

**Malden Lower School Board of Governor**  
**Minutes of a Meeting held on Wednesday 25<sup>th</sup> March 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	Mrs H Lightfoot	Parent 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			
Mr R Bashforth	Parent Governor			
<b>Also Present</b>		Ms S Butcher	Clerk	
<b>Governor attendance this meeting</b>		75%		
<b>Governor attendance averaged YTD</b>		70%		
See appendix for individual Governor attendance				
	Action/Decision/Summary of discussion	Appx #	Action owned by	Action due by (date)
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> No apologies received from PB. The clerk has emailed PB regarding non attendance but has received no response. PB has not been in communication with the school this academic year. The decision was made to terminate PB as a governor. No apologies received from HL. 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 received			
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 15 <sup>th</sup> February 2024 were approved with no amendments.			
8i.	<b>Finance, Premises &amp; Personnel</b> No FPP meeting held since last FGB. Year end 31/03 final figures to be taken to next FPP in April. Budget due for submission to LA by 01/05. Figures to go to FPP for approval. <b>Q – How many applications for places in September?</b> A – 33 to date <b>Q – How many with an EHCP?</b> A – 1			
8ii.	<b>Safeguarding Matters</b> i. S175 audit has been submitted to LA. Last year the school had a safeguarding audit carried out by the LA so s175 was not required. <b>Q – Any areas that stood out?</b> A – SB/MD working on an Acceptable Use Policy to be put into place by September. Governor and staff Prevent training to be updated in September.			
9.	<b>MAT Update</b>			

Signed.....

Dated.....

**Malden Lower School Board of Governor**  
**Minutes of a Meeting held on Wednesday 25<sup>th</sup> March between 6.45pm and 8.35pm**

	<p>KD/JP have attended a series of meetings since last FGB to discuss pros and cons of becoming part of a MAT. Most recent meeting the decision was taken that this is not going to be financially viable at this current time. Feedback from the finance working party confirmed this.</p> <p>JP read through a document prepared by a governor from Alameda on the values of forming a MAT.</p> <p>FARM head and chairs not convinced of the benefits of forming a MAT as already work well together. FARM decision so far – no additional value of forming a MAT.</p> <p>After hearing the evidence both for an against progressing to the next stage of the MAT process all governors voted against proceeding to phase 2 but will continue to build working relationship with the other FARM schools.</p>			
10.	<p><b>Board of Governor Vacancies</b></p> <p>1 Co-opted governor vacancy  1 LA governor vacancy  Vacancies are still being advertised</p>			
11.	<p><b>Governor Training Update</b></p> <p>No training since last FGB.  Training available with the LA and NGA. Updates also available on Governor Hub.</p>			
12.	<p><b>Head Teacher Report</b></p> <p>i. 1 additional EHCP since last report. Attendance of disadvantage children has fallen.</p> <p><b>Q – Are we doing what we can to support these families?</b>  A – Yes, meet regularly with attendance officer and families involved.</p> <p><b>Q – What is whole school attendance with disadvantaged not included?</b>  A – Will include figure in next meeting</p> <p><b>Q – Which children are included in disadvantaged?</b>  A – PP/Ever 6</p> <p><b>Q – What is the provision for children without SEND but being monitored?</b>  A – Targeted support, good practise in all classrooms.</p> <p><b>Q – Is the number of safeguarding reports a running total or since last meeting?</b>  A – Running total for academic year</p> <p><b>Q – Staff absence high in some areas</b>  A – In talks with LA HR department on how we can support certain members of staff with wellbeing. Supervisions carried out with all staff in the Early Years.</p> <p>Staff retention and absence a problem throughout Central Bedfordshire and nationwide.  Suggestion made to hold exit interviews to see how school could further support staff.</p> <p>ii. Progress to targets.  Early Years 67% GLD (last year 47%).  Y1 – Phonics, mock in March 32% cohort passed. Screening check will take place in June. Projection 72% of class will pass, booster sessions and interventions in place.  Y2 – Good progress in reading, above target. On target in other areas.  Y3 – 3 children below target, 2 of these have low attendance. 1 attending booster sessions to try and bring up to age related.  Y4 – 1 child below target in writing, all on target in reading and maths.  Progress to targets really highlighted where attendance is low.  <b>Q – Anything we can do about that?</b></p>			

Signed.....

Dated.....

**Malden Lower School Board of Governor**  
**Minutes of a Meeting held on Wednesday 25<sup>th</sup> March between 6.45pm and 8.35pm**

	<p>A – Attendance has direct links to educational outcomes. Attendance also effects stamina in school. Working with both the LA and families to try and support those children struggling with attendance.</p> <p><b>Q – Has the school gone through any moderation?</b></p> <p>A – Maths moderation with other local schools. Writing moderation carried out in house.</p> <p>Tests at the end of KS1 (Year 2) are now optional.</p>			
13.	<p><b>SEND Update</b></p> <p>Governor visit carried out by CF 15/03. New graduated approach introduced by LA. Strategies in place in every classroom, training will be taking place with all staff next term.</p> <p>4 EHC reviews due next term</p> <p>1 Needs Assessment Y3</p> <p>1 Early Years Needs Assessment PS</p> <p>3 possible EHC in YR from September</p> <p>KD will continue as SENDCo until appointment of new SENDCo in September.</p>			
14.	<p><b>Governor Monitoring Visits to School</b></p> <p>JP to submit PP visit report</p> <p>CF to submit SEND visit report</p> <p>MS meeting with SH, TS to meet with SB, JA to meet with SB</p>			
15.	<p><b>DPO Report</b></p> <p>Notice given to CSB for IT support, support now to be provided by Simply IT.</p> <p>0 – Data breaches</p>			
16.	<p><b>Statutory Policy Review</b></p> <p>i. Managing Aggressive Behaviour Policy</p> <p>ii. First Aid Policy</p> <p>All policies agreed with no amendments</p>			
18.	<p><b>Round Table</b></p>			
17.	<p><b>Confirm date of next meeting:</b></p> <p>22 May 2024 – 18.45 (this will be a face to face meeting)</p>		ALL to note	

The meeting closed 20.30

**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	80
Mr M Steele	Co-opted Governor	80
Mrs T Simms	Co-opted Governor	80
Mr R Bashforth	Parent Governor	100
Mrs H Lightfoot	Parent Governor	0
Ms P Bedward	LA Governor	0

Signed.....

Dated.....