

**Maulden Lower School Board of Governor**  
**Minutes of a Meeting held on Wednesday 8<sup>th</sup> November 2023 between 6.45pm and 8.25pm**

<b>Governors Present</b>		<b>Apologies</b>		
Mrs K Dwyer	Head Teacher	Ms C Gill	Parent Governor	
Mr C Field (Chair)	Co-opted Governor	Ms P Bedward	LA Governor	
Mr J Pestell	Co-opted Governor			
Mr J Andrews	Co-opted Governor			
Mrs T Simms	Co-opted Governor			
Mr M Steele	Co-opted Governor			
Mrs C Lynch	Staff Governor			
<b>Also Present</b>		Ms S Butcher	Clerk	
<b>Governor attendance this meeting</b>		77%		
<b>Governor attendance averaged YTD</b>		77%		
See appendix for individual Governor attendance				
	<b>Action/Decision/Summary of discussion</b>	<b>Appx #</b>	<b>Action owned by</b>	<b>Action due by (date)</b>
1.	<b>Welcome</b> All governors and guests present were welcomed.			
2.	<b>To receive any apologies and to decide whether to give consent for absence</b> Apologies received from PB, these were accepted by the board. No apologies received from CG. The clerk has been asked to contact regarding non-attendance at meetings. The meeting is quorate.			
3.	<b>Confidentiality, corporate responsibility and strategic focus reminder, and request for signed Code of Conduct</b> The Chair reminded all present that matters discussed within the Governing Board meetings are confidential and of their corporate responsibility to the school and that the Governing Board are to have a strategic focus .			
4.	<b>Declarations of interest in any agenda items</b> There were no declarations of interest in items on this evening's agenda.			
5.	<b>To agree the order of business of this evenings meeting</b> Order of business agreed.			
6.	<b>Receive any correspondence</b> No correspondence.			
7.	<b>To agree the minutes of previous meeting and to discuss any action points or matters arising not dealt with elsewhere on the agenda</b> The minutes of 4 <sup>th</sup> October 2023 were approved with no amendments.			
8i.	<b>Finance, Premises &amp; Personnel</b> i. Finance Report Sept 23 – The SBM talked through the report highlighting any major variances to the budget. <b>Q – What was the Ukraine grant used on?</b> A – Booster session and additional TA support Qtr End agreed by all present ii. Revised Budget/Outturn – The budget assumptions were explained along with staffing changes. KD will be covering SENDCo role until replacement appointed. KD/SB/CL to discuss staffing requirements in Early Years going forward. Vacancies to be advertised in the new year. <b>Q – How are new Reception Class settling in?</b> A – This year's cohort need more support with communication and language compared to last year which was social/emotional support. Revised budget agreed by all present. iii. Finance Manual – Agreed by all present iv. Staffing Early Years lead leaving at the end of the year, arrangements in place for handover. Monitoring and supervisions to be carried out by Assistant Head.			

Signed.....

Dated.....

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	<p><b>Q – Will this be continued long term?</b>  A – Looking into plans from Sept, will be dependent on new appointment.</p> <p><b>Q – Who do you use to advertise vacancies?</b>  A – Beds Boro, CBC, Dfe and Indeed depending in post being advertised.  Linkdin suggested as another avenue to advertise</p>			
8ii.	<p><b>Safeguarding Matters</b>  SCR visit to be arranged for this term.  DSL and DDSL attending Supervision Training.</p>			
9.	<p><b>MAT Update</b>  Head teacher and Vice chair attended steering group meeting, there is a good mix of both governors and head teachers. Finance meeting to take place 14/11 SBM to attend.  Due diligence paperwork has been sent to all schools to be completed. Once received then schools have to decide if they want to progress to phase 2 in January.</p> <p><b>Q – What is the commitment if do decide to move to phase 2?</b>  A – Expense to the school but looking to offset this against possible grants. School can pull out at any time until the final sign up.</p>			
10.	<p><b>Board of Governor Vacancies</b>  2 vacancies for 1 co-opted governors. Advert in Governors for Schools and Inspiring Governance. 1 parent, election paperwork has been distributed to all parents with a closing date of 17/11.</p>			
11.	<p><b>Governor Training Update</b>  No training since last FGB.  TS signed up to 2 courses.  Training available with the LA and NGA. Updates also available on Governor Hub.</p>			
12.	<p><b>Head Teacher Report</b>  To be presented at 22/11 meeting</p>			
13.	<p><b>Governor Monitoring Visits to School</b>  Governor visits to be arranged between link governors and staff members.</p>			
14.	<p><b>DPO Report</b>  DPO read through the report. Looking for another 2 schools to join with to share best practice. 360 carried out by SBM and Computing Lead.  0 – Data breaches  JP appointed IT governor</p>			
15.	<p><b>Statutory Policy Review</b>  i. Teachers Pay and Conditions Policy  ii. TOR  All policies agreed with no amendments</p>			
16.	<p><b>Round Table</b>  i. Quote received for work on trees. Site agent to get back to them and ask for revised quote if all works carried out at the same time.</p>			
17.	<p><b>Confirm date of next meeting:</b>  22<sup>nd</sup> November 2023 – 18.45 (this will be a virtual meeting)</p>		ALL to note	

The meeting closed 21.10

**Appendix 1 – Individual Governor Attendance**

Governor		% attendance
Mr C Field (Chair)	Co-opted Governor	100

Signed.....

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Mrs T Simss	Co-opted Governor	100
Mrs K Dwyer	Head Teacher	100
Mr J Pestell	Co-opted Governor	100
Mr J Andrews	Parent Governor	100
Ms C Gill	Parent Governor	0
Mrs C Lynch	Staff Governor	100
Mr M Steele	Co-opted Governor	100
Ms P Bedward	LA Governor	0

Signed.....

Dated.....