

**MINUTES OF THE MEETING OF THE
EDINBURGH PRIMARY SCHOOL GOVERNING BODY
HELD ON 9 OCTOBER 2024 AT 5PM AT THE SCHOOL**

Present:	Moronke Olubobokun, MO (Chair)	Co-opted Governor
	Tarlochan Ghale, TGH Mohammad Patel, MP	Co-opted Governors
	Faye Rider, FR	Headteacher
	Tracey Goddard, TGO Fiona Fairmaner, FF	Parent Governors

Clerk to the Governors: Kate Protsiv

Also Present: Annette House School Business Manager

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.1	MO appointed as Chair of the GB		
3.2	TGH appointed as Vice-chair of the GB		
4.1	To note the re-appointment of AB as Local Authority Governor	GS	Immediate
4.2	To note the appointment of MP as a co-opted governor	GS	Immediate
4.6	Staff Governor election	AH/ FR	Autumn 2
9.3	To upload Q2 finance data	AH	16 th October
13.1	To circulate link visit template and email contacts	MO	Immediate
13.1	Governors to connect AH with possible dates for link visits, copying in TGO	All	Autumn 2
14	To send training dates to new governor.	TGO	Immediate
17.1	All planned dates for the 2024/25 academic Year to be move one day forward to the preceding Tuesday: <ul style="list-style-type: none"> • 3 December 2024 at 6pm via Zoom • 28 January 2025 at 6pm via zoom • 18 March 2025 at 5pm at School • 6 May 2025 at 5pm at School • 8 July 2025 at 5pm at School 	GS	Immediate
18.1	To confirm a suitable date for a governors' day	FR	Two Weeks
	Policies: <ul style="list-style-type: none"> • Peer on Peer Abuse and Sexual Behaviour Policy • Child Friendly peer on peer abuse policy • policy review cycle • Data Sharing Agreement: 		

	<ul style="list-style-type: none"> • Medical Needs and accessibility policy • Anti-bullying policy • ECT Policy • Appraisal Policy • Site Maintenance Agreement • Financial Regulations • Lettings Policy Charging Updates • Data Sharing agreement <p>Agreed:</p> <ul style="list-style-type: none"> • School Fund Audit • Governing Body Annual cycle • Code of Conduct • Link Governor Roles 		
	Date of next meeting: 3 December 2024	All /GS	Immediate
	<p>Agenda items:</p> <ul style="list-style-type: none"> • SDP Progress • Curriculum focus 		

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Clerk welcomed all those present to the meeting, particularly a prospective governor, MP. Introductions were shared.
- 1.2 Apologies for absence were received and accepted from Aktar Beg (AB) and Holly Midwinter (HW).
- 1.3 The Clerk confirmed that the meeting was quorate.

2. DECLARATIONS OF INTEREST

- 2.1 Pecuniary Interests – Governors confirmed receipt of the register of interests.
- 2.2 There were no declarations made pertaining to any of the agenda items for this meeting other than the standing declarations on the agenda.

3. APPOINTMENT OF OFFICERS

- 3.1 The Clerk welcomed nominations for the position of Chair of the Governing Body for the academic year 2024/2025, up to the first meeting of the Governing Body in autumn 2025.
MO self-nominated, this was seconded by TG. With no other nominations and no objections, MO was unanimously elected as Chair of the Governing Body
- 3.2 The Clerk welcomed nominations for the position of Vice-chair of the Governing Body for the academic year 2024/2025, up to the first meeting of the Governing Body in autumn 2025.
TG self-nominated, this was seconded by MO. With no other nominations and no objections, TG was unanimously elected as Vice-chair of the Governing Body.

FF joined the meeting at 5:05pm

4. GOVERNING BODY

- 4.1 Governors considered and agreed the re-appointment of AB as the Local Authority Governor.
Action: To note the re-appointment of AB as Local Authority Governor
- 4.2 Governors considered the appointment of MP as a co-opted Governor. MP shared his skills and interests with the Governing Body and the Governing Body unanimously agreed to appoint MP as a co-opted governor.
Action: To note the appointment of MP as a co-opted governor

- 4.3 The Clerk confirmed that DBS checks had been completed for all governors and details are held on file by Governor Services. A DBS check will be completed for a newly-appointed governor.
- 4.4 The school confirmed that the Governing Body membership was also published on the DfE GIAS database.
- 4.5 Evaluation of governing body diversity: Next agenda
- 4.6 Staff governor elections are to be held

Action: Staff Governor election

5. MINUTES

- 5.1 Governors received the minutes of the meeting held on 10.7.24 and agreed these to be an accurate record of the meeting. MO Agreed to sign a copy of the minutes on GovernorHub.
- 5.2 Matters arising: None recorded

6. HEADTEACHER'S REPORT

- 6.1 FR gave a verbal report to governors.
The term has begun positively. Attendance is at 95%, though persistent absence is 21%. This should reduce as the year progress, currently being high due to the low number of possible days attendance at this point in the year.
Inset was positive, with time used for safeguarding training.
Reception children have been baselined.
Ten families attended the open day, not as much as usual. FR noted the concentration of schools in the local area.
Collection for Harvest Festival has begun, for food bank donations.
Black History Month has begun, children are exploring art.
Year 6 have begun swimming sessions.
The residential for Year 6 children was opened up to Year 5, as only 12 children signed up. There are now enough children to go ahead with the trip.
Teachers' performance management meetings are taking place.

Q: How is assessment happening in the mixed classes, particularly for those changing class?

A: Tests are used in Reading and Maths to inform levels, whilst independent writing books are used for Writing. The next assessments will happen in early December.

Q: Have any children moved down groups? Have any parents expressed anxiety around this?

A: FR explained there may be a perception a child is in a lower group when they have moved up into a class with older children. For example, a child in a higher group in a Year 3/4 class may be in a middle group in a Year 4/5 class.
There was a detailed discussion about parental perceptions of groups.
FF noted the upcoming Queens Road Cemetery visit to see the new work on rewilding. Governors discussed the positivity of the visit .
Sports Premium and Pupil Premium funding was noted as being reported in the July FGB.

- 6.2 Pupil Progress Update, verbal update.
FR reported leading small intervention groups with targeted children, which has been impactful.

Q: Are parents aware of the group work delivered by FR?

A: There was a discussion about the possible use of the newsletter to share information. The previous data concern has been addressed by the boost in Writing attainment following the interventions.

7. KEEPING CHILDREN SAFE IN EDUCATION 2024

- 7.1 Governors acknowledged receipt of the KCSIE Statutory guidance September 2024 and their responsibilities as detailed were noted. The clerk noted the training on October 29th and new governors confirmed they can access GovernorHub. The length of the guidance was noted, and the availability of summary documents.
Action: All governors to complete Safeguarding training pre next board meeting

8. CHAIR'S ACTION

MO noted she had ratified the Safeguarding Policy as a Chair's Action.

9. SCHOOL ITEMS

- 9.1 SDP Progress: SDP targets were shared on GovernorHub prior to this meeting. FR will be working with SLT to finalise the SDP for the Spring Term.
- 9.2 Curriculum focus: Curriculum presentations were moved to the next FGB. SEND was noted as a topic for presentation, as part of a rolling cycle of curriculum reports.
- 9.3 Resources Focus: AH shared the Resources Report 9.10.24 via GovernorHub. Updated comments were provided for Q1, Q2 will be reported on October 16th 2024. AH stated there were no causes of concern. The income overall is 22% for Q1 and revenue spends are 21%. There is no significant change to carry forward at £252,193. The income bottom line is at 95.07%, expenditure at this point is at 84.90% so there is an underspend.
Action: To upload Q2 finance data
- 9.4 Clubs, income and spends: The number of pupils in clubs has reduced. After-school activity clubs made a small profit, though breakfast and tea-time clubs made a combined loss this month of £1200. In response to a question AH noted that if breakfast clubs will be funded in the future this will be for food, and not staffing costs. TGO noted that some parents have considered the clubs to be expensive, though AH noted they are benchmarked against other schools in the area. There was a detailed discussion as to whether lowering prices may increase pupil numbers, and therefore overall profit. Governors noted less parents are seeking after school care than before COVID. Funding PP children was discussed, as is done for a music club to enable the club to run. AH and FR agreed to look into advertising clubs and the possibility of polls or adjustments to the current charges.
- 9.5 Lettings Charges: AH asked governors to consider the Lettings Policy. The policy has no substantive changes and current lettings were detailed. Charges were considered. Governors agreed to include an increase in the charge for the use of additional areas from £10 to £15 in the lettings policy
Governors agreed to include school discretion when applying the charges in the lettings policy.
- 9.6 School Fund Audit: Agreed. MO signed at the end of this meeting.
- 9.7 School Internal Finance Audit: The audit will start on 2nd December 2024. AH will arrange to meet HW prior to the audit. Documents will be approved by email.
- 9.8 Data Sharing agreement: No changes, agreed
- 9.9 ECT induction: The school will be following the SLA with the Harris Academy (the awarding body) this year to ensure compliance.

10. GOVERNING BODY CODE OF CONDUCT

- 10.1 Governors reviewed the Governing Body Code of Conduct for the 2024/2025 academic year and unanimously agreed to adopt this.
Action: All members of the board to confirm their acknowledgement of the code of conduct on GovernorHub

11. SKILLS ANALYSIS

11.1 Governors were asked to complete the provided skills analysis document on GovernorHub noting this was a live document and any updates would replace those previously made entries. A revised report would be issued to the next meeting for consideration. Some governors noted difficulty accessing GovernorHub or the document prior to this meeting.

12. GOVERNING BODY ANNUAL CYCLE

Governors considered the model annual cycle of business for the academic year, with highlighted adaptations in yellow made by AH. Agreed

13. LINK GOVERNORS

Training	TGO
Health and Safety	MP
Finance	HW
Safeguarding	TGH/ MO
Curriculum	FF
Sustainability	FF
SEND	TGH
GDPR	MP

Action: MO to circulate link visit template and email contacts

Action: Governors to connect AH with possible dates for link visits, copying in TGO

14. GOVERNOR'S TRAINING

Action: To send Training dates to new governor.

15. SAFEGUARDING AUDIT (termly item)

15.1 Safeguarding Policy: see Chair's Action

15.2 Peer on Peer Abuse and Sexual Behaviour Policy: agreed Child friendly posters on display were noted

15.3 Child Friendly peer on peer abuse policy: agreed

16. SCHOOL POLICIES

16.1 Governors to update the policy review cycle : agreed

16.2 Data Sharing Agreement: No change, agreed

16.3 Medical Needs and accessibility policy agreed

16.4 Anti-bullying policy: No incidents this term agreed.

16.5 ECT Policy: Wording updated for new awarding body agreed

17. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

17.1 Date of next meeting: 3rd December 2024

MO requested the revision of future meetings dates.

Action: All planned dates for the 2024/25 academic Year to be move one day forward to the preceding Tuesday.

3 December 2024 at 6pm via Zoom

28 January 2025 at 6pm via zoom

18 March 2025 at 5pm at School

6 May 2025 at 5pm at School

8 July 2025 at 5pm at School

18. ANY OTHER BUSINESS

18.1 Governor Day: Governors agreed to hold a Governors' Day in Autumn, potentially the second week of November.

Action: To confirm a suitable date for governors' day

18.2 HW's queries regarding the strategy document were noted for the next FGB agenda

18.3 Appraisal Policy: AN noted the model policy had been updated to remove performance related pay for teachers. Agreed

18.4 Financial Regulations signed by Chair Agreed

18.5 Site Maintenance Agreement: signed by Chair

18.6 Year 6 Residential, 23rd-25th June 2025: Agreed

18.7 FF noted sustainability training for premises, open to SBM and SSO. FF agreed to forward final in person dates to AH if possible.

MO thanked all present for their attendance.

The meeting ended at 6:30pm