

Maulden Lower School Board of Governor
Minutes of a Meeting held on Wednesday 4th October 2023 between 6.45pm and 8.05pm

Governors Present		Apologies		
Mrs K Dwyer	Head Teacher	Ms C Gill	Parent Governor	
Mr J Pestell	Co-opted Governor	Ms P Bedward	LA Governor	
Mr C Field (Chair)	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			
Also Present		Ms S Butcher	Clerk	
Governor attendance this meeting		70%		
Governor attendance averaged YTD		70%		
See appendix for individual Governor attendance				
	Action/Decision/Summary of discussion	Appx #	Action owned by	Action due by (date)
1.	Welcome All governors and guests present were welcomed.			
2.	To receive any apologies and to decide whether to give consent for absence Apologies received and accepted from PB. No apologies received from CG.			
3.	Confidentiality reminder and Code of Conduct. The Clerk reminded all present that matters discussed within the Governing Board meetings are confidential. All present were asked to return their signed copies of the Boards Code of Conduct.			
4.	Declarations of interest in any agenda items There were no declarations of interest in items on this evening's agenda. All governors present signed their annual Declaration of interest and returned to the clerk if they had not done so previously.			
5.	Appoint Chair Mr Carl Field was appointed as Chair. Nominated by JP, seconded by JA. All voted in favour.			
6.	Corporate responsibility and strategic focus reminder The Chair reminded all present of their corporate responsibility to the school and that the Governing Board are to have a strategic focus.			
7.	To agree the order of business of this evenings meeting Order of business agreed.			
8.	Appoint Vice Chair Mr Jeremy Pestell was appointed as Vice Chair. Nominated by JA, seconded by TS. All voted in favour.			
9.	To agree the minutes of previous meeting and to discuss any action points or matters arising not dealt with elsewhere on the agenda The minutes of 7 th July 2023 were agreed by all present			
10.	Receive any correspondence No correspondence received.			
11.	School Development Plan Document is a work in progress with areas to improve as per the recent Ofsted visit to include. - curriculum development - subject lead training - development of middle management Q – Are things being done differently now Ofsted visit has taken place? A – We are still recovering from the recent cyber attack. Improved systems including use of Google Drive and Target Tracker. New			

Signed.....

Dated.....

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	<p>staff are settled now and can concentrate on moving curriculum forward, measuring impact and assessment.</p> <p>There is one cohort with high safeguarding and SEND needs within the school.</p> <p>Q – What is the focus for this group?</p> <p>A – Aim high and focus on how the school is going to close the gap.</p>			
12.	<p>School Self Evaluation</p> <p>Focus on Early Years and Year 1 communication and language.</p> <p>Two support staff have received training in Lift off to Language and will run groups after the half term break.</p> <p>Want to at least meet local and national results.</p> <p>School does well with nurture, wellbeing and community focus now need to focus on data including writing – boy/girl divide.</p> <p>The school has a new SIA – Simon Crosby</p>			
13.	<p>Review Terms of Reference</p> <p>Agreed and roles allocated</p>			
14.	<p>Board of Governor Vacancies</p> <p>1 parent governor vacancy. Election papers to go out in parent information packs</p> <p>1 vacancies for co-opted governor.</p>			
15.	<p>Governor Training Update</p> <p>All governors reminded if they wish to attend training it needs to be booked via the Clerk.</p> <p>New training information to be uploaded onto Governor Hub once it becomes available.</p> <p>Governors reminded all must complete NGA Prevent training and forward certificates to Clerk.</p>			
16.	<p>Governor Monitoring Visits to School</p> <p>Visits to be arranged with relevant staff member</p>			
17.	<p>Dates for the Year</p> <p>Calendar of meeting dates agreed.</p>			
18.	<p>Statutory Policy Review</p> <p>i. Governor Allowances Policy</p> <p>ii. Lettings Policy</p> <p>All policies agreed and accepted.</p>			
19.	<p>Round Table</p> <p>i. Sports Premium Report</p> <p>Footer to be amended, outcomes to be added, include PP attending extra curricular activities.</p> <p>ii. MAT Update</p> <p>Working groups have been established. Presentation from project managers, 3 presented the company with best track record appointed. Approximate cost to MLS will be £600 the work will include project mapping and due diligence. They will present back with road map and budget model.</p>			
18.	<p>Confirm date of next meeting:</p> <p>17th October at 18.45</p>		ALL to note	

The meeting closed at 20.00

Appendix 1 – Individual Governor Attendance

Governor		% attendance
Mr C Field (Chair)	Co-opted Governor	100
Ms P Bedward	Local Authority Governor	0
Mrs K Dwyer	Head Teacher	100

Signed.....

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Mr J Pestell	Co-opted Governor	100
Mrs T Simms	Co-opted Governor	100
Mr J Andrews	Co-opted Governor	100
Mr M Steele	Co-opted Governor	100
Ms C Gill	Parent Governor	0
Mrs C Lynch	Staff Governor	100

Signed.....

Dated.....