

**Malden Lower School Board of Governor**  
**Minutes of a Meeting held on Wednesday 22<sup>nd</sup> November 2023 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 T Simms	Co-opted Governor	
Mr J Pestell	Co-opted Governor	Mr M Steele	Co-opted Governor	
Mr J Andrews	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				
	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> Apologies received from TS and MS, these were accepted by the board. No apologies received from PB. 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> Possible complaint has been started by a parent. Q – Is there anything the school needs from the governors at this time? A – Unclear at the moment the details of the complaint.			
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 8 <sup>th</sup> November 2023 were approved with no amendments.			
8i.	<b>Finance, Premises &amp; Personnel</b> No updates since last meeting			
8ii.	<b>Safeguarding Matters</b> No updates since last meeting			
9.	<b>MAT Update</b> Next steering group meeting 24 <sup>th</sup> November. Three year budgets to be submitted by all schools by 12 <sup>th</sup> December.			
10.	<b>Board of Governor Vacancies</b> 2 Parent governor vacancies 1 Co-opted governor vacancy Vacancies are still being advertised			
11.	<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.			
12.	<b>Head Teacher Report</b>			

Signed.....

Dated.....

**Malden Lower School Board of Governor**  
**Minutes of a Meeting held on Wednesday 22<sup>nd</sup> November 2023 between 6.45pm and 8.35pm**

	<p>The Head Teacher read through the report.  Attendance 93%, this is lower than the goal of 95%. 3 families have been issued with fines, 1 family referred to Attendance Officer and 1 family is having legal action taken against them.  The Head Teacher is taking over the role of SENDCo due to staff member leaving at the end of December.</p> <p>ii. Data  Early Years – Full cohort, 1 EHCP with 1:1 support, even birth spread. Lift off to Language being offered to all children.  <b>Q – What is Lift off to Language?</b>  A – Similar to NELI. Small groups, story telling, speaking and listening, rhymes and games. Better and more engaging than NELI  Looking to roll out to children in Year 1 needing additional support.  Maths stronger than literacy at the moment.  Handover to new teacher to be given by member of staff leaving at the end of December.  Years 1 – 4  Moderated data with other settings.  School has returned to using Target Tracker. Previous year used Sonar but this did not provide the relevant data required.  Year 1 GLD 47% this is lower than national of 65%. Boosters and interventions in place and new systems and routines introduced.  <b>Q – Is there anything that could be done if more money available?</b>  A – An additional member of staff to support additional booster and support sessions.  PP and SEND pupils have been targets first for additional support.  Reading and phonic sessions with parental support to be reintroduced  Year 2 GLD 76% this is above national of 72%. 4 attending booster sessions, these are the children who did not pass phonic last year.  This is the first year that the Year 2 tests are optional. We will be taking them to give the school a benchmark as to where the children are.  Year 3  <b>Q – Is the trend for high absence in this class continuing?</b>  A – Yes  Year 4 Challenge this year is writing.</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>  No updates since last meeting.  0 – Data breaches</p>			
15.	<p><b>Statutory Policy Review</b>  i. Complaints Policy  ii. EVJ Policy  iii. Safeguarding and Child Protection Policy  All policies agreed with no amendments</p>			
16.	<p><b>Round Table</b>  i. Following recent correspondence from a neighbour of the school regarding height of trees on school boundaries this is to be raised with the Conditions Survey group during their inspection of the school on 31<sup>st</sup> January 2024.</p>			
17.	<p><b>Confirm date of next meeting:</b>  15 February 2024 – 18.45 (this will be a virtual meeting)</p>		ALL to note	

The meeting closed 20.35

Signed.....

Dated.....

**Maulden Lower School Board of Governor**  
**Minutes of a Meeting held on Wednesday 22<sup>nd</sup> November 2023 between 6.45pm and 8.35pm**

***Appendix 1 – Individual Governor Attendance***

Governor		% attendance
Mr C Field (Chair)	Co-opted Governor	100
Mrs T Simss	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 C Lynch	Staff Governor	100
Mr M Steele	Co-opted Governor	67
Mrs T Simms	Co-opted Governor	67
Ms P Bedward	LA Governor	0

Signed.....

Dated.....