICIES FOR REVIEW**

No policies presented for review / approval.

#### **GB1/19-20/12 GDPR**

The Headteacher advised there had not been any GDPR breaches. An email sent in error to the wrong recipient had not been confidential and had been deleted by the recipient.

#### **GB1/19-20/13 SCHOOLS FINANCIAL VALUE STANDARD (SFVS)**

The SFVS, which was being completed by the school business manager, would be circulated. Chair and Vice-Chair to review. Chair to sign for return to the LA by the end of March deadline.

**SBM,  
Chair /  
VC**

### **GOVERNORS REPORTS**

#### **EGB1/19-20/14 REPORT FROM COMMITTEE MEETINGS**

The clerk would ensure all committee minutes were uploaded to GovernorHub.

**Clerk**

#### **EGB1/19-20/15 GOVERNOR TRAINING AND DEVELOPMENT**

J Kervick and T Reid had completed leading governance training through Transform.

#### **EGB1/19-20/16 REPORTS FROM GOVERNOR VISITS**

The blog had been updated with the report from the visit by S Blakeway. All governors to send any visit reports to the Headteacher for uploading to the blog.

### **REPORTS TO GOVERNORS**

#### **EGB1/19-20/15 DFE GUIDANCE**

The reports on NQTs and on RSE were noted. The school would have 2 NQTs from September.

#### **EGB1/19-20/16 NST REPORT**

Governors noted the NST report. It was agreed that NST had provided excellent support and a network providing mutual help throughout the Covid 19 emergency arrangements for schools. The governing body placed on record appreciation in particular for the work undertaken by Pat



and Sarah Fielding.

#### **EGB1/19-20/17 NOTTINGHAM NURSERY**

Governors commended the work of the deputy head who was acting as head of school for Nottingham Nursery. She had developed a strong and effective team with improved procedures. The good staff there had all rallied in support of the arrangements for the opening of the Nursery for vulnerable children and children of key workers. Yesterday, which was the first day of operation as emergency provision, 8 children had attended.

The Headteacher expressed considerable concern at the lack of information being provided by Lucy Juby, who the LA had allocated to undertake the due diligence investigations. Trish Lockhart, LA finance officer, had costed a number of staffing structure options. None had been affordable, with the least expensive resulting in a £60K annual deficit. The Headteacher was liaising with Kathryn Bouchlaghem, LA early years manager, who was being very helpful and trying to find solutions for an affordable staffing structure.

With the business manager at Nottingham Nursery leaving Trish Lockhart was providing bursar support.

Governors agreed that:

1. Accurate information was critical for the governing body to make any decision about any future relationship with Nottingham Nursery;
2. The governing body needed evidence from the LA that Nottingham Nursery could run within the budget available for the next three years. To include:
  - a. All costs, including a fully costed staffing structure
  - b. Costs of transition, if required, to the new staffing structure.
3. The responsibility for identifying an affordable staffing structure for Nottingham Nursery lay with the LA and not Mellers Primary School
4. There would be value in the school business manager having some involvement and understanding of the finances of the Nursery
5. The Chair would write to Nick Lee, copying in a number of other LA officers, to inform him of decisions 1, 2 and 3.

**Chair**

The Headteacher informed governors that she had been disappointed by the confrontational behaviour of members of the governing body of the Nursery. Nick Lee, Director of Education Services, had met with the chair of the governing body of the Nursery to ensure he had a clear understanding of the current situation.

### **CONCLUDING ITEMS**

#### **EGB1/19-20/18 SAFEUARDING**

Reported in the Headteacher's report and under emergency action.

#### **EGB1/19-20/19 HEALTH AND SAFETY UPDATE**

H&S had been discussed at the F&GP committee meeting.

#### **EGB1/19-20/20 ARRANGEMENTS FOR CHAIR TO INSPECT SCHOOL RECORDS**

It was agreed that the records would be reviewed annually.

#### **EGB1/19-20/21 CONFIRM DATES AND TIMES OF FUTURE MEETINGS**

The following meeting dates were agreed:-

**Summer 2020:**

- F&GP committee – Tuesday 28<sup>th</sup> April, time to be confirmed;
- P&P committee and P&C committee Combined agendas to be considered by this committee at a meeting in May.
- Full governing body – it was noted that 2 meetings might be required. The meeting scheduled for Tuesday 14<sup>th</sup> July at 4.00pm would probably be held.

**EGB1/19-20/22 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 12.30 pm**

**Signed by the Chair:**

**Date:**

**ACTION POINTS FROM THE MEETING:-**

Ref	Action	Responsible
04	Receive meetings of the full governing body meeting held 21 <sup>st</sup> November 2019	Next full governing body meeting
13	The SFVS, which was being completed by the school business manager, would be circulated. Chair and Vice-Chair to review. Chair to sign for return to the LA by the end of March deadline.	SBM, Chair, Vice-Chair
17	Write to Nick Lee	Chair

Academic Year 2019 -2020												
Governor Name	Autumn 2019				Spring 2020				Summer 2020			
	FGB	PPC	PCC	FGPC	EGB	FGPC	PPC	PCC	FGB			
Mr A Abakir	-											
Mrs S Blakeway	✓	-	✓				✓	✓				
Miss A Dawson	✓	✓	✓	✓	✓	✓	✓	✓				
Mr F Folorunso	✓	✓	Apols				-	✓				
Ms J Kervick	✓		✓					✓				
Mrs L Lyon	Apols	✓		✓	✓	✓	✓	✓				
Mrs C McCrone	✓	✓	✓	✓	✓	✓	Apols	✓				
Mrs C Morris	✓							Apols				
Cllr A Peach	✓			✓		Apols						
Miss T Reid	✓	✓	✓				✓	✓				
Mrs S Pratt	Apols											
<b>Associate members</b>												
Cllr L Ali	-											
Mrs L Patel	✓	✓	✓	✓			✓	✓				
Mrs J Travis	✓			✓		✓						



## Mellers Primary School

### Minutes of the virtual meeting of the Finance and General Purposes committee meeting held on 28<sup>th</sup> April 2020 at 1.30pm

#### MEETING HELD DURING COVID 19 PANDEMIC LOCKDOWN

MEMBERSHIP

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

IN ATTENDANCE

Mrs C Colmore, clerk to the governing body  
 Mrs J Travis, business manager  
 Mrs L Patel, Deputy Headteacher

#### FGP3/19-20/01 APOLOGIES FOR ABSENCE

#### ACTION

It was agreed that as the absence of Cllr Peach was likely to be related to technological issues the absence was approved.

#### FGP3/19-20/02 DECLARATION OF INTEREST

No governor expressed a personal benefit through attendance at the meeting. For the agenda item regarding Nottingham Nursery the deputy head would leave the meeting if necessary to avoid a potential conflict of interest.

#### FGP3/19-20/03 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 11<sup>th</sup> February 2020, 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

Ref	Action	Delegated to:	Action taken / required
03	<ul style="list-style-type: none"> <li>Investigate whether the charge for FSMs was less than the income received for each child</li> <li>Investigate whether the school was charged for actual FSM meals taken or based on the number of children eligible for a FSM;</li> <li>Request an annual statement to be presented to the committee in the autumn term.</li> </ul>	School business manager	Actioned. The SBM assured governors that the school received more income than was spent.
04	Check why there had been funds set aside for catering staff when the budget was set	School business manager	Code used for catering staff for breakfast club

05	Circulate quotes for staff absence insurance	School business manager	Actioned – the supplier of absence insurance had not changed
06	Retaining wall repairs – investigate costs and whether LA would pay	School business manager	SBM advised that initial costs to investigate the problem were low
09	Staff with children enrolled at Mellers protocol - Format with numbers and add wording regarding data protection, Add wording regarding being aware when choosing a school of the potential conflicts.	Committee Chair  Chair of governing body	Actioned
09	Staff code of conduct – add NST amendments	Committee Chair	Agenda item
11	Complete SFVS	Committee chair and School Business Manager	Agenda item. Submitted by deadline to the LA

### FGP3/19-20/04 FINANCIAL UPDATE AND BUDGET FOR 2020-21

The financial report, including the proposed budget for 2020-21 had been uploaded to GovernorHub prior to the meeting.

The school business manager led governors through the report:

- Income for 2020-21 was £159K more than in 2019-20;
- There was a reduction in additional inclusion funding; however, it was noted that the HLN funding was indicative. Governors were confident that the SENCo would ensure that the income received was accurate;
- Staffing expenditure was based on assumptions that staff would receive annual incremental pay rises. Support staff pay was based on a 2.75% increase, although it was noted that this had yet to be agreed with unions;
- When interviewing for two teachers, due to the exception calibre of the candidates, three appointments had been made, with one of the candidates to work across year 5 and 6 as an additional teacher. The additional post had been approved by the governing body. The overstaffing model provided resilience and supported the school's growth, as there would be an additional teaching post from Sept 2021. The post was affordable. Governors recognised that the quality of the candidates reflected both the timing of the advert and also the school's excellent reputation;
- Governors were informed about the arrangements for maternity leave cover;
- Governors asked about how long M Haye was being employed for 2 days a week as SENCo. The Headteacher responded that it was hoped that she would remain in school for the long term as her expertise and contacts strengthened provision for children with SEND;
- The costs included an additional cleaner and 2 additional MDS;
- Governors asked whether any costs for the damaged wall had been included and were



informed that the LA had advised that the initial work, to install disks to check whether there was ongoing movement, was low cost;

- There would potentially be savings against the budget for energy which could offset some of the additional costs;
- Governors asked about residential trips and were informed the year 6 YHA trip to Boggle Hole had been postponed from July to a weekend in September. A decision on the year 5 trip had yet to be made;
- Supply staff continued to be paid and to work in school as part of the rota;
- £200 allocated for the Mellers governor conference. Governors agreed that the conference held September 2019 had been very useful;
- Traded services had already been approved;
- Other and additional income noted.

Governors asked whether there was certainty about income or whether there could be clawback of funding and were advised that as yet there remained some uncertainty about future funding.

The brought forward balance from 2019-20 was £66,855.

**Governors approved the budget as presented which resulted in a carry-forward at year-end of £32,076.**

It was agreed that although this represented an in-year deficit, it was due to the employment of the additional teacher and therefore did not affect long term sustainability.

#### **FGP3/19-20/05 SCHOOLS FINANCIAL VALUE STANDARD (SFVS)**

The SFVS report had been uploaded to GovernorHub prior to the meeting and had been submitted to the LA by the deadline.

The school business manager led governors through the SFVS. The areas to address to achieve full compliance were in place for the current year:

- Governing body to receive 6 variance reports – reports to be provided to this committee and to each full governing body meeting;
- Benchmarking SLT costs – school business manager to present benchmarking information to the committee.

**SBM**

SFVS Dashboard. The sole area identified as anomalous was teacher contact ratio, which reflected the school's overstaffing model and commitment to providing staff with the time for leadership. The effectiveness of the staffing model was demonstrated through the pupil outcomes.

#### **FGP3/19-20/06 COVID 19 ARRANGEMENTS**

Governors thanked the Headteacher for her weekly report which informed governors about what was happening in school, for the pupils and for staff. The Headteacher advised that:

- The numbers attending were increasing;
- The school had identified its own set of Mellers' vulnerable children alongside those classified as vulnerable by the LA;
- Teachers were in weekly contact with every parent and their feedback informed whether other children were invited to come to school;
- Communication through the website, Facebook and Marvellous Me was important in

- remaining in contact with families and children;
- Office staff had been wonderful, ensuring FSM vouchers were distributed;
- Parents had been supported, where there was need, through the foodbank and deliveries of supplies.

Governors asked about support from the LA and were informed it was excellent, with Kelley Connolly being the link LA officer for the school. She spoke with the Headteacher twice weekly and added children to the LA's list based on the school's advice. NST were also providing strong support.

Governors asked about support for staff wellbeing and were advised that both the LA and NST were providing support.

Governors asked whether the school had contacted all children and were informed that two children had moved abroad, but that the school was vigilant in checking on children, making home visits if necessary and liaising with associates of families where contact could not be made.

Governors commended the strong leadership, which by example had enabled staff to remain calm and make best provision for children.

Governors asked about plans for when the lockdown started to be lifted and were advised that the Headteacher was part of a focused group with Pat and Sarah Fielding and other Headteachers from NST about planning for the future. They recognised that there would be a level of trauma involved in moving from the current quiet, calm and social distancing to school being fully open, with an initial sense of it being overwhelming. For the 15 children attending school it would be a huge transition to return to the standard structures, schedules and expectations of normal school life.

Governors asked whether there was anything the governing body could do and were asked to ensure that the transition remained on the agenda, that risks were assessed and to continue to provide the support as they did at present.

### **FGP3/19-20/07 STAFFING**

Governors were reminded that:

- 3 teachers had been recruited to start September 2020;
- 2 members of staff would be taking maternity leave;
- Staffing was overall very stable;
- The structure for 2020, including PPE cover, had been decided.

The committee chair advised that a decision was expected from the LA corporate leadership team regarding the furloughing of staff. The post affected in school would be the after school club leader post, with the potential for the school to apply for the post to be furloughed and therefore 80% of the salary to be received. The Headteacher recommended that the school should not seek additional support as it was affordable from the budget. The deputy head, as acting head of Nottingham Nursery would consider whether posts at the Nursery should be furloughed.

### **FGP3/19-20/08 NOTTINGHAM NURSERY**

The Headteacher had circulated information on the viability and plans for the Nursery developed by the LA. She advised that it was clear that staffing it as a school was not viable and that a



business model was required.

Governors agreed:

- In principle to the deputy head remaining as acting head of the Nursery pending a final decision – approval of an extension to the full governing body meeting scheduled for 21<sup>st</sup> May;
- It was the LA's responsibility to project manage the process of ensuring viability and completing the due diligence;
- An affordable staffing structure was a prerequisite for any future structural arrangements joining the School with the Nursery.

**FGB**

### **FGP3/19-20/09 CODE OF CONDUCT**

The Code of Conduct, updated with the NST amendments, approved.

### **FGP3/19-20/10 ANY OTHER BUSINESS**

No other items presented.

### **FGP3/19-20/11 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 2.45 pm**

**Signed by the Chair:**

**Date:**

### **ACTION POINTS FROM THE MEETING:-**

Ref	Action	Delegated to:
05	Bring benchmarking information regarding SLT costs to committee	School business manager
08	Decision regarding extension of deputy head's secondment to Nottingham Nursery	Full governing body





## MELLERS PRIMARY SCHOOL GOVERNING BODY

**Minutes of the meeting of the full governing body held on 19<sup>th</sup> May 2020 at 10am. The meeting was held virtually using Zoom.**

**The meeting included the work of both the Pupil Progress Committee and the Pupils and Curriculum committee.**

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

In Attendance Mrs C Colmore, Clerk to the Governors

### PRELIMINARIES

#### FGB2/19-20/01 APOLOGIES FOR ABSENCE

Apologies for absence received and approved from Cllr Peach.

#### ACTION

#### FGB2/19-20/02 DECLARATION OF INTEREST AND GOVERNORS CODE OF CONDUCT

##### Register of business 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.

#### FGB2/19-20/03 MINUTES FROM PREVIOUS MEETINGS

Minutes of all meetings were available on GovernorHub.

The minutes from the full governing body meeting held on 21<sup>st</sup> November 2019 were approved as an accurate record of the meeting.

The meeting of the full governing body scheduled for 24<sup>th</sup> March 2020 had coincided with the start of the lockdown. Governors had approved the setting up of an Emergency Committee, membership Headteacher, Chair and Vice-Chair, with authority to undertake any delegable tasks. The Emergency Committee had met on 24<sup>th</sup> March 2020 and undertaken most of the work scheduled for the full governing body meeting. The minutes were available on GovernorHub.

Governors approved the minutes of the Emergency Committee meeting held on 24<sup>th</sup> March 2020 as an accurate record of the meeting.

**Matters Arising from the full governing body meeting held on 21<sup>st</sup> November 2019**

<b>Ref</b>	<b>Action</b>	<b>Responsibility of:</b>	<b>Action taken / further action required</b>	
03	Arrange for the register of business interests to be updated	School business manager	The school business manager confirmed the Register of Pecuniary Interests was up to date. It was updated in the autumn term	
04	The clerk would contact Abdul Abakir enquiring about his membership of the governing body.	Clerk	The Chair and Headteacher had been in contact with Abdul Abakir and were pleased to inform the governing body that he remained committed to the school and the governing body and was excelling professionally.	
04	The Headteacher would contact Sharon Pratt enquiring about her membership of the governing body	HT	Clerk to contact Sharon Pratt to investigate whether she wished to remain on the governing body	<b>Clerk</b>
06	Email SBM to confirm having read KCSIE.	All governors	Actioned	
06	Analysis of data to include mobile and non-mobile children	Pupil progress committee	Actioned	
08	Write and thank him retiring bursar on behalf of the governing body.	Clerk	Actioned	
09	Visit to speak with children in spring term	Vice-Chair	Carried forward	<b>CmcC</b>
09	IPad quotes / presentation	Pupils and Curriculum / Jo Kervick	Actioned	
11	Update terms of reference	Headteacher	Actioned	
11	Approval of terms of reference	Agenda	Terms of reference approved.	
14	Send reports from visit to Headteacher and office manager	Governors	Actioned	
15	Check that all governors must have a Section 128 check and new governors must be enhanced DBS checked within 21 days	School business manager	DBS completed. Section 128 checks – school business manager to complete	<b>SBM</b>
18	Receive H&S audit report	Finance and General Purposes committee	Actioned	
19	Inspect school records	Chair or Vice-Chair	Carried forward	

**Matters Arising from the Emergency Committee meeting held on 24<sup>th</sup> March 2020**

<b>Ref</b>	<b>Action</b>	<b>Responsibility of:</b>	<b>Action taken / further action required</b>
04	Receive meetings of the full governing body meeting held 21 <sup>st</sup> November 2019	Next full governing body meeting	Actioned



13 The SFVS, which was being completed by the school business manager, would be circulated. Chair and Vice-Chair to review. Chair to sign for return to the LA by the end of March deadline. SBM, Chair, Vice-Chair Actioned

17 Write to Nick Lee Chair Actioned

Governors were provided with further information about what was being done to address the low levels of communication and language in early years. Jane Daffe, LA expert on support for children with English as an additional language (EAL) was providing training to key TAs throughout school on communication and language. The training had continued during lockdown with 5 TAs accessing the level 3 accredited course.

#### **FGB2/19-20/04 MINUTES OF THE PREVIOUS COMMITTEE MEETINGS**

The Finance and General Purposes Committee had met on 28<sup>th</sup> April 2020. The committee chair, Carol McCrone, informed the governing body that the committee had approved the budget, received an update on staffing, discussed the SFVS and adopted the LA updates to the staff Code of Conduct.

#### **FGB2/19-20/05 HEADTEACHER'S REPORT**

The report had been presented to the meeting of the Emergency Committee, with all governors invited to submit questions to that meeting. The Headteacher's next written report would be to the full governing body meeting scheduled for 14<sup>th</sup> July 2020. She had provided governors with weekly updates throughout the COVID lockdown. Governors were invited to ask questions about any aspect of the report. The Headteacher informed governors that:

- The work on the curriculum continued under the expert leadership of Lorna Dermody. It had empowered staff to take leadership responsibilities with a secure framework. Governors were reminded to visit the website to see the information on each curriculum area. The knowledge and confidence of staff had developed strongly including through having access to professional organisations with expert support for each aspect of the curriculum. Staff were described as inspired by the curriculum developments. The science coordinator was delivering training for RQTs a course, on behalf of the LA, on subject leadership.
- The KS2 leader post had been successfully recruited to, following an internal advert. The middle leadership structure in school was robust and covered phase and subjects.
- The Headteacher informed governors about a meeting of the SLT with Liz White, school improvement advisor, which had given preliminary consideration to the school improvement priorities for the next year. The Headteacher advised that the recommendation was to have 3 priorities which were focused on the specific needs of the school, rather than match the Ofsted framework. The opportunity for reflection during lockdown had provided for the need for the wellbeing of the whole school community to be a focus and to recognise the importance of the work-life balance of everyone in school.

The priorities would be:

- Curriculum
- Reading
- The whole school community, covering well-being, effectiveness and efficiency.

Governors thanked the Headteacher for her comprehensive report.

#### **FGB2/19-20/06 NOTTINGHAM NURSERY**

The Headteacher would circulate information on the viability and plans for the Nursery developed by the LA. She advised that it was clear that staffing the Nursery as a school was not viable and that a business model was required. The support from Kathryn Bouchlaghem, LA early years manager, was valued in trying to find an affordable staffing structure.

It was noted that a school within the LEAD multi academy trust had passed over the operation of its nursery to a private day care supplier.

The role of Laura Patel, deputy head, as acting headteacher of Nottingham Nursery, was recognised by the LA and the Nursery as invaluable, with the Nursery's governing body very keen for her to remain as acting head. The arrangements had been adjusted to a formal secondment, in line with the long term nature of her role with the Nursery, on the advice of LA HR. The change to the mechanism for paying her had been approved by the Chair.

Governors gave consideration to extending the secondment of Laura Patel, for 3 days each week to Nottingham Nursery. They were informed that it was at no detriment to Mellers and brought advantages for Mellers. The reputation of the school was very high in the local community and parents were pleased to see the link with the Nursery.

**Governors approved an extension to the secondment to the end of December 2020 with the caveat that the secondment could not be indefinite and that there needed to be formal proposals for any long term relationship between the two schools brought to the governing body.**

Governors asked whether any staff from the Nursery had been furloughed and were informed it had not been possible due to the complexity of the staffing arrangements.

Governors asked about whether the Nursery had been busy during lockdown and were informed that there had been between 2 and 5 children attending each day, many with high levels of needs. There had been more enquiries about places from key workers recently.

In response to a question about whether the Nursery and its governing body appreciated the support from Mellers, Laura Patel informed governors that there had been some initial frustration at the financial position of the Nursery and therefore some concern about the security for the future of the Nursery. Nick Lee, LA Director for Education Services, had visited and been clear with staff and the governing body of the Nursery about the position of the Nursery and the need to be viable. Staff and the governing body now appreciated her role as acting headteacher.

#### **FGB2/19-20/07 FINANCE**

The school business manager reminded governors that the financial report, including the approved budget for 2020-21, was available on GovernorHub.

The school business manager led governors through the report:

- Income for 2020-21 was £159K more than in 2019-20;
- The brought forward balance from 2019-20 was £66,855;
- The approved the budget resulted in a carry-forward at year-end of £32,076. Although this represented an in-year deficit, it was due to the employment of an additional teacher who had excelled at interview and therefore did not affect long term sustainability. Governors agreed that having the additional teacher provided flexibility and resilience.

#### **FGB2/19-20/08 COVID REPORTING (INCLUDING COMMUNICATION WITH STAFF, CHILDREN**



## AND FAMILIES AND PLANS FOR REOPENING)

Governors thanked the Headteacher for the weekly reports on provision during lockdown. The Headteacher advised that numbers attending were increasing, with on average 18 – 20 children attending each day. It was recognised that this reflected the confidence of the community in the school.

Governors commended all that had been done, recognising that the staff had done more than could ever have been expected.

### Re-opening

The Headteacher informed the governing body about plans for re-opening. The plans had been developed following a rigorous risk assessment and taking into account the learning from the operation of the child-care. The support of NST was greatly valued.

The plans were available on GovernorHub. The risk assessments had been discussed by the SLT and the plan, which was a draft plan and subject to amendment, was for:

- Year 6 to return w/c 1<sup>st</sup> June;
- Year 1 to return w/c 8<sup>th</sup> June;
- F2 to return w/c 15<sup>th</sup> June
- A decision had yet to be made regarding the school's nursery – parents would be contacted to discover whether there was interest in places. They would be for 2 hours rather than full time;
- The club for key workers to continue;
- Provision over the summer for key workers to be considered;
- Staff would be in school on a rota basis;
- Office staff would be in school on a rota, with only one non admin staff allowed in the office at any time.

At present 10 parents had indicated that their year 6 child would return. Governors asked whether the school would be able to increase numbers, as the experience in Denmark was that numbers increased following the re-opening of school. The Headteacher responded that everything would always be phased and that there would be a daily review to ensure that the operation of the school was safe for staff and pupils.

In response to a question regarding the use of PPE by staff the Headteacher responded that the DfE guidance was that staff should not use PPE; however the school would not be prescriptive and each member so staff would make their own decision. Some masks had been ordered.

Governors approved the re-opening draft plan recognising that it was subject to amendment and refinement. Updates to the plan would be circulated regularly.

HT

The Chair would complete a health and safety visit with the site manager once the school had re-opened.

Chair

The Chair would send a second letter to staff thanking them for all they were doing.

Chair

### FGB2/19-20/09 PROGRESS ON THE CURRICULUM- HISTORY TIMELINE UPDATE

The Headteacher would circulate the link to the history timeline. She showed governors the plans, which governors agreed were wonderful and provided a powerful learning opportunity for children in the heart of the school.

HT

### FGB2/19-20/10 ONLINE LEARNING- PURPLE MASH AND MICROSOFT TEAMS

**Governors asked about how school had remained in contact with children during lockdown and the provision for their learning.**

Jo Kervick informed governors that the school had been using Purple Mash prior to the lockdown as an online platform. Lessons could be uploaded to the platform, with each child able to login to the application. Children received daily emails about the expectations for their learning and submitted completed work which was then marked, with staff responding to children. Children could email for help and were now able to contact each other through Purple Mash. Parents could also email for support.

25% - 30% of children did not have IT access and for them paper packs of work were delivered and collected every 3 weeks.

All parents were contacted at least fortnightly by teachers or TAs. If no contact was made, a home visit to the door step would be made. Vulnerable children were contacted weekly and home visits were in place to the child's home whilst maintaining social distancing.

Kelley Connolly was the link LA officer for the school. She spoke with the Headteacher twice weekly and added children to the LA's list based on the school's advice and liaised with social care to ensure the safety of children where the school had concerns.

Governors commended the weekly live school assemblies available through Facebook. Comments on the Facebook page showed how enthusiastically the assemblies were received by parents and children.

Microsoft Teams was being trialled with year 6, with children in groups of 6 or 7, with consideration being given to extending to years 4 and 5. Year 6 teachers were looking into live streaming their lessons when the school re-opened for those children whose parents had elected for them not to return yet.

**Governors asked about the government scheme for laptops for children without IT** and were advised it was only for children with a social worker.

**Governors placed on record thanks to all staff for everything they were doing for the children and the whole school community.**

**FGB2/19-20/21 CONFIRM DATES AND TIMES OF FUTURE MEETINGS**

The following meeting date was agreed:-

Summer 2020:

- Full governing body – Tuesday 14<sup>th</sup> July at 4.00pm.

For the present governor monitoring would focus on safeguarding, health and safety and well-being.

**FGB2/19-20/22 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 12.00 pm**

**Signed by the Chair:**



**Date:**

**ACTION POINTS FROM THE MEETING:-**

Ref	Action	Responsible
03	Contact Sharon Pratt	Clerk
03	Speak with children regarding the history curriculum	Vice-Chair
04	Completed Section 128 checks	School business manager
06	Circulate emails regarding Nottingham Nursery staffing structures	Headteacher
08	Circulate updates to re-opening plan	Headteacher
08	Complete a health and safety visit with the site manager once the school had re-opened.	Chair
08	Send second letter to staff thanking them for all they were doing.	Chair
09	Circulate link to history timeline	Headteacher

Academic Year 2019 -2020												
	Autumn 2019				Spring 2020				Summer 2020			
Governor Name	FGB	PPC	PCC	FGPC	EC	FGPC	PPC	PCC	F&GP	FGB		
Mr A Abakir	-											
Mrs S Blakeway	✓	-	✓				✓	✓	✓	✓		
Miss A Dawson	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Mr F Folorunso	✓	✓	Apols				-	✓		✓		
Ms J Kervick	✓		✓					✓		✓		
Mrs L Lyon	Apols	✓		✓	✓	✓	✓	✓	✓	✓		
Mrs C McCrone	✓	✓	✓	✓	✓	✓	Apols	✓	✓	✓		
Mrs C Morris	✓							Apols				
Cllr A Peach	✓			✓		Apols			Apols			
Miss T Reid	✓	✓	✓				✓	✓		✓		
Mrs S Pratt	Apols											
<b>Associate members</b>												
Cllr L Ali	-											
Mrs L Patel	✓	✓	✓	✓			✓	✓				
Mrs J Travis	✓			✓		✓						





## MELLERS PRIMARY SCHOOL GOVERNING BODY

**Minutes of the meeting of the full governing body held on 14<sup>th</sup> July 2020 at 1pm. The meeting was held virtually using Zoom.**

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Membership (A denotes absence)	Mrs L Lyon, Chair Mrs C McCrone, Vice-Chair Cllr L Ali, Associate Member Mr A Abakir Mrs S Blakeway Mr F Folorunso Ms A Fuller Ms J Kervick Mrs C Morris A Cllr A Peach Miss T Reid Mrs L Patel, Deputy Head and Associate Member Mrs J Travis, School Business Manager and Associate Member Miss A Dawson, Headteacher
In Attendance	Mrs C Colmore, Clerk to the Governors Janine Walker, LA Head of Service for inclusion and disability

### PRELIMINARIES

#### **FGB3/19-20/01 APOLOGIES FOR ABSENCE**

**ACTION**

The Chair welcomed governors to the last full governing body meeting of the year.

There were no apologies for absence.

#### **FGB3/19-20/02 DECLARATION OF INTEREST AND GOVERNORS CODE OF CONDUCT**

##### **Register of business 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.

The Clerk advised that she was also clerk to Firbeck Academy.

#### **FGB3/19-20/03 MEMBERSHIP**

The Chair welcomed Amy Fuller, Assistant Principal at Ellis Guilford Academy, to the governing body meeting. She had visited school and was keen to join the governing body, with a view to linking to transition of pupils.

Governors agreed that there was great value in having her join the governing body, not only for the skills and knowledge, but also due to her responsibilities at one of the schools which pupils went to on leaving Mellers Primary. She would liaise with the Chair to decide whether to become a co-opted governor or an associate member. Appointment approved.

**Chair**

#### **FGB3/19-20/04 MINUTES FROM PREVIOUS MEETINGS**

Minutes of all meetings were available on GovernorHub.

The minutes from the full governing body meeting held on 19<sup>th</sup> May 2020 were approved as an accurate record of the meeting.

#### **Matters Arising from the full governing body meeting held on 19<sup>th</sup> May 2020**

03	Contact Sharon Pratt	Clerk	Actioned	
03	Speak with children regarding the history curriculum	Vice-Chair	Carried forward to next term	<b>VC</b>
04	Complete Section 128 checks	School business manager	Actioned – no issues	
06	Circulate emails regarding Nottingham Nursery staffing structures	Headteacher	Actioned. To be considered under agenda item 11	
08	Circulate updates to re-opening plan	Headteacher	Actioned	
08	Complete a health and safety visit with the site manager once the school had re-opened.	Chair	Carried forward. The Chair had visited school twice and seen the safe practices in line with the risk assessment and reopening plans	<b>Chair</b>
08	Send second letter to staff thanking them for all they were doing.	Chair	Actioned	
09	Circulate link to history timeline	Headteacher	Action. Headteacher to circulate updated link	
	Inspect school logs	Chair	To be carried out on 24 <sup>th</sup> July	<b>HR Chair</b>

#### **FGB3/19-20/05 CHAIR / VICE CHAIR EMERGENCY ACTIONS AND DECISIONS**

No emergency actions or decisions were reported.

#### **FGB3/19-20/06 DEAF PROVISION**

Confidential item – see appendix

#### **FGB3/19-20/07 HEADTEACHER'S UPDATE**

Governors thanked the Headteacher for her weekly updates which had all been uploaded to GovernorHub. Governors commended the communication with the school's community through Facebook, with the weekly assemblies appreciated by pupils, parents, governors and friends of the school. The Headteacher responded that social media provided opportunities for engaging the whole school community. She was grateful for the Bluetooth microphone provided by a parent.

#### **Staff and pupils in school**

The Headteacher informed governors that at the start of lockdown, following national and local guidance, the number of children and staff in school had been kept to a minimum, with members of staff in for two days in every fortnight. There had always been a member of the SLT on site.

Numbers had increased in line with local and national guidance, with year 6 returning first, followed by year 1, F2 and then the nursery. The school had also ensured that children in years 2, 3, 4 and 5 spent time back in school prior to the summer holiday. Numbers were steadily increasing with virtually all staff back in school for 3 to 4 days each week.



### **Home learning**

The Headteacher informed governors that provision of learning at home had been exceptional, exceeding what had been done by many schools. Jo Kervick had set up an account for every child on Purple Mash, with work provided daily, which was then marked and returned. For children unable to access Purple Mash home learning packs were delivered every three weeks, with the work collected, marked and returned. Children also were provided with an online account to access books and resources. MS Teams had also been used to stream lessons for children at home.

Governors asked about engagement and were informed that about 80% of pupils could access Purple Mash, however on phones it was not very usable, so around 70% of pupils were using it for learning. Engagement dipped at times but children were encouraged through the fortnightly phone calls to homes to return to learning. It was recognised that for children it had been a long time and that many would be ready for a break. Children were emailed daily, with many staff also providing a dedicated email address for parents to contact the teacher.

Governors commended all that had been done, recognising that the school's excellent relationships with parents had been beneficially.

Governors asked what, on reflection, could have been done differently and were advised that there would have been value in making more use of Teams and that it would be better to require daily engagement in learning rather than to have suggested it was optional. In addition access for children who did not have IT facilities was important. Around 30% of children did not have access to online learning.

### **Staff welfare**

The Headteacher advised that staff were resilient and buoyant. The leadership had been mindful of not overloading staff and to support staff where they had concerns. Staff had been happy to return to school.

### **Pupil Welfare**

Children were contacted at least every fortnight, with those deemed vulnerable contacted weekly or visits made to their homes where staff had not been able to get in touch with them. The food bank had been used extensively and was much appreciated.

Through Purple Mash children could also communicate with the other children in their class. Parent governors advised that being able to be involved with their class was important in children's mental health.

In addition Purple Mash provided a facility for children to alert the school to any concerns they had. It had been well used and had resulted in referrals to social care where necessary.

A governor recommended that, should there be a further lockdown, it was important to ensure that all children had IT facilities, so that they had access to a mechanism for alerting the school should they need support. Governors agreed that this was important, with consideration to be given to setting up the older iPads so they could be provided to children with no IT facilities. An email address for use to call for help would also be considered.

### **FGB3/19-20/08 REINTRODUCTION OF PUPILS**

See FGB3/19-20/07.

### **FGB3/19-20/09 PLANS FOR SEPTEMBER 2020**

The Headteacher thanked the school business manager for all her work on the risk assessments.

The one for the operation of school from September was nearly completed, with the SLT to finalise the arrangements for the start and end time for each class, ensuring all children would have a full day in school. The final version would be uploaded to GovernorHub for comment.

HT

The systems in place at present, with staff taking their own classes out for play, were working very well. Dinner times would be arranged over 3 sittings, with KS1 to have dinners in their classes. The after school club and breakfast club would restart in September. Transition would be done in September

Governors asked about how the school would respond to a second lockdown and were informed that the school could return to home learning using the expertise and knowledge of what was effective.

### **FGB3/19-20/10 POLICIES**

No policies were presented for approval.

### **FGB3/19-20/11 COMMITTEE MEETINGS AND FINANCIAL POSITION**

The Finance and General Purposes Committee meeting held on 28<sup>th</sup> April 2020 had been reported to the previous meeting of the full governing body. The full governing body meeting held on 19<sup>th</sup> May 2020 had included the work of both the Pupil Progress Committee and the Pupils and Curriculum committee.

The period 3 outturn and virements form were both available on GovernorHub. The school business manager informed governors that the current projected outturn was marginally more than the budget set; however expenditure on staffing required virements to be made, as detailed in the virements report.

Governors approved the virements as presented.

Governors affirmed the decision to honour the contracts for staff, including supply staff and the poet in residence, for the summer term.

### **FGB3/19-20/12 NST REPORT**

The Headteacher advised that the support from NST had been invaluable and that David Thompson, LA H&S officer had been exceptionally helpful throughout lockdown and reopening. The Deputy Head advised that she had appreciated the NST support in her role at Nottingham Nursery. It was agreed that membership of NST provided great value for money.

### **FGB3/19-20/13 NOTTINGHAM NURSERY**

The governing body had approved Laura Patel's secondment to Nottingham Nursery to December 2020 at the meeting of the governing body on 19<sup>th</sup> May 2020.

The Chair had received correspondence from the LA Director of Education Service, Nick Lee, which was available on GovernorHub and discussed at the meeting.

Governors commended Laura Patel for her effective leadership of the Nursery, but expressed concern that the email from Nick Lee did not address the key issues which remained a barrier to any formal joining of the two schools.

Governors agreed that it was imperative that the LA provided details of the LA's vision for the Nursery, together with a confirmed viable operating plan which did not place Mellers at any financial or operational risk.



It was agreed that the Chair circulate a draft response to Nick Lee for comment, prior to responding on behalf of the governing body. **Chair**

It was recommended that consideration also be given to speaking with the new portfolio holder.

#### **FGB3/19-20/14 GDPR**

No issues raised.

#### **FGB3/19-20/15 HEALTH AND SAFETY**

Addressed throughout the meeting. No issues of concern raised.

#### **FGB3/19-20/16 EQUALITY INCIDENTS**

No incidents reported.

#### **FGB3/19-20/17 INSPECTION OF SCHOOL RECORDS**

Chair to complete when visiting school on 24<sup>th</sup> July 2020.

#### **FGB3/19-20/18 ADDITIONAL BUSINESS**

##### **Term dates**

Governors agreed to the Headteacher's proposal for a single closure day on 24<sup>th</sup> July, and 2 closure days at the start of the autumn term – 28<sup>th</sup> August and 1st September, with children to return to school on 2<sup>nd</sup> September.

F1 and F2 would return on 7th September to enable foundation stage staff to receive compulsory paediatric first aid training.

##### **Social media**

Governors recommended that the use of Facebook to stream assemblies and events in school be continued.

##### **Invitation to staff end of year event**

Governors were invited to the whole school staff lunch on 24<sup>th</sup> July 2020 at 1pm.

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

The following meeting date was agreed:-

- PP committee – Tuesday 22<sup>nd</sup> September at 1.30pm;
- P&C committee – Tuesday 29<sup>th</sup> September at 1.30pm;
- F&GP committee – Thursday 5<sup>th</sup> November at 1.30pm;
- FGB – Thursday 19<sup>th</sup> November at 4.00pm.

It was agreed that the Chair circulate a plan for governor monitoring. Governors confirmed that they wished to continue with their current areas of responsibilities and their membership of the committees. **Chair**

#### **FGB3/19-20/20 CONFIDENTIALITY AND COMMUNICATION**

It was **agreed** that no items be deemed confidential for the purpose of the minutes with the exception of agenda item 6 – deaf provision.

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

**Signed by the Chair:**

**Date:**

**ACTION POINTS FROM THE MEETING:-**

03	Agree with Amy Fuller her role of the governing body	Chair
04	Speak with children regarding the history curriculum	Vice-Chair
04	Health and safety visit	Chair
04	Circulate link to history timeline	Headteacher
04	Inspect school logs and records	Chair
09	Upload risk assessment to GovernorHub	Headteacher
13	Circulate a draft response to Nick Lee for comment, prior to responding on behalf of the governing body.	Chair
19	Circulate governor monitoring plan	Chair

Academic Year 2019 -2020												
Governor Name	Autumn 2019				Spring 2020				Summer 2020			
	FGB	PPC	PCC	FGPC	EC	FGPC	PPC	PCC	F&GP	FGB	FGB	
Mr A Abakir	-									-	✓	
Mrs S Blakeway	✓	-	✓				✓	✓	✓	✓	✓	
Miss A Dawson	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Mr F Folorunso	✓	✓	Apols				-	✓		✓	✓	
Ms J Kervick	✓		✓					✓		✓	✓	
Mrs L Lyon	Apols	✓		✓	✓	✓	✓	✓	✓	✓	✓	
Mrs C McCrone	✓	✓	✓	✓	✓	✓	Apols	✓	✓	✓	✓	
Mrs C Morris	✓							Apols		-	✓	
Cllr A Peach	✓			✓		Apols			Apols	Apols		
Miss T Reid	✓	✓	✓				✓	✓		✓	✓	
Mrs S Pratt	Apols									-	Left GB	
<b>Associate members</b>												
Cllr L Ali	-									-	✓	
Mrs L Patel	✓	✓	✓	✓			✓	✓	✓	✓	✓	
Mrs J Travis	✓			✓		✓			✓	✓	✓	