

**Marlfields Primary Academy**  
**Full Governing Board Meeting**  
**Date: Wednesday 6 July 2022**  
**Venue: In School**

**Present:** Sandie Isherwood (SI), Margaret Gartside (Chair), Stephenie Bostock (SB-New), Chris Nield (CN), Gary Provis (GP), Jessica Rosson (JR)

**Minutes taken by:** Judith Provis (JP) (Clerk)

**Meeting Started:** 5.30 pm **Part One Meeting Finish:** 6.50 pm

## Part One

Agenda	Notes	Action
1. Welcome and Introductions	The Chair welcomed everyone to the Summer Full Governing Board meeting. Introductions were made around the table.	
2. Procedural Items	2.1 Apologies for absence Apologies were received from Clare Foster (Covid), Mairi Rice (Travelling home), Mike Wall (in London) and Beth Charlesworth (Resignation) and accepted by the Chair.  2.2 Confirmation of Quorum Confirmed.  2.3 Declarations of Interest None declared.	
3. Notification of AOB	No additional urgent items raised.	
4. Membership	<b>Stephenie Bostock</b> was proposed to join the Full Governing Board. Proposed GP Seconded MG <b>Agreed by all by show of hands.</b> The Chair welcomed Stephenie to the Board.  Due to ongoing work commitments, a letter of resignation has been received from Beth Charlesworth. Beth has offered to support the school with her HR skills if needed. The Chair recorded thanks for Beth's support for the school for the last four years.  It was also noted that Mike Wall is now finding it difficult to attend meetings on Wednesdays as he must be in London.  The Board still requires at least one additional parent governor. No-one came forward at the recent election. A meeting will be held with new parents and it was agreed that the vacancy should be highlighted to see if anyone may be interested.	
5. Part One Minutes and Matters Arising	The Part One Minutes from 9 March 2022 were confirmed as an accurate record and signed by the Chair. There were no matters arising.	

	<p>Proposed: JR    Seconded: GP</p> <p><b>Part One Actions from 9 March 2022:</b></p> <p><i>ND to confirm contact for Fire Doors at Hospital. Way forward agreed at Resources committee to change size of door opening to become a standard fire door size.</i></p> <p><i>Fire Door update to be added to next Resource agenda (JP)</i></p> <p><i>First meeting of new H&amp;S committee to be arranged (SI)</i></p> <p><i>SI to arrange for MG to visit to discuss the allotment and RHS entry</i></p> <p><i>JP/SI to expand answers to questions (on Spring report) and share with governors. Within Summer Report</i></p> <p><i>MG/SI to agree timing of Equality visit. To be agreed preferably before the end of term.</i></p> <p><i>Consider contact with other Chairs to find 360 review questions (all) Keep looking</i></p> <p><i>JP/MG to discuss skill requirements for recruitment. Review again after skills audit however recruit for HR skills straight away</i></p> <p><i>JP to update (role and responsibility section 1) materials and review with JR for next FGB</i></p> <p><i>Ensure completion of annual courses (all)</i></p> <p><i>Send through training certificates, as appropriate (all)</i></p> <p><i>Send photos to office, as required (for new badges) (all)</i></p> <p>? What is situation on the badges?</p> <p>A. A new machine is needed, but photos can still be sent in. If you haven't a suitable photo, then call into the office and a picture can be taken on the iPad.</p> <p>A. Agreed. Everyone should have new badges for the new academic year.</p>	<p>Action Closed</p> <p>Complete Carry Forward</p> <p>Complete Agenda 11.1</p> <p>Carry Forward</p> <p>Carry Forward</p> <p>JP to advertise externally for governors Agenda: 11.4</p> <p>Agenda: 13 Agenda: 13</p> <p>SI to purchase new badge machine</p>
<b>6. Correspondence</b>	<p>The letter and Ofsted report has been received and the report went public last week.</p> <p>? Have we had any feedback?</p> <p>A. A Year 4 parent commented that we are a good school. There has also been a WhatsApp message shared amongst a few parents that needs following up.</p> <p>A. I've heard nothing from the playground. Well done for what you have managed to achieve with Covid for two years.</p> <p>A. Well done too and thank you to all the staff.</p> <p>? Do we need to add something in the newsletter?</p> <p>A. Yes, we need to inform the parents</p> <p>? We are not the only ones with this feedback from Ofsted?</p> <p>A. We have areas to work on only in curriculum. All the other areas are good. Other schools are not doing so well and some are Requiring Improvement.</p> <p>A. We have concentrated on the Core subjects to ensure our children catch-up with their lost learning.</p> <p>A. It is noted too that the little ones are well prepared.</p>	<p>SI to draft Ofsted note from governors for MG to approve for the newsletter</p>
<b>7. Principal's Report – Part One</b>	<p><i>The subjects reports and plans were received for:</i></p> <p><i>Pupil Premium Action Plan (Spring review),</i></p> <p><i>Art, Computing, DT, English, EYFS, Humanities, Music, PE, PSHE, RE, Science and Maths.</i></p>	
<b>8. Matters Arising from the Principal's Report</b>	<p>The Chair thanked the staff for writing the reports.</p>	

	<p>? For Art, why is Y5 noted as 100% but only 30% for Y4. Is this a poor cohort, or something else?</p> <p>A. The details for Y5 have not been loaded. The system has marked as 100%, so this will be corrected.</p> <p>? Computing looks very light in information?</p> <p>A. This is an area that needs further work. This is required on all non-core subjects going forward. Power Maths for Computing has now been purchased. Note that the area to be worked on is the actual teaching of computing, the coding aspects.</p> <p>GP offered to support the school where required.</p> <p>? Which foreign language will be taught next year?</p> <p>A. French as we have all the materials. The lead teacher is to be confirmed.</p> <p>The Principal also highlighted that the RE syllabus is changing for the Autumn term and cover global religions. Publicity will need to be sent out to parents.</p>	
<b>9. Chairs Action</b>	None were noted.	
<b>10. Minutes (Part One) from Committees and Reports from Governors with Special Responsibilities</b>	<p>The approved Curriculum minutes were received for 22 March and 8 June, and the draft minutes from 22 June. It was noted that the figure for Phonics had been amended to the correct figure of 75%.</p> <p>The <b>Curriculum minutes</b> were proposed and accepted by all. Proposed: MG Seconded: JR</p> <p>The approved Resources minutes were received for 25 May and the draft minutes from 29 June.</p> <p>The <b>Resources minutes</b> were proposed and accepted by all. Proposed: CN Seconded: GP</p> <p>The Science Week report from 16 March was received. There were no questions.</p> <p>MG gave a verbal updated on the Maths visit held on 1 July. MG met with the subject lead for Maths. Discussions included the approach of teaching Maths across the school, the use of Power Maths and White Rose as back-up. This seems to be working well and satisfactorily. Discussions also included areas of the curriculum. The subject lead has focused on number work and place value, however shape and few other topics are not so well covered. This will be carried through to next year, made easier by the same class teachers following the children.</p>	
<b>11. 2022-23 Budget</b>	<p>The budget was presented by the Resources Chair CN.</p> <p>It was noted that 2021-22 has been a challenging year with the additional support required to minimise the impact of Covid on both the teaching staff and the children.</p> <p>The sources of funding were explained as well as the layout of the budget documentation.</p> <p>The revenue income and predicted expenditure for 1 Sept 2022 to 31 August 2023 indicates an in-year deficit of £20K.</p>	

	<p>It was highlighted the importance of submitting a legal budget, however it is noted that the depreciation of the building is included in the budget of £89K. This is money that cannot be spent on the childrens education but has to be included.</p> <p>It was also noted that money this year has been saved from not having a deputy in place. The team are very good at being extremely frugal, however the deficit is getting bigger year on year with significant decisions being required in the future. The numbers in the school and GAG (general annual grant) fundings further forward are unknown factors and can only be predicted.</p> <p>A. Note that we are doing well with a 5-year forecast. Comparing with other schools, others are only preparing a 3 or less forecast.</p> <p>A. The school is also overstaffed in comparison with others and we are keen to retain this difference, however there will be tough decisions in the future if the amounts from government continue to go down in relation to inflation.</p> <p>The Principal confirmed that no monies had yet been received from CE to cover SEND, amounting to £78K. This is being actively chased and will escalate if necessary.</p> <p>? The LA is overdrawn in their high-needs funding and their situation is getting worse. Is it highly likely that the funding may change going forward?</p> <p>A. It is tight and we have set the budget with that in mind. The school will be full in September.</p> <p>? Is there a way we can show off how amazing this school is?</p> <p>A. Logistics is part of the problem being in the old part of town.</p> <p>A. If the children are sporty, then we can't compete with the bigger schools</p> <p>A. We can give different opportunities not covered by other schools.</p> <p>? How about an open evening for prospective parents or some videos showing the school site on the website?</p> <p>A. I don't see why not.</p> <p>It was noted that the school can take an overall PAN (Pupil admissions number) of 210, however this was reduced to 180 several years ago. Nursery doesn't count in the numbers.</p> <p>A. This could be reviewed.</p> <p>The <b>2022-23 Budget was formally proposed and accepted</b> by the Board by show of hands. Proposed: CN Seconded: GP</p>	<p>JP to add school promotion to Curriculum agenda</p> <p>JP to add admissions numbers to Resources agenda</p>
<p><b>12. Director's Report</b></p>	<p>The summary of the <b>CE Summer report</b> was presented. It was agreed to complete the Governor Hub Health check Worksheet in the Spring.</p> <p>This has been a difficult year with Covid.</p> <p>A. The staff and children have coped well given the circumstances.</p>	

	<p>A. A number of the children are still trying to adjust and mental health issues are being dealt with, however there is likely to be more coming soon.</p> <p>A. The cost of living is going to hit some of our parents and children hard.</p> <p>The Principal gave some key headline provisional results for KS2: the SPAG (spelling, punctuation and grammar) was 77%, Reading 77% and Maths 66%.</p> <p>? Is this what you expected?</p> <p>A. This is better than predicted, but still need to follow-up on a couple of the marks before confirming the results to parents.</p> <p>The Clerk informed the Board that the latest version of the <b>Skills audit</b> will be available from the NGA this week. This will be sent out after the meeting with a request for completion before the beginning of the new academic year,</p> <p>The latest <b>Governance update for July</b> from the DfE had been shared with the meeting materials. The Clerk highlighted that the new Keeping Children Safe in Education document has been released in draft. Action will be required in September to read the finalised document and sign off.</p> <p>A <b>review of the Section 1 of Governor Mark</b> was presented by JP and JR. Several areas were identified for further work including a review of agendas and visit timetable for the year, building on the material from pre-Covid, updating model role descriptions to be Marfields specific, and completing individual link role materials. The need for new governors was discussed to help spread the workload.</p>	<p>JP to send out latest NGA Skills Audit documentation when released</p> <p>JP to present updated confirmation materials at September meeting</p> <p>JP to give update at September meeting</p>
<b>13. Governor Development</b>	<p>The <b>overview of training completed</b> since the last FGB was presented. It was agreed to follow-through training requirements in the new academic year, including safeguarding training. JP highlighted courses that have been updated on Modern Governor: Governing Board Meetings, Governor Visits, Data for Governors, Financial Management for Governors and Head Teacher Recruitment.</p>	
<b>14. Policies and Risk Assessments</b>	<p>The following documents were presented for approval:</p> <ul style="list-style-type: none"> <li>• Risk Register 2022/23</li> <li>• Section 175 Audit Response</li> </ul> <p>It was noted that the risk register has been updated by the Resources Committee to take into account the Ofsted feedback, with the scores of 12 being included in the Orange category to ensure actions are given higher priority.</p> <p>The following documents were presented for ratification:</p> <ul style="list-style-type: none"> <li>• Disability Equality Scheme Action Plan 2022-24</li> <li>• Remote Learning</li> <li>• SEND. It was noted that the SEND policy will need further update to bring in line with the SEND Green Paper consultation outcomes later in the year.</li> <li>• Music</li> </ul>	



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	<ul style="list-style-type: none"> <li>Uniform. It was noted that the Uniform policy has been updated to bring in line with the Equality Policy, however will need further update next term, when the second-hand uniform process is finalised.</li> </ul> <p>? Many parents are struggling with uniform. There will be a stall at the next event if parents can send in uniforms?</p> <p>A. This is fine, but the government are looking for a more permanent solution at each school to make pre-loved uniform available.</p> <p>SB offered to play a key role in the support of the school in making pre-loved uniforms available to parents.</p> <p>A. Thank you very much for this support. Something will be added to the newsletter to encourage parents to bring pre-loved uniform into school.</p> <p>? Can anything be done with the prices of badged uniform, as the prices of normal school clothing in a supermarket is much cheaper?</p> <p>A. The uniform is an important part of preparing for life and essential when going on school trips for example. Some flexibility is possible.</p> <p>A. Let's see how things go with the pre-loved uniform</p> <p>A proposal was made to <b>accept the presented policies and documents</b> and agreed by show of hands. Proposed: GP Seconded: JR</p>	
<b>15. Any Other Urgent Business</b>	No additional business was presented.	
<b>16. Impact Statement</b>	<ul style="list-style-type: none"> <li>The Board welcomed a new Trustee to the Board and thanked a Trustee who has resigned for their support of the Board over the last four years.</li> <li>The 2022-23 budget has been approved, supporting the school moving forward for next year.</li> <li>The Risk Register has been updated and approved and incorporates the feedback from Ofsted.</li> <li>Subject Reports have been received and questioned, with areas noted for further monitoring.</li> <li>Policies and documents have been approved</li> <li>A process to manage pre-loved uniform has begun, sponsored by the new member of the Board.</li> </ul>	
<b>17. Confidentiality</b>	No discussed identified for Part Two.	
<b>18. Date &amp; Time of Next FG Meeting</b>	The proposed meeting dates were accepted, though are subject to change if required. The AGM and next FGB meeting will be held on November 30 <sup>th</sup> .	<b>All to note and attend</b>

**Part One Meeting Close: 6.50 pm**

**Move to Part Two**

Margaret Jenkins Chair

30/11/22 Dated

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