



MINUTES OF THE FULL GOVERNING BODY MEETING

Monday, 8th July 2024 at 6.15pm
at the school

Participants:

Governors:

Uel Barclay
Richard Bennett
Sophie Brunt
Emily Evans
Paula Frew
Rushabh Haria
Chris Milsom
Francis Neal (Co-chair)
Eils Osgood (Co-chair)– Chaired this meeting
Helen Taylor
Dan Wells (Vice-chair)

Other Attendees:

Lucy Ashby (Deputy Headteacher)
Fiona Whiteside (Assistant Head)

Jo Brogden (Clerk)

Apologies: Helen Jenner

Absent with no apologies: David Petrie

“Show me your ways, LORD, teach me your paths. Guide me in your truth and teach me.”
(Psalm 25: 4-5)

1. PRAYER

Dan Wells led the meeting in a prayer.

2. WELCOME AND APOLOGIES FOR ABSENCE

Eils Osgood (Co-chair) chaired the meeting and welcomed everyone attending. Apologies were received from Helen Jenner. David Petrie was absent with no apologies sent. The meeting was quorate.

3. DECLARATIONS OF BUSINESS INTERESTS IN AGENDA ITEMS

There were no business interests declared.

4. MINUTES FROM PREVIOUS MEETING (FGB 13.05.24)

The minutes from the last meeting were approved.

5. REVIEW OF ACTIONS AND MATTERS ARISING

- Previous agenda Item 3 regarding involving the children in collective worship is being considered by the Faith Group.
- Completion of Ofsted Preparation document to be carried over to the next meeting.
- A few Link Governor visits for this academic year are still outstanding. English and Art visits are due to take place in September. Remaining Governors who haven't yet conducted subject visits in this academic year, to arrange them for next term.
- PPG Funding – UB advised that Clare Bell negotiates with the clubs for free places, while Luke suggests which children are sponsored.

Q. Would an increase in budget help?

UB is not aware of any budget restraints.

Rushabh Haria joined the meeting at 18.23hrs.

It was agreed that the PPG team should agree the structure and recommend who takes funded places. Places are currently allocated on an ad hoc basis. All PPG students are encouraged to be in a club. One improvement to the system last year was to reach out to appropriate families before clubs were advertised generally. Data collection isn't very efficient at present and some errors were made this year with some free places being allocated to non-disadvantaged children. It was further agreed that the strategy requires renewal and consultation eg. with governors, parents. It was suggested that someone should be appointed to manage the system correctly ensuring that all data is recorded, each club offers a percentage of free places and that vulnerable children are offered places early. **ACTION**

Chris Milsom joined the meeting at 18.27hrs.

All other items from the previous meeting had been actioned.

6. HEADTEACHER'S REPORT

The Headteacher's written report had been circulated ahead of the meeting. The Headteacher highlighted:

- Staffing arrangements for the next academic year have been agreed and shared this week. The biggest change is in ATs moving from KS2 to KS1. Response to these changes has been largely positive. Subject leadership is being finalised.
- An afternoon for new Reception class children to meet their teachers is being held this week.
- A classroom 'move up' is also being held so that children have a chance to spend some time in their new classrooms for next year.
- Classrooms will also be open to parents next week so that they can come in and meet their children's new teacher.
- An external Safeguarding review is taking place on 9th July. Emma Clarke from AfC will be coming in and feedback will be provided at the end of the day. Any actions required will be shared with governors.
- The Headteacher and FN will complete the Safeguarding audit.
- Reception class numbers for 2024-25 have reduced from 23 to 22. How to get children in remains a big challenge.
- There was a SIP visit before half term.
- Assessment data has exceeded expectations with Reception achieving 78% (target 75%) in development targets and Year 1 achieving 89% (target 85%) in phonics.
- The Year 6 external writing moderation went very well.
- KS2 results are due 9th July.
- KS1 assessments are currently being completed.
- Parent Survey Results.

The Headteacher provided a word cloud visual that demonstrated what is working well. Quotes will be used for a display around the school.

Generally, the survey is very positive. The following issues came up:

Behaviour – not regarded as poor; however, there are issues around consistency and how situations are dealt with.

Q. A governor asked: 'What are the issues?'

- Some parents feel when incidents occur, they aren't dealt with fairly. There is inconsistency in treatment and approach. Children can also be vocal about inconsistency. SLT has discussed – any recommendation to go to Stage 3 should only go through SLT.

Q. A governor questioned whether outcomes are objective or subjective?

The Headteacher advised that some work needed to be done with teachers and support staff to ensure consistency. Some questions have already been added to the pupil 'Reflection Sheet' with regard to accountability. The focus is on children being able to articulate what happened eg, 'what did I do?', not what others did. The school is also looking at different ways of communicating with parents, eg. inviting parents in where needed.

Q. 30% from the parent survey are saying that their children have been bullied. Is that reflective?

This equates to roughly 12 parents. The term 'bullying' is a catch all and should be differentiated from unkindness and poor behaviour.

Q. How do we help children and parents to understand the difference?

We need to help the children (and parents) understand the differentiation between bullying and unkindness and poor behaviour.

The school can demonstrate that incidents of bullying are managed well.

To note, the responses to the parent survey were very low. The Vice chair to provide parent survey results comparison in Google Charts **ACTION**

Q. With regards to data for SEN: Why have 'K' children reduced from 16 to 14?

Children can come on and be removed from 'K' at any time.

Q. Why has the school had joiners from Kew Riverside?

Kew Riverside numbers are reducing. HT understands that the moves are due to friendship issues.

7. SCHOOL IMPROVEMENT PARTNER'S SUMMER REPORT

The SIP Summer Report had been circulated ahead of the meeting.

Rosemary Hafeez (SIP) visited the school before half term and met with the Headteacher, Deputy Head and Assistant Head. The Headteacher reported that the SIP was pleased with progress in Maths and curriculum work.

It was agreed that the school should sign up to the Anti-racist Pledge and publish this. **ACTION**

Q. If the school signs up, what is going to be actioned?

There is lots planned.

Any racist incidents are being picked up.

Q. Are we comfortable that our children understand discrimination?

Discussions are held around intent and acceptable language.

Q. Do we support 'victim and perpetrator'?

Yes. The school ensures that it is clear in communications with parents and children.

The school always discusses with any 'victim' that they feel any incident has been dealt with appropriately. The school also ensures that anyone witnessing any racist or bullying incident understands that they have a responsibility to call it out and report it.

Q. Is the school messaging that whilst it is OK for pupils to own a mobile phone, parents should avoid buying their children smartphones and only allow brick phones?

It is worth trying to influence parents in this regard; however, any such move would usually be instigated by parents themselves and then gain critical mass.

The school agrees that their primary children shouldn't be Whatsapp users, but parents only can take responsibility.

Priorities remain curriculum provision.

Things to follow up include:

- 25m swimming certificates for those who haven't yet achieved, which needs correlating with PPG.
- Extra-curriculum PPG provision (as reported under agenda item 5.)

The Headteacher wished to emphasise that all looks very positive, with particular attention to the improved Good + rating for Quality of Education.

Q. Governors asked how we improve from Good + to Outstanding?

The Headteacher advised that the advice to think about is “What’s here that’s worth sharing? “
Results will come down to consistency across the school in each classroom on the day.

Q. How do you keep consistency when either 22 or 30 pupils in each class?

This comes down to appropriate staffing. High quality first teaching has the highest impact. Staff have been moved for the next academic year and despite being asked their preferences, generally understand the needs of the school take priority over personal preferences. The priority is matching the staff to the needs of the children. The AT role has changed significantly over the last few years with emphasis now on working as teams rather than one on one with individual children. The school needs to work hard to challenge the expectations of an AT staying with the same pupil throughout their time at the school. The focus remains on adaptive teaching.

It was agreed that questions for Governors included in the SIP report would be addressed by the Headteacher and Co-chairs separately and would inform Link governor visits. **ACTION**

Q. What is the best way of adhering to the racial justice requirements?

It was agreed that the Equalities & Diversity Link Governor should arrange a link governor visit in September. **ACTION**

8. SAFEGUARDING (Standing Agenda Item)

The Headteacher reported that a fire drill was successfully undertaken last week. A new Firedrill document has been created online for actions and review by the Safeguarding link governor.

C Bell has created a ‘grab pack’ for issues that occur when there is any sort of evacuation eg the need for epi pens, medication etc.

One problem has been identified: If it isn’t possible to re-enter the school building, an appropriate resource/venue for the whole school is required.

‘Time to Hide’ will be communicated to parents and undertaken in September.

It was noted that there had been two accidents from use of one of the climbing frames due to misuse which had led to one hospital visit and another need for first aid. It had been agreed by children and parents that this was due to emulating ‘parcore’. Classes have been spoken to and staff spoken to about supervision in this area.

9. PUPIL AND PARENTS ANNUAL SURVEY RESULTS

See Agenda item 6. Headteacher’s written report above.

The Co-chair thanked the Headteacher on behalf of all the governors for all of the efforts, energy and enthusiasm she has brought to her role with HT. The governing board are delighted that she can stay on in her executive headship role until at least Christmas.

10. FEEDBACK FROM COMMITTEE MEETINGS

Committee meeting reports were noted.

From the Teaching and Learning Committee meeting of 26.06.24 it was agreed that consideration should be given to whether it was appropriate for subject leads to present at either FGB or governor committee meetings.

After some discussion it was agreed that the Headteacher would provide a template for core subject leaders to follow and that subject leads should present in person to the FGB when appropriate. Teachers not covering subjects on the SDP would have the opportunity to present to the Teaching and Learning committee either in person or in writing. Headteacher/Deputy Head and Clerk to agree subject lead presentations and T&L reports for next year by the end of summer term. **ACTION**

The Resources Committee vice-chair confirmed that the 2024-25 budget had been agreed. The school currently has up to 3 years liquidity, which provides enough time to make any structural changes required. Very good work is being done to break even.

Q. Will the change to a Labour government change things? Can governors do anything to help?

Not really. Any lead will come from the local authority. Local heads need to act. The Headteacher will take back to her local network. It should be acknowledged that the reduction in the birth rate is predicted to have an impact on the need for school places all the way to 2032, therefore the local authority will need to act.

There was some feedback from the Faith Group that the Prayer Space may have caused more stress over the SATs period and messages may have been mixed. Feedback from Year 6 teachers is that it was largely positive. 'The children do love it.' Some feedback should be obtained. **ACTION**

11. CHAIR'S VERBAL REPORT

a) **Headteacher Recruitment**

The headteacher recruitment panel met recently and have agreed to readvertise the Headteacher role at the beginning of next term. The recruitment pack and advertisement are also being reviewed to see if anything needs tweaking.

It was commented that staff would like more regular communication from governors about the plan as soon as available, even if there is not much to say.

b) **Disciplinary Committee**

The Co-chairs asked for volunteers to join a Disciplinary Committee should the need arise. Three governors are required initially. Chris Milsom, Helen Taylor and Paula Frew all volunteered.

c) **Link governor visits were noted.**

SEND link governor to submit link visit report by the end of summer term. **ACTION**

Thanks were proffered to Richard Bennett and Uel Barclay who kindly helped to oversee the Year 6 SATs.

d) **Marketing Update**

The Resources Committee Vice chair reported that all Autumn activity has been agreed and the 'Why did you not choose us?' nursery survey is being implemented. There is a 'hit' list of local churches to contact.

It was agreed that consideration should be given to promoting the school's large outdoor space, possibly by holding more sporting events, nursery picnics and by offering Forest School sessions to other local nursery children.

Now that the vacant Kingfisher Club role has been filled, additional spaces can be offered.

e) **Questions for Ofsted Document Review**

Governors were asked to input into the document this week. Co-chairs will then discuss with the Headteacher to finalise it. Once finalised, the document will be circulated to Governors so they can familiarise themselves with likely questions and appropriate answers. Co-chairs to **ACTION**

f) **FGB Self-evaluation**

It was agreed that the 2023 self-evaluation form will be updated by the Co-chairs and circulated to governors for completion. **ACTION**

g) **Governor Training**

The record of governor training completed to date was circulated ahead of the meeting. Governors were advised if they have completed training that hasn't been recorded, they should advise the Clerk. **ACTION**

Governors were reminded that Safeguarding training is the bare minimum to be completed and should be renewed every three years.

The Chair invited Governors to share completion of the Bishop's Certificate, which relates to church school governance and demonstrates commitment and involvement. There are 11 online modules which would be shared out amongst Governors, with two completing each module. There is one module delivered online by SDBE staff every month on Wednesdays from 6.20pm-8pm. EO will circulate the timetable to all Governors and recommends completing. If agreed, the school will need to be signed up by 20th September. **ACTION**

One member asked if it was appropriate for the current staff governor to remain as staff governor, given her recent appointment as Interim Assistant Head and her obvious additional workload. It was agreed that as the role is interim and staff based, it is appropriate for her to remain staff governor this year, but this will be reviewed.

12. POLICY REVIEW: EQUALITIES DUTY AND OBJECTIVES

The Deputy Head reported that equality objectives had been set in June and the policy had not changed since then.

Q. Are we satisfied that we are ensuring consistency when dealing with behaviour? Are we satisfied that we are not discriminating eg. by letting things go because children may be SEN?

The Headteacher advised that a consistent approach is being taken and that it is important that any incident is recorded and dealt with no matter what the nuances of each individual situation might be.

The Behaviour Policy is to be reviewed in the Autumn.

Q. Are we duplicating what the Steering Group is doing?

Not really, because this group doesn't look at data, it is all about community and diversity, opportunities that are optional. It also tends to deal with specific projects.

Q. Who is going to be taking over the mental health aspect of FW's work after she leaves?

This hasn't been decided yet.

Subject to two copy amendments, which the Deputy Head will update, the document was approved. It was also suggested that as well as celebrating 'International Women's Day', the equivalent men's day should be celebrated in November.

13. ANY OTHER BUSINESS

2024-25 Subject Lead Presentations - please refer to Agenda Item 10. above.

The Chair congratulated Sophie Brunt on her promotion to Interim Assistant Headteacher and also the Assistant Head, Fiona Whiteside, on her new role. On behalf of the governors the Chair thanked Fiona for all of her hard work and commitment to both the children and the school and wished her every success in her new position.

14. DATE OF NEXT MEETING: Monday, 30th September 2024 at 6.15pm at the school.

15. EVALUATION OF THIS FGB MEETING

Governors were asked to complete an evaluation form about the effectiveness of the meeting. Results will be collated, shared with the Co -Chairs, and compared to previous responses.

Supporting meeting papers are electronically-filed on the GovernorHub web portal.

The meeting closed at 20.25

Attendance was 86%

Signed

Signed

Date.....

Date.....

SUMMARY OF ACTIONS

<p>Carried over from previous meeting</p>	<p>All Governors to input into Ofsted questions doc on shared drive ahead of next FGB meeting. Link Governors who haven't completed their subject visits in this academic year to arrange in new Autumn term.</p>
<p>Agenda Item 5.</p>	<p><u>PPG</u> PPG team should agree the structure and recommend who takes funded club places. It was further agreed that the strategy requires renewal and consultation eg. with governors, parents. It was suggested that someone should be appointed to manage the system correctly ensuring that all data is recorded, each club offers a percentage of free places and that vulnerable children are offered places early. 25m swimming certificates for those who haven't yet achieved needs following up.</p>
<p>Agenda Item 6.</p>	<p><u>Headteacher's Report</u> Vice-chair to provide parent survey results comparison in Google Charts.</p>
<p>Agenda Item 7.</p>	<p><u>SIP Summer Report</u> Headteacher to ensure that the school signs up to the Anti-racist Pledge and this is published. Equalities & Diversity Link Governor should arrange a link governor visit in September. <u>Questions for governors contained in the SIP report?</u> Co-chairs and Headteacher to discuss separately to ensure any outstanding items are actioned.</p>
<p>Agenda Item 10.</p>	<p><u>Feedback from T&L Committee Meeting</u> Headteacher/Deputy Head and Clerk to agree subject lead presentations and T&L reports for next year by the end of summer term. Faith Group to obtain further feedback on the effectiveness of the Prayer Space.</p>
<p>Agenda Item 11.</p>	<p><u>Chair's Verbal Report</u></p> <ul style="list-style-type: none"> • SEND link governor to submit recent ink visit report by the end of this summer term. • Governors to input into the 'Ofsted Questions for Governors' document this week. Co-chairs will then discuss with the Headteacher to finalise it. Once finalised, the document will be circulated to Governors so they can familiarise themselves with likely questions and appropriate answers. • Co-chairs to update the 2023 self-evaluation form and circulate to governors for completion. • Governors to review the record of governor training and advise the Clerk if they have completed any other training that hasn't been recorded. • Co-chairs to circulate details of the Bishop's Certificate modules to governors.

APPENDIX 1

EVALUATION OF GOVERNORS' DISCUSSIONS IN SUPPORT OF SDP PRIORITIES AND THE SCHOOL'S CHRISTIAN VISION

SDP OBJECTIVE	Agenda Item	Discussion Topic	Impact On School Improvement	Linked Aspect of Vision
<p><u>Leadership & Management</u></p> <p>1.4: " To continue to develop the knowledge, skills and expertise of leaders, including governors, to ensure effective leadership at all levels.</p>	11.	<p><u>Chair's Verbal Report</u> <u>Headteacher Recruitment</u> The Board were updated on next steps for Headteacher recruitment.</p>	Governors are working hard to ensure that the right leadership team is in place at HT.	Loving Learning
	11.	<p><u>Ofsted Preparation</u> Governors were asked to complete possible answers to questions for an Ofsted inspection</p>	Governors continue to develop their knowledge of OFSTED requirements.	Loving Learning
	11.	<p><u>Link Governor Visits</u> Governors reported on recent Link visits and all Governors who haven't yet made visits this year were asked to do so.</p>	Feedback to/from more subject leader/s increases governor knowledge and could lead to improved practices and processes within additional areas at the school.	Loving Learning
	11.	<p><u>Governor Self-evaluation</u> Governors agreed to complete the annual self-evaluation</p>	The Board can identify gaps in terms of skills, training, knowledge and effective accountability. and address them.	Loving Learning
	11.	<p><u>Governor Training</u> Governors were encouraged to undertake further CPD training and the Bishop's Certificate</p>	Governors are encouraged to increase and enrich their own learning in order to help deliver agreed objectives.	Loving Learning
	11.	<p><u>Ofsted Preparation</u> Governors were asked to complete possible answers to questions for an Ofsted inspection</p>	Governors are appraised of the steps required to achieve the best outcomes in the delivery of the curriculum for HT and its pupils.	Loving Learning
<p>2.1: "Ensure that all staff are purposefully and effectively using research based principles of instruction to support implementation of the curriculum....."</p>	6.	<p><u>Headteacher's Report</u> Governors asked questions around consistency and objectivity when dealing with matters of behaviour.</p>	The school is held to account in terms of consistency and objectivity when dealing with behaviour incidents and ensures that the highest standards of behaviour are upheld.	Loving One Another
<p><u>BEHAVIOUR AND ATTITUDES</u></p> <p>4.2 To take pride in our community where all are respected and the highest standards of behaviour are a common feature from all within our community.</p>	7.	<p><u>SIP Summer Report</u> The Board agreed that the school should sign up to the Anti-racist Pledge, with lots of activities planned.</p>	The school can demonstrate that all 'racist' and/or 'bullying' incidents are dealt with appropriately and that the community understands the difference between bullying, unkindness and poor behaviour.	Loving One Another