

Maulden Lower School Board of Governor
Minutes of a Meeting held on Thursday 15th February between 6.45pm and 8.35pm

Governors Present		Apologies		
Mrs K Dwyer	Head Teacher	Ms P Bedward	LA Governor	
Mr C Field (Chair)	Co-opted 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			
Also Present		Ms S Butcher	Clerk	
		Mrs H Lightfoot		
		Mr R Bashforth		
Governor attendance this meeting		83%		
Governor attendance averaged YTD		75%		
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 from SH, these were accepted by the board. No apologies received from PB. The clerk has emailed PB regarding non attendance but has received no response. The Chair to follow this up. The meeting is quorate.			
3.	Confidentiality, corporate responsibility and strategic focus reminder, and request for signed Code of Conduct 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.	Declarations of interest in any agenda items There were no declarations of interest in items on this evening's agenda.			
5.	To agree the order of business of this evenings meeting Order of business agreed.			
6.	Receive any correspondence Overgrown hedge along the side of the field, ask grounds maintenance if this is something they are responsible for trimming.			
7.	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 22 nd November 2023 were approved with no amendments.			
8i.	Finance, Premises & Personnel i. Revised budget was reviewed at last FPP meeting. ii. SFVS was reviewed. Format the same as last year. Finance chair talked through the schools responses. Q – Is the inventory up to date? A – Needs updating in the new financial year NGA skills audit to be completed by all governors. iii. Grounds Maintenance quote from Bedford Borough agreed by FGB IT support to switch to Simply IT from April agreed by FGB Look into getting a quote from EPM for HR support.			
8ii.	Safeguarding Matters SCR review carried out by Safeguarding governor and SBM. All in order. SBM to contact AIP as to checks they carry out for visitors to the kitchen. S175 Audit to be submitted to Central Bedfordshire Council.			

Signed.....

Dated.....

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9.	<p>MAT Update</p> <p>The vice-chair gave an update to make everyone aware of the situation regarding MAT discussions and working groups involved. Phase 1 is nearly complete. Once Phase 1 has finished the governing boards of all schools involved need to decide if they wish to progress to Phase 2. Head Teacher and Vice Chair are part of the Strategy Group and the School Business Manager is part of the Finance Working Party. Finance figures at the moment do not show a benefit of forming a MAT for the majority of schools involved. Governors are asked to read the reports that will be sent to them in order to make a decision regarding whether or not to support a move to the next phase at the next FGB meeting on the 25th March.</p> <p>Q – What are the educational benefits to the children?</p> <p>A – At the moment the FARM group of schools already work well for the benefit of the children.</p> <p>Q – When do you want feedback on the reports?</p> <p>A – Friday 1st March</p> <p>All governors invited to attend the meeting on 27th March at Alameda</p>			
10.	<p>Board of Governor Vacancies</p> <p>1 Co-opted governor vacancy</p> <p>Vacancies are still being advertised</p>			
11.	<p>Governor Training Update</p> <p>No training since last FGB.</p> <p>Training available with the LA and NGA. Updates also available on Governor Hub.</p>			
12.	<p>Head Teacher Report</p> <p>The Head Teacher report has a new format to help show information more clearly. Progress to targets will be reviewed at the next FGB. Feedback following parent consultations has been positive. SIP visit has taken place, report included with pack. Subject lead roles will be reallocated in September following recruitment.</p> <p>Q – How closely are you working with FARM schools?</p> <p>A – Already had one meeting with a focus on geography. Maths moderation and progression of skills. Also standardisation and bench marking will continue.</p> <p>Q – What staff posts will be advertised?</p> <p>A – SENDCo teaching in Year 3 with 2 days SEND time, Early Years teacher. Other posts will be depend on intake.</p> <p>Q – Any interest in-house?</p> <p>A – Staff have been spoken to but no interest.</p>			
13.	<p>SDP – Mid Term Review</p> <p>Report circulated showing school's current position</p>			
14.	<p>SEND Update</p> <p>KD has taken on the role of SENDCo until a new one is appointed.</p> <p>SEND Policy has been updated.</p> <p>SEND governor visit to be arranged.</p>			
15.	<p>Governor Monitoring Visits to School</p> <p>Safeguarding visit – see Safeguarding Matters.</p> <p>Pupil Premium visit – new Pupil Premium report has been published.</p> <p>Places at the new in-house before and after school club can be offered to pupils who may need additional support.</p> <p>Visit to be arrange – Wellbeing with SBM, Maths with MD, Budget with SBM</p>			
16.	<p>DPO Report</p> <p>No updates since last meeting.</p> <p>0 – Data breaches</p>			
17.	<p>Statutory Policy Review</p> <p>i. Adverse Weather Policy</p> <p>ii. Emotional Health and Wellbeing Policy</p>			

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	iii. School Pay Policy for Teaching Staff iv. SEND Policy All policies agreed with no amendments			
18.	Round Table RB and HL left the meeting. Both have been appointed as parent governors from 16/02/2024. Clerk to contact them to confirm appointment.			
17.	Confirm date of next meeting: 25 March 2024 – 18.45 (this will be a virtual meeting)		ALL to note	

The meeting closed 20.45

Appendix 1 – Individual Governor Attendance

Governor		% attendance
Mr C Field (Chair)	Co-opted Governor	100
Mrs K Dwyer	Head Teacher	100
Mr J Pestell	Co-opted Governor	100
Mr J Andrews	Co-opted Governor	100
Mrs S Hillson	Staff Governor	75
Mr M Steele	Co-opted Governor	75
Mrs T Simms	Co-opted Governor	75
Ms P Bedward	LA Governor	0

Signed.....

Dated.....