

Malden Lower School Board of Governor
Minutes of a Meeting held on Wednesday 12th June between 6.45pm and 8.45pm

Governors Present		Apologies		
Mrs K Dwyer	Head Teacher	Mrs H Lightfoot	Parent Governor	
Mr C Field (Chair)	Co-opted Governor	Mr M Steele	Co-opted Governor	
Mr J Pestell	Co-opted Governor			
Mr J Andrews	Co-opted Governor			
Mrs T Simms	Co-opted Governor			
Mr R Bashforth	Parent Governor			
Also Present		Ms S Butcher	Clerk	
Governor attendance this meeting		71%		
Governor attendance averaged YTD		78%		
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 HL and MS. These were accepted by all present. 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 No correspondence received			
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 25 th March 2024 were approved with no amendments.			
8i.	Finance, Premises & Personnel i. FPP meeting held 8 th May 2024. Budget and Year End agreed. Budget for 2024/25 very tight all expenditure will have to be closely monitored. ii. DfE Conditions Survey received. Recommendations include new fire and intruder alarm systems. The school does not have the budget for this and will have to find out if additional funding available. iii. Tiny Forest – CBC and the school are working together to look at planting a tiny forest on part of the school field. The project will be fully funded by the LA who are carrying out all the surveys required. A governors were in favour of the project.			
8ii.	Safeguarding Matters Next safeguarding visit booked for 13 th June. The DDSL talked through the action plan from the most recent LA safeguarding audit and actions that have been put in place.			
9.	MAT Update At the last FGB the governors unanimously not to proceed to the next stage. Deputy Chair met with governors from Alameda, Russell Lower and The Firs. Russell and The Firs also voted not to proceed. Alameda voted to proceed but only if all other 9 schools also voted in favour. Only 2 schools voted to proceed to the next stage. Q – Is there a formal process to end the discussions?			

Signed.....

Dated.....

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	A – There is no post project review. The summary report received from Place Group is the final document.			
10.	Board of Governor Vacancies 1 Co-opted governor vacancy 1 LA governor vacancy Vacancies are still being advertised			
11.	Governor Training Update No training since last FGB. Training available with the LA and NGA. Updates also available on Governor Hub.			
12.	<p>Head Teacher Report</p> <p>The Head Teacher read through the report. Updated the governors on the new fining process from August 2024 regarding pupil absence.</p> <p>Q – How do you check that a child is in school once left our school?</p> <p>A – A child is not removed from our role until we have checked with the destination school that they have started attending there.</p> <p>Q – Has recruitment for September been successful?</p> <p>A – Yes, 2 new teachers appointed – Reception class teacher and SENDCo/Year 3 teacher.</p> <p>Pupil Outcomes:</p> <p>Year R – 68% GLD in line with last year’s LA average. Interventions in place for those children who did not achieve GLD.</p> <p>Year 1 – 65% (only 47% came into Year 1 with GLD). Interventions were put in place as low cohort.</p> <p>Q – Are we still seeing children with low communication and language like we saw post Covid?</p> <p>A – Yes, this is throughout the LA, staff will be attending additional training to support the children which is being provided by the LA.</p> <p>Year 2 – End of KS1 tests are now optional. All children that took the tests achieved expected or above in reading.</p> <p>Q – Why did some children not take the test?</p> <p>A – Those children who were working below key stage did not sit the tests.</p> <p>Writing and vocab are the lowest areas, many children struggling with using their imagination.</p> <p>All children met their targets in maths, spelling and punctuation.</p> <p>Q – Are you getting support from home with parents reading with their children?</p> <p>A – There has been a drop in the number of children being read with at home.</p> <p>Look into holding a reading workshop for parents in the new academic year.</p> <p>Year 4 – Times tables checks completed. No passmark but children have made progress and can practice using TimesTables Rockstars.</p> <p>Enrichment:</p> <p>Young Voices booked for 2024/25.</p> <p>Music assemblies to encourage peripatetic music lessons.</p> <p>Q – What instruments are covered at the moment?</p> <p>A – Violin, piano, drums. School teaches recorder in Year 4.</p> <p>Teachers will be working in small groups for subject planning and progression. Focus for 24/25 Music, DT and History as well and English, Maths and Science.</p>			
13.	SEND Update Covered in HT report.			
14.	Governor Monitoring Visits to School i. Finance visit – see FPP section			

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	ii. Wellbeing visit – wellbeing questions to be included in staff survey. Additional SMHL to be trained if possible. Look into holding informal drop in sessions to support staff.			
15.	DPO Report 0 – Data breaches			
16.	Statutory Policy Review i. Admissions Policy ii. EYFS Policy iii. H&S Policy iv. Intimate Care Policy v. Pre-School Admissions Policy vi. Supervision Policy All policies agreed with no amendments			
17.	Round Table i. Parent questionnaire – to go out to parents via Weduc, results to be discussed at next FGB. Speakers for new parents evening agreed – JA and TS to attend on behalf of governing board. ii. Look into sending out a governor newsletter at the end of the academic year. Thank you to JA for attending the Grafham residential, aslo to SH, MD and SR for all their hard work. All the children (and adults) had an wonderful time.			
18.	Confirm date of next meeting: 10 July 2024 – 18.45 (this will be a face to face meeting)		ALL to note	

The meeting closed 20.45

Appendix 1 – Individual Governor Attendance

		% attendance
Governor		
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	83
Mr M Steele	Co-opted Governor	66
Mrs T Simms	Co-opted Governor	83
Mr R Bashforth	Parent Governor	100
Mrs H Lightfoot	Parent Governor	0

Signed.....

Dated.....