

**THE GOVERNING BODY OF EVENLODE PRIMARY SCHOOL**  
**The minutes of the Ordinary Meeting held on 18<sup>th</sup> September 2019 at 5:30pm**

**PRESENT:**

S Richards  
L Harris  
J Lewis  
H Hodgkins  
S Noormohamed  
S Burkitt-Harrington, Chair  
B Gray  
S Rees, Headteacher  
A Williams-Brunt  
J Roberts  
D Merrick

**ALSO PRESENT:** L John, Clerk to the Governing Body

**1. Apologies**

Apologies were given by R Crimmins, C McCaffer and L Payne. Consent was given for absence.

**2. Vacancies**

Governors agreed for L Payne to become a Community Governor.

Governors acknowledged that there was now 1 Community Governor vacancy and 2 parent vacancies.

**3. Minutes**

a. Ordinary held on 10/07/19

The minutes were accepted as an accurate record subject to the following amendments: The spelling of S Noormohamed.

The minutes were signed by the Chair for retention at the school.

b. Minutes from Committee meetings that have not yet been presented  
There were none to present.

**4. Review of Statutory Committees**

Governors agreed to maintain the current committee structure. The Chair agreed to forward a suggested committee membership and structure within the next 2 weeks. **ACTION**

Governors discussed the likelihood of an inspection this year. It was confirmed the last inspection was in 2015.

The Chair suggested a Resources committee to be created and it was proposed that they meet before the full governing body meeting at 4:30pm. Governors were encouraged to consider commitments and discuss entitlements with employers.

**5. Review of Non-Statutory Committees**

Governors agreed to maintain the current committee structure. The Chair agreed to forward a suggested committee membership and structure within the next 2 weeks. **ACTION**

**6. Consideration of Link Governors**

Governors agreed to maintain their current roles. The clerk agreed to provide the Chair with the current list for review at a future meeting. **ACTION**

**7. Annual Report to Parents**

Governors discussed the process.

A governor agreed to draft the report with support from another. **ACTION- JL**

It was agreed this would be ready for the next meeting so that it could be approved by governors and published before Christmas.

Governors acknowledged that an annual meeting was not mandatory and would not schedule an event this year because there were no attendees last year.

Governors discussed their presence at the parents' evenings on 9<sup>th</sup> & 10<sup>th</sup> October and agreed that there would be a presence. The presence of the PTA was also discussed and agreed.

**8. Reports/Updates**

Report of the headteacher. The report was shared at the meeting. The following was also noted:

- 50<sup>th</sup> anniversary celebrations. The timetable was shared with governors and invites extended to governors. All staff have worked very hard to prepare for the events. Details of the activities were shared. The recent PTA barbeque was also discussed. It was agreed it
- Staff training. The details of the recent INSET day were shared which was focused on outdoor education and skills activities. It was very positive.
  - The headteacher directed governors to a myth-busting guide that Welsh Government had produced- this was also considered during the INSET day.
  - The calendar for the year was also agreed by staff. Details of some key activities were shared. Staff teams were able to create resources for key activities during the training.
  - GDPR. This was also a focus on the INSET day. The headteacher agreed to send the materials to governors who can decide to discuss at a future meeting if required.
  - Attendance. 419 on role. There are some places in Reception that are unfilled which has not happened before.

Governors asked if the drop in numbers was due, in part, to the change of policy in relation to feeder schools?  
The headteacher said that he was unsure. Governors discussed the potential for a drop of numbers.

- Staff have settled in very well including new members.
  - Saplings were very successful during the summer and operated at capacity. The headteacher is seeking to confirm the status of the club with the LA who have suggested that the ownership may need to be reviewed. A recent issue related. The Chair agreed to enquire with the LA.
  - School Liaison Officer has commenced her role and will be at the school on Wednesdays. Details of her role were shared and is already making an impact.
  - Details of a role involving Superstars were shared.
- Curriculum
  - The headteacher directed governors to the resources associated with the new curriculum
  - Staff are considering CPD opportunities which will be included in the new SDP
  - The next INSET day that will be
  - There is a new Challenge Advisor will visit on 30<sup>th</sup> September. Governors were invited to attend the school to meet.
- Buildings
  - New fencing has been installed for security and safety purposes
  - The Infants' yard has been patched. Other maintenance issues that were addressed were discussed. There are also drainage issues. The school have been advised to monitor the yard.
  - Reception toilets have been upgraded.
  - 2 skips have been used
  - Other outdoor areas that have been developed were discussed
  - Painting jobs were shared
  - Governors were invited to attend a safety walk during a morning or afternoon. Governors agreed to send suggested times and dates to the headteacher
- Details of visits and visitors were shared with governors.
- There has been no exclusions
- Details of referrals made and racist incidents recorded were shared. Show Racism the Red Card workshops are being held on 30/9. Governors were invited.
- The school have received an anonymous complaint. Details of which were shared. However, no contact details were provided to respond to. There is another meeting relating to traffic on 14/10.

Governors discussed the need to reinforce messages especially to new parents.

B Gray confirmed that he had corresponded with a complainant related to concerns that were repeated to him.

B Gray left the meeting.

Governors asked if there was enough support staff in classes especially certain classes that appeared to be more demanding. The arrangements that is in place to support were confirmed. The available support was being used

to support Year 3. All classes have settled very well but there are monitoring processes.

It was explained that some governors have raised concerns about Year 3 learners not receiving drama classes. It was confirmed that there would be opportunities for drama classes later in the year.

8.1 Building Proposals update  
These were discussed above.

8.2 GDPR  
These were discussed above.

8.3 New Curriculum Update  
These were discussed above.

**9. Governor Training & Development**

Governors were given the opportunity to feedback on recently attended training.

Governors acknowledged training requirements and discussed courses that were available.

**10. Items for the next agenda**

Annual Report

**11. Dates & times of next/future meeting**

Full governing body meetings (all at 5:30pm):

11<sup>th</sup> December  
5<sup>th</sup> February  
25<sup>th</sup> March  
6<sup>th</sup> May  
24<sup>th</sup> June

Governors discussed the format of future meetings and agreed that 1 meeting of the term would contain formal and statutory governor matters with the other meeting being in a working format with no decisions needing to be made.

**12. Any other business**

Governors asked if the Annual Report could contain some narrative containing some recognition of the effort of staff that was made in relation to the 50<sup>th</sup> anniversary celebrations. Governors were keen to relay their gratitude on record to all staff for their hard work.

Governors discussed the success of the recent barbecue which raised around £3500.

Governors discussed the financial contributions being made by staff and expressed some concerns.

Governors confirmed that they were not all receiving the school newsletter and discussed governors subscribing to Schoop. Governors noted the Schoop id to access the app.

The headteacher informed governors that there would be activities relating to monitoring of school processes scheduled such as learning walks and listening to learners during the school year. They are being planned and governors will be invited.