



MEETING

BOARD: Full Governing Body
SCHOOL: Meadlands Primary School
DATE: 10 October 2024
TIME: 6:00 pm – 7:48 pm
VENUE: Meadlands Primary School

ATTENDEES:

Lisa Fairmaner (LF)	Co-opted Governor – Co-Chair
Anabelle Hughes (AH)	Co-opted Governor – Co-Chair
Christina Powell (CP)	Parent Governor – Vice Chair
Chloe Walkom (CW)	Co-opted Governor
Komal Parekh (KP)	Co-opted Governor
Kasia Oberc (KO)	Co-opted Governor - Online
Kevin Echevarria (KE)	Co-opted Governor
Joanne Wreford (JW)	Acting Headteacher
Laura Tadman–Barson(LTB)	Staff Governor
Alida Hawthorne (AH)	Parent Governor – Online

IN ATTENDANCE: Clare Collings (Clerk) Clerk - online

APOLOGIES: Sarah Taunton (ST) Headteacher (Maternity Leave)
Penny Frost (PF) LA Governor

QUORUM: 50% of the number of governors in post = 6

MEETING FOLDER: [10 October 2024](#)

The use of the term Governor for this purpose refers to, but is not limited to; Governors, Trustees, Directors and Members.
Governors must not use their position for personal gain in business, political or social relationships. Therefore, a governor who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.

Items marked * are those in which a majority of Governors may have an interest because of some shared attribute. When considering these items, Governors should aim to achieve a balanced view, paying particular attention to the sources of information and advice, and remind themselves of their duties as governors and to act in the public interest.

Item																	
1	Welcome and Introductions: The Chair (LF) welcomed those present and introduced all to Kevin Echeverria.																
2	Procedural items:																
2.1	Apologies for absence - Apologies for absence as recorded above were accepted by the Governors.																
2.2	Confirmation of Quorum - The meeting was confirmed as quorate.																
2.3	Declarations of interest for this meeting – KE declared his daughter goes to Meadlands School and he works in Finance.																
2.4	Confidentiality Statement - All matters discussed during the meeting are confidential until the minutes have been approved. Any items recorded in the confidential Part II minutes remain confidential after the Part II minutes have been approved.																
2.5	Election of Vice Chair CW nominated CP as Vice Chair. 1 nomination received for Vice Chair. All the governors agreed with CW being Vice Chair.																
2.6	Election of Co-opted Governor (item went after 2.2) AH nominated Kevin Echeverria (KV) as a co-opted governor. All the governors agreed with KW being a Co-opted Governor.																
2.61	KO confirmed that she was willing to extend her term for another four years. All the governors agreed with KO being a Co-opted Governor until October 2028.																
2.62	Action: Update Governor Hub with the governor confirmations – Clerk.																
3	Any other business: 1 Item Chloe Wakeman																
4	Minutes: The Minutes of the last Full Governing Body meeting held on 11 th July 2024 were approved as a true and accurate record.																
5	Matters Arising from the 11th July 2024 Minutes: <table border="1"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Actionee</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>9.6</td> <td>Safeguarding was to be a standing item on the agenda in the future.</td> <td>Clerk</td> <td>Completed</td> </tr> <tr> <td>10.3</td> <td>Nominations for Vice Chair to be put on GovernorHub</td> <td>Governors</td> <td>On the Agenda</td> </tr> <tr> <td>10.5</td> <td>Clerk to enquire if Judicium had any advertisement for school governor templates</td> <td>Clerk</td> <td>Completed</td> </tr> </tbody> </table>	Item	Action	Actionee	Status	9.6	Safeguarding was to be a standing item on the agenda in the future.	Clerk	Completed	10.3	Nominations for Vice Chair to be put on GovernorHub	Governors	On the Agenda	10.5	Clerk to enquire if Judicium had any advertisement for school governor templates	Clerk	Completed
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6	Correspondence and Chair's actions There was no correspondence to note.																
	All documents were taken as read																
7.	Finance – AH presented																
7.1	The Finance Steering Group had met on 7 October.																
7.2	Budget monitoring is on track for halfway through the year. Key differences are:																

	<ul style="list-style-type: none"> • Previously budgeted 3.5% for the teachers' pay rise. A fully funded 5.5% pay rise was agreed by the government. • Previously budgeted 5% pay rise for support staff. Over the summer a 6% pay rise was rejected by the unions. The final figure is still to be agreed but increased the budget line to expect 7% pay rise. • Pupil Premium income lower than anticipated. • Received a catch up in the electricity Invoice. The meter had not been working properly. Payment plan set up.
7.3	<p>Capital Budget:</p> <ul style="list-style-type: none"> • Possibly replacing radiators in the music factory • IT hardware will need replacing approximately £8,000 by Autumn 2025. A full audit of IT taking place.
7.4	JW commented that having a positive budget is unusual as many schools have not got this.
7.5	<p>Q. CW Asked about supply staffing costs, how budgeted for what we need? A. JW updated under item 8.</p>
7.6	<p>Q. KO Regarding the hardware update are all the anti spam filters/ security still up to date? A. JW Yes up to date and still in place.</p>
8	Headteachers Update – PowerPoint slides uploaded to Governor Hub
8.1	School Development Plan (SDP) 2024/2025
8.2	JW presented the data to the meeting as a series of PowerPoint slides.
8.3	<p>Priority 1 Refinement of the foundation subject to ensure relevance, cross curriculum links, effective retrieval and effective assessment. Children now have a termly rotation of subjects, e.g. one half-term History and Art, and the next half-term Geography and RE. Positive feedback from staff and pupils having a double lesson once a week.</p>
8.4	Developing much stronger links now across cross-curriculum subjects.
8.5	Working with other schools across the borough to assess foundation subjects.
8.6	Develop our subject leaders to become experts in their subjects.
8.7	Heros, across every subject, has now changed to be called significant individuals.
8.8	A New Initiative this year to introduce Finance as a subject. We will deliver half term computing/half term finance.
8.9	PSHE that we were delivering was getting bad feedback from all. Senior mental health lead (Mrs Chapman) delivers mindfulness. Different approach and program this year.
8.10	<p>Q. LF What is the new scheme? A. CW The previous scheme was very scripted and not linked to current situations. They were having very scripted class lessons which did not address what was happening on the playground. We are trying to make it more relevant to support the children.</p>

8.11	<p>Q. AH Who leads with Mrs Chapman? A. JW It would be the class teacher and Mrs Chapman.</p>
8.12	<p>There was a discussion around PSHE in Meadlands School. The governors were surprised by the negative feedback and were not aware of it, but they understood the reasons if it was scripted and not much interaction with the children.</p>
8.13	<p>Q. What about the RSE curriculum? A. JW There is no point in trying to get an alternative until we know what the government wants us to do as they are still in consultation.</p>
8.14	<p>Q. CP It sounds amazing but what contingency plan is there if Mrs Chapman is absent? A. JW All teachers have PHSE lessons they can lead.</p>
8.15	<p>Q. LF How will you measure success? A. JW is called the mindfulness Program, which is structured. Every couple of weeks, she emails the teachers updates and advice. After each half-term, there is a quiz to see if the knowledge is retained.</p>
8.16	<p>Finance lessons will cover four key areas:</p> <ol style="list-style-type: none"> 1. How to manage money 2. Becoming a Critical consumer 3. Managing risks and emotions associated with money 4. Understanding the important role money plays in our life. <p>In the end, there will be an enterprise project. It is all age appropriate.</p>
8.17	<p>RE hours mapped out across the curriculum:</p> <ul style="list-style-type: none"> • Key Stage 1 – 36 hours • Reception – 36 Hours • Key Stage 2 – 45 Hours
8.18	<p>Priority 2 High quality teaching and learning of oracy skills across the whole school and curriculum.</p>
8.19	<p>JW and LTB starting a SPARK head project and linking up with other schools.</p>
8.20	<p>Over the past few years, we have focused on vocabulary and made great progress. The next step is to examine oracy.</p>
8.21	<p>Debating Club to return.</p>
8.22	<p>Q. KO Why did the debating club get stopped? A. JW I ran it for two years, but I could not do it anymore. Another teacher has now taken it on, on a Monday afternoon. 17 children have signed up which is amazing.</p>
8.23	<p>Priority 3 Ensure early reading at Meadlands is effective and thorough so all children make progress – LTB presented</p>
8.24	<p>Early reading is a priority.</p>
8.25	<p>Read Write Inc is our chosen scheme.</p>

8.26	<p>Q. Do you have all the resources needed for Read Write Inc.?</p> <p>A. LTB: Yes, we have all the resources required. We are not using their literacy lessons. JW has developed a strong literacy curriculum which we use.</p>
8.27	<p>The reading scheme and colour banding changed to match up. LTB went through all the books during the summer, rebranding the books to the correct sounds. There are no more Biff and Chip books.</p>
8.28	<p>Q. AH I am conscious of high EAL families. What provision is there for parents unable to support their children in reading or correcting them?</p> <p>A. LTB Read Write Inc has an online provision to translate into different languages.</p>
8.29	<p>Q. AH Do teachers know to connect with parents with this?</p> <p>A. LTB Yes, children are colour-coded EAL with those who are more fluent and who need additional help.</p>
8.30	<p>Q. KE What happens when parents get children to read other books at home with different sounds?</p> <p>A. LTB The books children are sent home from school with will all be part of the Read Write Inc scheme. Children can read whatever books are given by parents.</p>
8.31	<p>LTB holds weekly poetry lessons for reception children.</p>
8.32	<p>LTB is doing a project with the English Hub at Chessington Primary School, which is supporting early language development.</p>
8.33	<p>Priority 4 Behaviours – JW presented</p>
8.34	<p>This is the same as in the 2023/2024 SDP.</p>
8.35	<p>Inset Day on Behaviours using a summary from Tom Bennett's book - The Behaviour Guru: Behaviour Management Solutions for Teachers.</p>
8.36	<p>Quote: Getting behaviour right can take some time, e.g forever!</p>
8.37	<p>We also worked on getting under the theory of why children behave the way they do.</p>
8.38	<p>Q. AH Where rewards discussed at the same time? Just as powerful as routine and structure for children. Are all classrooms consistent in their behaviour policies and rewards.</p> <p>A. JW We have not changed. In the behaviour policy it is listed what rewards there are. A lot on descriptive praise, but also house points, assembly certificates, and postcards home. We are doing verbal targeted genuine praise which the children respond to.</p>
8.39	<p>CPOMS incidents are down so far this term.</p>
8.40	<p>Priority 5 Providing a safe and nurturing learning environment for our SEND and vulnerable children – LTB presented</p>
8.41	<p>We have created the Retreat, a space in the music factory. It falls under three headings: communication, respite, and life skills. We have selected the children who are finding the day really difficult for a space where they can focus away from the classroom.</p> <p>We reviewed the CPOMS analysis of the behaviour trends, and there is low-level disruption in the classrooms now.</p>

8.42	<p>Q. LF What is CPOMS? A. LTB Child protection online management system. Every category of behaviour is documented and logged.</p>
8.43	<p>The aim of the retreat is to provide self-directed, engaged learning in the afternoons for children.</p>
8.44	<p>In the Music Factory, there is a regulation station and a music station which is set up the whole time. Additionally there is a puzzle zone which targets their resilience and problem solving skills. There is a games table for communication and turn taking. Role play are for communication and life skills.</p>
8.45	<p>What is on the tables changes each day.</p>
8.46	<p>The Retreat is open from 2pm every afternoon. The class teacher sets the expectation of how much work is completed before a child can go. The retreat is not a treat.</p>
8.47	<p>Q. Do the children decide each day if they are going to the Retreat? A. LTB No, the Retreat is timetabled so children know when they can go.</p>
8.48	<p>JW The Retreat is not used for a behavioural or emotional episode. The children that go are chosen because they do not settle in afternoon lessons. The knock-on impact for the rest of the class is also very important because their having learning that is not disrupted and for the teachers wellbeing because a couple of teachers were having to deal with behaviours constantly.</p>
8.49	<p>LTB consulted with a play therapist for advice with the set up.</p>
8.50	<p>LTB shared a few photos of the Retreat layout and sounds from music listened to.</p>
8.51	<p>The Retreat initially started with three afternoons a week, but it is now five afternoons as it is so successful.</p>
8.52	<p>JW the support cover in the classroom is now less in the afternoons.</p>
8.53	<p>CPOMS incidents have decreased notably.</p>
8.54	<p>No behaviour issues at all in the Retreat, and these are 10-15 of our highest need children.</p>
8.55	<p>Positive feedback from staff working in the Retreat,</p>
8.56	<p>LTB I am working with a play therapist and will be working with the educational psychologist.</p>
8.57	<p>Q. KO Are these children missing learning and falling behind the rest of the class? A. JW These children cannot cope with a whole day in the classroom. If they were in the classroom quite often, they were not doing any work, getting frustrated, getting in trouble, distracting others and getting in a state. It feels like they are doing more work as they get motivated to complete the first 30 minutes. When they get to the Retreat they then get the intervention they need. KO This all sounds brilliant.</p>
8.58	<p>Q. AH Any feedback from children not chosen to go to the Retreat? A. LTB No feedback. Children are used to being taken out of class for interventions.</p>
8.59	<p>Q. AH Is the Retreat used as a timeout if a child is overwhelmed?</p>

<p>8.60</p> <p>8.61</p> <p>8.62</p> <p>8.63</p> <p>8.64</p>	<p>A.LTB No, there is time out space and different tactics in the classroom.</p> <p>Q. KB I have seen this in practice, and it is amazing. Have you had any parent feedback? A. LTB We have had parents anecdotally giving positive feedback, saying this is exactly what their child needed.</p> <p>Q. How many children do you have a day in the Retreat? A. LTB We have around 10 children a day, 20 over the course of the week.</p> <p>Q. AH Are there ad hoc spaces for children who have gone through traumatic events? A. JW Yes, absolutely. The timetable is always changing.</p> <p>Q. AH How is the Retreat staffed? A. JW It is Linda who is not class-based at all. It is then a rotation of the other TAs depending on the afternoon class subjects.</p> <p>LF It all sounds amazing. Thank you for the SDP presentation.</p>
<p>9</p> <p>9.1</p> <p>9.2</p> <p>9.3</p>	<p>Safeguarding</p> <p>Safeguarding Training – AH Vice Chair</p> <p>The Safeguarding Training that took place last Tuesday with staff and governors was not the official level 2 training, but it did bring us up to date with what has changed in Keeping Children Safe in Education (KCSIE).</p> <p>Q. How often should governors complete the level 2 training? A. Every 2 years level 2. But yearly updates.</p>
<p>11</p> <p>11.1</p> <p>11.2</p> <p>11.3</p> <p>11.4</p>	<p>Policy Ratification</p> <p>Q. Confirm what has changed in the behaviour policy? A. LTB The behaviour traffic cards have been removed. The playground grid was removed as this was a duplication of what was going on at CPOMS. The playground reflection sheets have been removed, instead a conversation took place. Any duplication has been removed. We added in the policy bits around school and routines. JW, we also added a new section around sexualised behaviour as this was beginning to appear on CPOMS. We have also added in the exclusion policy so there are no grey areas.</p> <p>Q. Have you replaced the traffic cards system? A. No, originally, it was a younger cohort of staff. Now, they use their instincts and are confident in their management.</p> <p>LTB also had in the policy that we were a full zone regulations school. This is not something we do as a whole school. It is written into children’s EHCPs so we do it in targeted interventions.</p> <p>The below policies were all ratified by the governors:</p> <ul style="list-style-type: none"> • Acceptable use policy for staff 2024 – 2025 • Communications, Relationships and Behaviour Policy 2024 – 2025 • Complaints Policy 2024 – 2025 • Equalities Policy 2024 – 2025 • Online Safety Policy 2024 – 2025 • Safeguarding and Child Protection Policy 2024 – 2025 • SEND information report 2024 – 2025

	<ul style="list-style-type: none"> SEND policy 2024 - 202
12	Governing Link Visits – New Arrangements
12.1	Both Chairs (LF and AH) will continue to look at the Governor Link arrangements.
12.2	LF and AH have been discussing that rather than having single-link governors, it would be good to start pairing up to bounce ideas and talk things through. It is good to maintain the strategic oversight. We have seen this work well in the past.
12.3	The Governing Board agreed the proposal of the new partnerships for link governors.
12.4	Proposed Roles: <ul style="list-style-type: none"> Co-chairs - Annabelle, Lisa Vice Chair - Christina Finance Steering Group - Annabelle, Christina, Kevin. Jo W also attends as HT, and Jo G as School Business Manager HT Performance Management Panel - Annabelle, Chloe, Christina, Kasia Safeguarding and Looked after children - Chloe, Komal Wellbeing - Komal Inclusion (inc SEN and PPG) - Lisa, Penny Behaviour - Chole, Lisa Curriculum - Alida, Christina Early Years - Kasia, Kevin Health and Safety – Lisa – Health and Safety also mentioned in finance meetings.
12.5	This is our first proposal based on current roles and reflection OF the school development plan. Please get in touch with LW if you would like to discuss anything about the governor link roles.
12.6	Q. What is the expectation of visits each year? A. LF, this will vary. As we have just outlined the new arrangements, we need to confirm that they are okay. We will discuss this outside this meeting. We will confirm link governors and visits at the next FGB meeting.
12.7	Action: Governor Link Schedule at the next Full Governing Board Meeting – AH/LF
12.8	Action: KO and KE to arrange a meet-up to coordinate an Early Years visit – KO/KE
13.	Any Other Urgent Business (AOB):
13.1	Filtering and Monitoring Link Governor - CW
13.2	From the Safeguarding Audit, it came up that there should be a link governor with a specific focus on filtering and monitoring.
13.3	CW and KP agreed to be the Filtering and Monitoring Link Governors. Q. KO What is filtering and monitoring? A. JW Filtering is making sure children cannot access any inappropriate websites or content online at school, and monitoring is a system that we use to catch if they do.
14	Clerk Updates

14.1	Reminder for all governors to continually update training on GH.
14.2	Nearly all have completed the compliance tasks on GH.
15	To identify Items for Confidential PART II Minutes
15.1	There are no confidential minutes.
16	Meeting Dates for the School Year
16.1	The date of the next meeting is Wednesday 20th November 2024, at 6pm
16.2	Future dates: Wednesday 22nd January 2025 Thursday 6th March 2025 Wednesday 21st May 2025 Thursday 10th July 2025
	The Chair closed the meeting at 7.48 pm.

Actions arising from the Minutes of the FGB Meeting held on 10 October 2024.

Item	Action	Actionee	Status
2.62	Update Governor Hub with the Governor Confirmations.	Clerk	
12.7	Link Governor Schedule for the next FGB meeting	LF/AH	
12.8	Early Years Visit – organise date	KO/KE	