



Learning and Achieving Together

T H E M U L B E R R Y P R I M A R Y S C H O O L

Minutes of Governing Body Meeting Thursday 30th March 2023 at 6pm Held online via Zoom

Governing Body Membership

GOVERNOR TYPE	NAME	INITIALS	TERM END DATE
LA Governor (x1)	<i>Vacancy</i>		
Co-opted Governors (x7)	Dean Britton, <i>Chair</i>	DB	02.12.24
	Fr. Simon Morris, <i>Vice Chair</i>	SM	03.03.26
	Imani Henry*	IH	02.12.24
	Jennifer Meech	JM	02.12.24
	Cllr. Reg Rice	RR	11.11.25
	Helen Sweetlove	HS	07.02.25
	David Vigoureux	DV	02.02.27
Parent Governors (x3)	Jasmine Green	JG	20.03.27
	Mizanur Rahman	MR	20.01.26
	<i>Vacancy</i>		
Staff Governor (x1)	Manuela Errigo	ME	06.01.27
Headteacher (x1)	Michelle Akarsu	MA	<i>Ex officio</i>

*Asterisk denotes absence. Quorum is six governors.

Also in attendance: Christine Hatt, HEP Clerk, Sabah (surname unknown), potential parent governor

PART 1

1. Welcome; apologies for absence

1.1 DB welcomed everyone to the meeting.

1.2 IH had sent her apologies, which were accepted. Associate Members ND and AG had also said that they were not able to attend. RR arrived at 6.20pm.

1.3 The meeting was quorate.

1.4 DB welcomed new parent governor JG to the meeting and asked her to introduce herself. JG said that as a parent governor she of course had a child at the school and so could participate in the work of the Board from that perspective. She also had a degree in Education Studies and felt she therefore had additional knowledge and expertise to contribute. She was excited to be on the FGB.

2. Declarations of interest, pecuniary or otherwise, in relation to items on the agenda

2.1 There were no Declarations of Interest.

3. Membership of the governing body

3.1 *Introduction of new parent governor*

JG had already introduced herself (see 1.4 above).

3.2 Election of second new parent governor and appointment of Associate Member

DB explained that there was now another parent governor vacancy. This was because it had been discovered that Natalie Ducille (ND), who had previously been elected, was not eligible for the role, as she works full-time at the school. Sabah, another parent, was attending today to learn more about the role, but if more than one parent was interested, an election would have to be held. JM asked if only one parent had put themselves forward for the last vacancy and MA said yes.

MA added that many parents were coming into the school the next day for teacher consultations, so she would take that opportunity to spread the word about the vacancy.

CH reminded governors that at the last FGB meeting, AG had been made an Associate Member of the Board following the end of her term as staff governor. She was now serving on the Education Committee. The same option was open to ND, who had said she would be happy to serve as an Associate Member of the Premises Committee. The FGB elected her to this new role unanimously.

3.3 Co-opted governor vacancy

DB reminded governors there would be a co-opted governor vacancy when SM left the Board. He and SM had discussed this matter and agreed that SM's final day as an FGB member would be 31st July. The FGB was evolving, and governors should consider what additional skills were needed.

3.4 LA governor vacancy

DB noted that the LA governor post remained vacant. RR had not yet provided him with the name of the Liberal Democrat Councillor to contact about possible candidates. DB was confident that the post would be filled before the end of the academic year.

3.5 FGB Vice-Chair and Resources Committee Chair roles

DB reminded governors that following SM's departure the role of FGB Vice-Chair would be vacant. Any governor interested in taking on the role should speak to him, MA, SM or CH in confidence. An election for the post would be held at the first FGB meeting of the 2023-24 academic year. Training was available on Governor Hub to support whoever took on the role.

The role of Resources Committee Chair would also become vacant once SM left. DB had already spoken to governors who might be interested. Anyone else who would like to know more should get in touch as soon as possible. The appointment would be made at the September FGB meeting.

3.6 Appointment of new Resources Committee member

DV had become a governor at the 2nd February FGB meeting and had since indicated he was willing also to become a member of the Resources Committee. DB asked the other governors present to raise their hands if they were willing to approve this appointment. It was **approved** unanimously.

4. Minutes of the previous meeting (2nd February 2023); matters arising

4.1 The Part 1 minutes of the 2nd February 2023 FGB meeting were **approved**.

4.2 Matters arising:

Actions from 3rd February 2022 FGB:

Item	Action/status	By whom
6.1 (5)	Ask SBM if the insurance claim for stolen iPads has been paid. Carried forward; SBM will report on this at the 6th December Resources Committee meeting. UPDATED 2nd February 23: Carried forward as not discussed in Committee. UPDATED 30th March 23: CARRIED FORWARD as 21st March RC cancelled.	MA/SBM

9.3	Finish safeguarding audit and report to Education Committee. Carried forward. UPDATED 2nd February 23: Carried forward as not discussed in Committee. UPDATED 30th March 23: DB said Tony Hartney would be coming into the school for a day to do the safeguarding audit. This would probably be during the summer term. There would also be a safeguarding working party in the school so this item should be closed as a matter arising. CLOSED	MA
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Actions from 31st March 2022 FGB:

Item	Action/status	By whom
	N/A	

Actions from 19th May 2022 FGB:

Item	Action/status	By whom
6.1	Share LBH research on birth rate and school admissions on Governor Hub. Carried forward; changes to PAN to be discussed at today's FGB. Updated 2nd February 23: PAN to be discussed at 30th March FGB. Carried forward. UPDATED 30th March 2023: DB said LBH had asked for a reduction in the school's PAN (Published Admission Number). They have sent the relevant documentation and asked for a response. DB had told them he wanted to discuss the issue with the FGB first. MA said Mulberry would become a two-form entry school. 61 children were due to join in September, which was one above the new PAN. The FGB's approval was needed for Mulberry to be two-form entry. JM asked if this would mean the extra pupil could not join. MA said that in-year admissions were very low, so they probably would be able to. JM also asked if the change from three-form to two-form entry would be permanent. MA said LBH would consult on this in a year's time. Falling rolls were an issue across London and the whole country. MR said he thought the trajectory was unlikely to improve and the change would therefore be permanent. SM said it would be better to have two full classes than three that were not full. This would not be financially viable. All governors present agreed Mulberry should be two-form entry from September 2023. MA said a wider discussion about academisation would be needed at some point. COMPLETED.	DB/MA

Actions from 7th July 2022 FGB:

Item	Action/status	By whom
	N/A	

Actions from 22nd September 2022 FGB:

Item	Action/status	By whom
4.1	All governors to consider who might take on the LA Governor role. DB to discuss with each governor. Carried forward. A councillor from White Hart Lane ward has been recommended for this position by Councillor Zena Brabazon; he hopes to attend to observe an FGB meeting early in 2023. DB/MA to arrange. CH to put item on 2nd February FGB meeting agenda. Updated 2nd February 23: Discussed under 3.4 above but no appointment made. Carried forward. UPDATED 30th March 23: To be removed as matter arising, as this item will remain on the agenda until someone is appointed. CLOSED.	DB/MA/ CH
	Send instructions to governors about how to confirm acceptance of Code of Conduct on Governor Hub/confirm acceptance. Carried forward; instructions were sent but not all governors have accepted. CH to send reminder. Updated	

6.1	2nd February 23: Some governors have still to do this. DB said it was urgent. CH to send instructions to new governors DV and ME. Carried forward. UPDATED 30th March 23: A few governors (including new governors) have still to add their confirmations. DB emphasised the importance of doing so as soon as possible. CH to send another reminder. CARRIED FORWARD.	CH/All governors
7.1 (2)	Read new KCSIE, taking note of updates, and confirm this on Governor Hub. Carried forward. Some governors have not done this - CH to send a reminder. Updated 2nd February 23: Some governors have still to do this. DB said it was urgent. CH to send instructions to new governors DV and ME. Carried forward. UPDATED 30th March 23: As for 6.1 above. CARRIED FORWARD.	CH/governors

Actions from 1st December FGB:

Item	Action/status	By whom
6.1 (1)	Remove reference to West Grove School from the SIP and re-circulate. Updated 2nd February 23: Carried forward. UPDATED 30th March 23: COMPLETED.	MA
8.2	Check list of policies to see if any can be reviewed every two years not annually. Updated 2nd February 23: Carried forward. UPDATED 30th March 23: MA said this would be completed for the 18th May FGB meeting. CARRIED FORWARD.	MA
9.2	Complete Prevent, Pupil Premium, Safer Recruitment and Safeguarding for Governance training on Governor Hub via The Knowledge (formerly The Key) tab and let CH know; record the training. Updated 2nd February 23: Not all governors have completed. CH to send reminder/instructions for new governors and put on 30th March 23 FGB agenda. DB said it was crucial for all governors to have a good understanding of safeguarding. He is a Designated Safeguarding Lead (DSL) and would be happy to answer any safeguarding questions governors may have via email. Governors can also access Finance training via the Learning Pathways tab, which is reached via The Knowledge tab. It would be good if they could complete this session as well. If governors have any queries about school finance, they should ask a Resources Committee member. Carried forward. UPDATED 30th March 23: Some governors have done all of the trainings requested, some have done one or two and some have done none. DB said all governors should complete these trainings as soon as possible. They were easy to access and completing them would benefit the FGB as a whole. MR and HS had completed all these courses and more. MR said it was worth it and had opened his eyes to new aspects of the work. HS said it was possible to do each course in more than one session if time was short. DB asked governors to contact him if they needed any support. There was an expectation that FGB members carry out relevant training as part of their role. CARRIED FORWARD.	Governors/CH

Actions from 2nd February FGB:

Item	Action/status	By whom
3.4	Find out name of Liberal Democrat Chief Whip on the Council and let DB know. UPDATED 30th March 23: RR said he thought the Chief Whip was Scott Emery. DB said he would contact Scott. COMPLETED.	RR
5.1 (1)	Consider taking on FGB Vice-Chair/Resources Committee Chair role in 2023/24 academic year following SM's departure. UPDATED 30th March 23: To be removed as matter arising, as this item will remain on the agenda until someone is appointed. CLOSED.	All governors
	Type up SWOT analysis and circulate to all governors. UPDATED 30th March 23: DB had typed up his SWOT analysis and this had been circulated with the rest of	

5.1 (2)	<i>the FGB papers. He asked if governors wanted to add any items to it and/or to have an awayday where they could discuss all the topics in it more broadly. He also said he would like to return to in-person FGBs as it was important for everyone to be together. JM said in-person FGBs would be good but there should be the option to attend remotely if necessary. DV said online meetings could be difficult and in-person meetings should be the default. An in-person awayday would allow governors to dig deeper into the issues. DB asked CH to check if it was now (post-pandemic) even legal to continue with online FGB meetings. [CH checked and it was.] DB asked governors to raise their hands if they were happy to return to online FGB meetings. SM abstained as he would be leaving soon but everyone else was in favour. DB then asked governors to raise their hands if they would like an awayday to discuss the SWOT analysis. SM abstained, everyone else was in favour. DB to arrange. CARRIED FORWARD.</i>	DB
5.1 (3)	Research local private nurseries (extent of provision, costs etc) and prepare a proposal for a nursery offer at The Mulberry. UPDATED 30th March 23: MA said she had already done a lot of research and would present a paper at the next Resources Committee meeting (2nd May). CARRIED FORWARD.	MA/ME
5.1 (4)	Ensure SWOT analysis is a standing item on the agenda. UPDATED 30th March 23: On today's agenda (item 5.1). To be removed as matter arising. CLOSED.	CH
5.2 (1)	Circulate the final version of the Racial Equity Pledge to all governors. UPDATED 30th March 23: DB said amendments were being made to the pledge so it could not be circulated yet. He would keep governors posted. CARRIED FORWARD.	DB
5.2 (2)	Find out the number of Afro-Caribbean children at The Mulberry and let RR and the rest of the FGB know. UPDATED 30th March 23: MA said she had found out and there were 27. COMPLETED.	MA
5.2 (3)	Put Racial Equity Pledge on 30th March FGB agenda. UPDATED 30th March 23: COMPLETED.	CH
6.1 (1)	Invite parents to the clothes swap, making clear that it is not necessary to bring anything to exchange. UPDATED 30th March 23: MA said the clothes swap was being held the next day. Uniforms and nearly new clothes would be available. DV asked how much uniforms cost. MA said parents can buy online or at a shop in Northumberland Park. A school sweatshirt costs £10.99. COMPLETED.	MA
6.1 (2)	Speak to SM about when he plans to leave the FGB and to governors interested in taking over his roles on the FGB and Resources Committee. UPDATED 30th March 23: Covered in agenda items 3.3 and 3.5 above. COMPLETED.	DB
6.2	Discuss Pendarren costings at the next Resources Committee. UPDATED 30th March 23: This had been done. The trip will be free for children on free school meals and £100 for those who are not. A request has been put in to the Tottenham Grammar School Foundation to cover part of the cost. COMPLETED.	MA
9.2	Complete online training as specified in the minutes and let CH know. UPDATED 30th March 23: Removed as matter arising here as already covered in item 9.2 from 1st December meeting (see above). CLOSED.	All governors

5. Chair's Items

- 5.1 Strategic direction of the school and FGB, to include SWOT analysis
- 5.2 Governor Day at the school
- 5.3 Remote and in-person governor meetings; governor buddies
- 5.4 Racial Equity Pledge

All these subjects (with the exception of governor buddies) had already been discussed under matters arising (4.2). They would be picked up at later meetings and/or the awayday as necessary.

6. Headteacher's Items

6.1 Headteacher's Report (Part 1)

Staffing

An advertisement for a class teacher had gone out and the school had also registered an interest with Teach First. Adverts for two Provision for Autism Teaching Assistants had also been placed.

SM asked if it was necessary to advertise for a new class teacher, given present circumstances. Could the loss of this teacher not simply be viewed as natural wastage? MA said the school needed to replace an unqualified Year 1 teacher. A Year 4 teacher has resigned and will not be replaced. There would need to be further discussions about staffing structure at the Resources Committee.

Two PGCE students from UCL will be working in the school from 17th April. This will be their third placement at Mulberry Primary.

Some teachers in the school are coming to the end of their two-year period as ECTs. Reports on their progress have been submitted to LBH.

Numbers on Roll (NOR)

The NOR in February 2023 was 577, down from 610 at the same time in 2022.

Attendance

A chart showing attendance percentages in every month from February 2022 to February 2023, for every year group individually and the whole school, is provided in the report. The whole-school percentage for Spring 1 so far is 92.34 per cent. Systems are in place to improve attendance and all staff are working hard to do so. Reduced attendance post-pandemic is a nationwide issue.

Persistent absence is running at 22 per cent, and again staff are working hard to bring this number down. A member of the office staff has been assigned to drill down into the causes.

SM asked how much of the issue was simply caused by people going on holiday in term-time or returning late from breaks that began in the school holidays. MA said that this was certainly a factor. About seven families had been issued with fixed penalty fines as a result. SM said he had noticed that the worst month for absences was July. MA said this was because some parents took their children out of school early as travel tickets were cheaper outside the school holidays. Staff had held workshops and coffee mornings for parents to address this and other related issues.

JM asked if the Breakfast Club had improved attendance. MA said it had had some impact and had especially helped reduce lateness. The Education Welfare Officer has 11 open cases at the school.

JM asked if the attendance levels of Pupil Premium children were worse than those of other pupils. MA said no. Medical and SEMH needs were the main factors behind persistent absence.

MR noted that MA had set a target of 97 per cent attendance. This had never been met at any time or in any year group. Would it be sensible to bring it down? MA said that this had been a realistic target pre-Covid, when 96 per cent had been achieved. LBH had said the aim should be 98 per cent, but this was certainly too high. Children's immune systems post-Covid were not as good as they had once been, but she hoped that attendance levels would gradually move towards 97 per cent.

MR asked if the table had been adjusted to take account of authorised absences. MA said she would present both authorised and unauthorised absences in her report in future.

Action: MA

HS said that pre-Covid, attendance figures had featured prominently in the school newsletters. Now parents and children were not as aware of the numbers. MA said it was a good idea to publicise the numbers more. She would put them on the school website.

Action: MA

JM asked if the attendance figures could also be displayed in the school. MA said that they were discussed in assemblies and the best attenders were presented with a cup. JM replied that this did not help to highlight the numbers to parents.

DV asked if the behaviour of parents who received fines changed as a result. MA said that all the parents who paid their fines changed their behaviour. Those who did not pay did not change.

Year 6 Practice Tests

The data from the recent Year 6 practice tests had been circulated to governors. They showed an improvement in all subjects since the last tests. The SATs themselves will begin on 9th May.

Fran Hargrove from HEP had said that if the results from children with EHCPs and/or characteristics that impact their attainment were taken out of the data, Mulberry statistics were much closer to the national average. MR said it would be good to show governors the data divided into these two groups. MA agreed, especially as Mulberry has many children in the Provision for Autism. The government does not separate the categories, but for Mulberry it is helpful. It also shows parents and prospective teaching staff that there is nothing wrong with the teaching in the school.

Action: MA

School Improvement Plan (SIP)

The Head's report provides details of all the school's SIP objectives. Highlights are as follows:

Quality of Education

- All Middle Leaders are receiving instructional coaching from the Ambition Institute. Once trained, they will become coaches themselves and pass their new skills onto other teachers.
- The school is continuing to use Walkthrus to inform and improve pedagogy. The SLT is meeting tomorrow to discuss the characteristics of good teaching.
- Fran Hargrove will carry out deep dives into art, DT, music and PE during the summer term.
- Teachers will be receiving further subject training, for example in grammar.

Behaviour and Attitudes

- Safeguarding and behaviour audits are to be carried out in the school shortly.
- Playgrounds are being zoned and SMSAs receiving further training to help improve pupil behaviour during breaks and at lunchtime

Leadership and Management

- MA and the SLT are developing pedagogy and the curriculum in order to foster excellence
- Plans are being made to expand the Provision for Autism

MR said the Head's report mentioned cameras were being used in classrooms. Had the privacy and data aspects of this been considered? MA said teachers use iPads on tripods. She did not yet have costings for extending this practice. The financial and privacy aspects would be discussed at the appropriate Resources Committee meeting. JM asked if only the teachers were filmed. MA said yes.

RR asked what the impact of street cameras outside the school had been. MA said parents were walking their children to school more, and more scooters and bikes were being used. However, the cameras were pointing at the sky. The school had let LBH know. Children also seem calmer coming into school and waiting at the gate. The air quality seems better but has not been tested.

Policies

These will be discussed under agenda item 8 below.

Events

Events that have taken place in the school since the last FGB meeting are listed in the report.

Visits

School visits that have taken place since the last FGB meeting are listed in the report.

Premises Committee (14th March 2023)

The Committee discussed the school's recent Health and Safety Audit. The school was found to be 94.8 per cent compliant, which is very good. The auditors asked for nine actions to be carried out. Five have already been completed and the remaining four will be done during the Easter break.

The school has an Asbestos Management Plan. The grading of all asbestos in the buildings is low.

The Head's report contains a list of all the works to be carried out at the school during the Easter and summer holidays. The Provision for Autism shed has already been completed and is used for storing resources. HS said it was amazing and had made a real difference.

All necessary staff training in Health and Safety, Fire Safety and First Aid will be done by 31st March.

Resources Committee (21st February - 21st March meeting was cancelled)

The Committee's revised Terms of Reference and Scheme of Delegation were **approved** by the FGB today. The Scheme of Delegation has two blank sections (B8 and B10). CH to add a note to the document stating that nothing is missing – they are intentionally blank.

Action: CH

On 21st February, the Committee discussed the catering tender and looked at the offers from Dolce and Lunchtime in particular. Lunchtime was found to provide the best value for money and was approved as the new catering provider. The FGB unanimously **ratified** this decision.

RR asked if the arrangements for parking at the school on Tottenham Hotspur event days had been discussed at the Committee meeting. MA said they had. An outside company would oversee the parking and all its staff would be DBS-checked. The school would receive £3,000 per year for the use of its premises. Parking would never begin earlier than 6pm.

JM asked if MA had requested more money from the parking company, as previously discussed. MA said that she had, and they had refused, saying they would go elsewhere if the school insisted on it. JM said it was also important that no one from the company was able to enter the school buildings and that there was a barrier separating the parking area from other parts of the playground. MA said the subject would be discussed further at the 2nd May Resources Committee meeting. There was to be a go-karting facility at the stadium and parking might also be needed for this.

JM asked what the money obtained from the parking company would be used for. Would it be for sports, for example? MA said she would consider this as she finalised next year's budget. The funds

might be used for school trips. JM said it would be good to see them allocated to something specific. MA said all these matters would be discussed at the 2nd May Resources Committee.

DB said that other events were soon to be held at the Spurs stadium, including NFL matches. The school should look into these to see if there were more opportunities for raising funds.

MA said that there is room for 54 cars to park at the school but only 4 were there for the last match. The school receives the same amount of money regardless.

Sabah and SM left the meeting at 7.15pm.

Education Committee (16th March)

This meeting was discussed under agenda item 7.2 below.

6.2 *Ratification of Revised Resources Committee Terms of Reference and Scheme of Delegation*

This matter was discussed under 6.1 above.

6.3 *SFVS*

The draft SFVS had been circulated. MA explained it had to be sent to LBH by 31st March. As the 21st February Resources Committee meeting had been cancelled, the SFVS had not been subject to full review. She knew SM had some amendments to make and asked other governors to email any comments they had to her and SM. The document could be approved today subject to amendment.

MR said he had some comments. Reference was made in the answer to Question 15 to a 2019 document. Was this still relevant? Also, Question 30 had not been answered. Had the school been exempted from this audit requirement by LBH? MA asked MR to put these comments in an email to her. She would submit the document to LBH with his and SM's comments attached. The document would also be reviewed at the 2nd May Resources Committee and any further amendments noted.

Action: MR/MA

Governors were asked to approve submission of the SFVS to LBH. All governors present **approved** the submission, apart from RR, who abstained. The document would therefore be submitted.

7. Committee Updates

7.1 *Premises Committee*

Already discussed under 6.1 above.

7.2 *Education Committee (16th March)*

The Chair of the Education Committee was not at today's FGB meeting, so instead DB told governors what had been discussed. There had been a presentation on RE by Kanza Jbara, the RE Lead. Nkem Nwaozuzu had had to leave before she could give her Safeguarding presentation, so MA had done this. Finally, Assistant Headteacher Hannah Blausten had attended online to give a presentation on Writing and Reading. The most recent results in these subjects showed all the interventions that had been put in place were working. A new data drop was expected this week.

7.3 *Resources Committee*

Already discussed under 6.1 above.

8. Policies and Other Items for Ratification

8.1 The following policies were presented for ratification by the FGB:

From Education Committee: *Behaviour; Child-on-Child Abuse; Home Visits; Intimate Care; Looked After Children; Medical Needs; Positive Handling; Relationship, Sex & Health Education (RSHE); SEND & Inclusion; Volunteer*

All governors present voted in favour of the ratification of these policies, apart from DV, who abstained. The policies were therefore **ratified**.

From Resources Committee: *GDPR Policies: Cookies; Data Breach; Data Retention; Freedom of Information; Data Protection Policy, including Subject Access Request (NB This was previously two separate policies: GDPR and Subject Access Request); GDPR Privacy Notice for Pupils; Privacy Notice for Governors & Volunteers; Privacy Notice for Job Applicants; Privacy Notice for Parents & Pupils; Privacy Notice for Staff*

MA advised governors that all the policies already approved by the Resources Committee were written by Judicium, who were legal experts. The FGB **ratified** all these policies unanimously.

From Premises Committee: *Anti-Social Behaviour; CCTV*

All governors present voted in favour of the ratification of these policies, apart from DV and RR, who abstained. The policies were therefore **ratified**.

9. Governor Visits and Training

9.1 RR had recently visited the school. It had been good to see the children so involved in their learning.

JM said she had recently done Pupil Premium training as requested. Trainers had suggested that governors write up reports of their visits, go through them with teachers and put them on Governor Hub for others to see. DB said it would be good to formalise the visits process. He was trying to get everyone to take on a link governor role. MA said she would report on this at the 18th May FGB meeting. JM said visit reports should be a standing item on the FGB agenda. CH to action.

Action: CH

ME said it would be very helpful to have these reports on Governor Hub. Governors could read them in advance of their own visits to give them background and help them know what to look for.

HS had visited the school for the Year 4 showcase. Children were sitting at their tables with their books and were clearly proud of their work. There was also a lot of singing.

DB asked JG her opinion of the school as a Year 1 parent. JG said she felt really good about it. Her daughter had been to the Mulberry nursery too, and it was good to see her development. It was also helpful to learn about the SENCO's role and the principles behind the teaching methods used.

10. AOB

10.1 JM said that in her Pupil Premium training, she had also learned that the school should ideally have a Pupil Premium Policy. The Pupil Premium Strategy was on the Mulberry website, but she did not think there was a related policy. MA said she would look into this and report back to the FGB.

Action: MA

JM said she had also noticed the Pupil Premium Strategy made no mention of literacy. Why was that? MA said there was a particular focus on improving Maths results and closing the gap with the

national average. JM asked if the Maths results of Pupil Premium children were further from the national average than those of other children. MA said that she would check and report back.

Action: MA

JG said the PTA would like a goal to be set for its fund-raising. It would also like to know how the money is spent. MA said that was a decision for the governors or the PTA. She would speak to the Deputy Head about this, as he chairs the PTA. She would also make the PTA an item in her report.

Action: MA

JM asked who decides how to spend the money raised by the PTA. MA said she did not know. The PTA does not have its own bank account. RR said PTA fundraising needed to be audited. DB asked whether this was mentioned in the SFVS. MR said it was, in Question 30. JG said the matter would be discussed at the next PTA meeting. JM said the PTA should consider broadly what PTAs are supposed to do and why. The money PTAs raise is usually spent on items the school budget does not cover. The PTA may need to be a charity, but in any case arrangements need to be formalised.

Action: JG/PC

DV said he had made his first visit to the school in February. It was great and he was interested to hear about the upcoming Pendarren trip. MA said that, as already discussed in Matters Arising (4.2), the Resources Committee had agreed the cost of the trip would be significantly subsidised. The trip would be free for children on free school meals and £100 for those who were not.

JM asked if Pupil Premium children would need to fill in forms to claim their places. MA said no, the school had an eligibility checker in the office. HS said that this group of children should from now on be described as Pupil Premium children rather than FSM children. This was agreed by all.

11. Date of next meeting

11.1 The next FGB meeting will be held online on **Thursday 18th May at 6pm.**

There being no other Part 1 business, this part of the meeting closed at 7.57pm. ME left.

SIGNED:

CHAIR OF THE GOVERNING BODY

DATE:

SIGNED:

HEAD TEACHER

DATE:

Actions lists are on the next page.

Actions from 3rd February 2022 FGB:

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Actions from 31st March/19th May/7th July 2022 FGBs:

Item	Action/status	By whom
	N/A	

Actions from 22nd September 2022 FGB:

Item	Action/status	By whom
6.1	Send instructions to governors about how to confirm acceptance of Code of Conduct on Governor Hub/confirm acceptance. Carried forward; instructions were sent but not all governors have accepted. CH to send reminder. Updated 2nd February 23: Some governors have still to do this. DB said it was urgent. CH to send instructions to new governors DV and ME. Carried forward. UPDATED 30th March 23: A few governors (including new governors) have still to add their confirmations. DB emphasised the importance of doing so as soon as possible. CH to send another reminder. CARRIED FORWARD.	CH/All governors
7.1 (2)	Read new KCSIE, taking note of updates, and confirm this on Governor Hub. Carried forward. Some governors have not done this - CH to send a reminder. Updated 2nd February 23: Some governors have still to do this. DB said it was urgent. CH to send instructions to new governors DV and ME. Carried forward. UPDATED 30th March 23: As for 6.1 above. CARRIED FORWARD.	CH/governors

Actions from 1st December FGB:

Item	Action/status	By whom
8.2	Check list of policies to see if any can be reviewed every two years not annually. Updated 2nd February 23: Carried forward. UPDATED 30th March 23: MA said this would be completed for the 18th May FGB meeting. CARRIED FORWARD.	MA
	Complete Prevent, Pupil Premium, Safer Recruitment and Safeguarding for Governance training on Governor Hub via The Knowledge (formerly The Key) tab and let CH know; record the training. Updated 2nd February 23: Not all governors have completed. CH to send reminder/instructions for new governors and put on 30th March 23 FGB agenda. DB said it was crucial for all governors to have a good understanding of safeguarding. He is a Designated Safeguarding Lead (DSL) and would be happy to answer any safeguarding questions governors may have via email. Governors can also access Finance training via the Learning Pathways tab, which is reached via The Knowledge tab. It would be good if they could complete this session as well. If governors have any queries about school finance, they should ask a Resources Committee member. Carried forward. UPDATED 30th March 23: Some governors have done all of the trainings requested, some have done one or two and some have done none. DB said all governors should complete these trainings as soon as possible. They were really easy to access and completing them would benefit the FGB as a whole. MR and HS had completed all these courses and more. MR said it was really worth it and had opened his eyes to new aspects of the work. HS said it was possible to do each course in more than one session and this might help governors who were	

9.2	<i>short of time. DB asked governors to contact him if they needed any support to access the courses. There was an expectation that FGB members carry out relevant training as part of their role. CARRIED FORWARD.</i>	Governors/ CH
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Actions from 2nd February FGB:

Item	Action/status	By whom
5.1 (2)	Type up SWOT analysis and circulate to all governors. UPDATED 30TH March 23: <i>DB had typed up his SWOT analysis and this had been circulated with the rest of the FGB papers. He asked if governors wanted to add any items to it and/or to have an awayday where they could discuss all the topics in it more broadly. He also said he would like to return to in-person FGBs as it was important for everyone to be together. JM said in-person FGBs would be good but there should be the option to attend remotely if necessary. DV said that online meetings could be difficult and in-person meetings should be the default. An in-person awayday would allow governors to dig deeper into the issues. DB asked CH to check if it was now (post-pandemic) even legal to continue with online FGB meetings. [CH checked and it was.] DB asked governors to raise their hands if they were happy to return to online FGB meetings. SM abstained as he would be leaving soon but everyone else was in favour. DB then asked governors to raise their hands if they would like an awayday to discuss the SWOT analysis. SM abstained, everyone else was in favour. DB to arrange. CARRIED FORWARD.</i>	DB
5.1 (3)	Research local private nurseries (extent of provision, costs etc) and prepare a proposal for a nursery offer at The Mulberry. UPDATED 30th March 23: <i>MA said she had already done a lot of research and would present a paper at the next Resources Committee meeting (2nd May). CARRIED FORWARD.</i>	MA/ME
5.2 (1)	Circulate the final version of the Racial Equity Pledge to all governors. UPDATED 30th March 23: <i>DB said that some additional amendments were being made to the pledge so it could not be circulated yet. He would keep governors posted. CARRIED FORWARD.</i>	DB

New actions from today's meeting:

Item	Action/status	By whom
6.1 (1)	Show authorised and unauthorised absences separately in HTR attendance tables.	MA
6.1 (2)	Put attendance figures on the school website.	MA
6.1 (3)	As well as showing complete results data, show data separately for children with EHCPs and/or characteristics that impact their attainment and those without.	MA
6.1 (4)	Amend the Scheme of Delegation as described in the minutes.	CH
6.3	Send comments on SFVS to MA.	MR
9.1	Ensure governor visit reports are a standing item on the FGB agenda.	CH
10.1 (1)	Check whether there is a Pupil Premium Policy.	MA
10.1 (2)	Check whether the Maths results of Pupil Premium children are farther from the national average than those of other children.	MA
10.1 (3)	Make the PTA a standing item in the HTR.	MA
10.1 (4)	Formalise the PTA's financial and other arrangements.	JG/PC