



MINUTES

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	Co-opted Governor
	Kevin Echevarria	Co-opted Governor
	Joanne Wreford (JW)	Acting Headteacher
	Laura Tadman–Barson(LTB)	Staff Governor
	Alida Hawthorne (AH)	Parent Governor

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: [July 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 a governors and to act in the public interest.



Item			
1	Welcome and Introductions: The Chair (LF) welcomed those present.		
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 - No pecuniary or personal interests were declared for any agenda item for this meeting.		
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.		
3	Any other business: Admissions Appeal Y6		
4	Minutes: The Minutes of the last Full Governing Body meeting held on 22nd May 2024 were approved as a true and accurate record.		
5	Matters Arising from the Minutes: Actions arising from the Minutes of the FGB Meeting held on 22 May 2024.		
	Item	Action	Actionee
	4	Upload Governor Visit reports to GH	ALL
	15	Confirm meeting dates by email to the clerk.	LF/JW
		Status	
		complete	complete
6	Correspondence and Chair's actions There was no correspondence of any substance.		
All documents were taken as read			
7.	Finance:		
7.1	The Finance Steering Group had met on 8 July.		
7.2	JW informed the meeting that there would be an underspend on the budget as staff costs had been lower in the current year. An ECT had been employed at a lower cost than a more experienced staff member.		



7.3	JC asked the meeting to note that the Chromebooks would need replacing by October 2025.
8	<p>Headteachers Update</p> <p>Attainment data - end of year, including KS2 SATS results, which were outstanding.</p> <p>8.1 JW presented the data to the meeting as a series of powerpoint slides.</p> <p>Reading</p> <p>8.2 JW asked the meeting to note that the cohort had been measured against its previous results. Green represented target exceeded, yellow target met, pink target not met. She noted that children who had been in the school some time scored higher than those who had recently arrived. Overall, she was very pleased with the reading results.</p> <p>Writing</p> <p>8.3 The results in writing would never match the results in reading. Ambitious targets were set and they got there every year.</p> <p>Maths</p> <p>8.4 The maths results were pretty strong.</p> <p>8.5 The results this year would be used to set the targets for 24-25 and would form the basis for the progress meeting in October.</p> <p>8.6 Q JC asked whether not fully understanding the words read affected writing. A JW said that writing standards were much the same across the Borough. Oracy and comprehension were good but transcription skills (handwriting, spelling and punctuation) not so good. The new oracy initiative was showing results with vocabulary coming in well. Constant reading aloud had been very good for vocabulary development. There was so much to think about in writing and it was a hard slog. She was confident that Y6 were leaving with the skills they needed for the next stage in their education. She noted that Chromebooks could be used alongside samples of handwriting for assessments.</p> <p>8.7 Q A Governor asked about voice activated software for the children. A JW said that they needed to encourage independence skills so that Children were where they needed to be in Y6. There were different ways of scaffolding writing for different children.</p> <p>8.8 JW was very proud of Y6 who had scored 87% overall (100% in reading, 90% in Maths, 87% in writing, 87% in grammar, punctuation and spelling). They expected to be 5th or above in league tables, not that it was a competition but a useful benchmark.</p> <p>8.9 The Chair said that she noted that there were some high levels of need in the current Y6 cohort and the School had done well for all the pupils.</p>



8.10	CW arrived at 18:25
8.11	JW said that the school had been externally moderated that year.
8.12	JW informed the Board that the school would have a new improvement partner in 24-25. He was a retired headteacher and would bring a wealth of experience and a 'new eye'.
8.13	The Chair thanked JW and LTB for juggling their teaching and SLT roles over the past weeks. JW said that she loved teaching Y6 and that the support of two TAs in Y6, Steph Birthwright and Dan Notice had been brilliant.
8.14	CW said that she had spoken to one pupil who had proudly told her about his SATS results. It was lovely to see his pride in himself. Round-up of the QFT project this year
8.15	JW showed a one slide diagram of the project to meet SEND needs through Quality First Teaching (with added support where needed).
8.16	Questioning had been strong for some time in the school. Writing had been very inconsistent with confidence building needed through modelling. Teacher had received training in different models for different ideas and different contexts. There were models for grammar and punctuation and editing and proofreading.
8.17	JW said that she had found that setting high expectations for the whole class worked for all the children. The project had gone on all year and teacher confidence had increased as a result. She had included soundbites on the slide, all of which were positive. The next steps were to refresh the training yearly.
8.18	JC said that he was very impressed with the approach taken and what had been achieved. AH said that she liked the plan for maintenance year on year. JW said that she was driven by the data to 'go for the tricky stuff'.
9	Safeguarding
9.1	JW referred to two reports in the meeting folder on GovernorHub:
9.2	Meadlands Primary School action plan - Safeguarding 2024 and SG Audit responses 2024 – meadlands
9.3	The Safeguarding team had undertaken a very thorough audit and produced an action plan. Safeguarding procedures were very strong in the school.
9.4	



<p>9.5</p> <p>9.6</p>	<p>CW commented that the audit had been very thorough. AH said that she was glad to see such a good Safeguarding Team that were not just process driven.</p> <p>Q A Governor asked if the reports would go on the website. A JW said that it was important that the Policy was on the website. AH added that the documents were on GovernorHub for reference.</p> <p>Safeguarding was to be a standing item on the agenda in the future.</p> <p style="text-align: right;">Action Clerk</p>
<p>10</p> <p>10.1</p> <p>10.2</p> <p>10.3</p> <p>10.4</p> <p>10.5</p> <p>10.6</p>	<p>Governing Board</p> <p>The Chair thanked JC for his service as he was stepping down at the end term. JW said that he had always held them to account in a balanced and measured way which was really valuable.</p> <p>JC said that this was his 19th year of being a governor, across three schools. He recommended being a Vice Chair and added that he had never had to Chair a meeting!</p> <p>The Chair said that a new Vice Chair would be needed and asked for nominations on GovernorHub. A vote would be taken at the September meeting.</p> <p style="text-align: right;">Action Governors</p> <p>The Chair said that both she and AH would be stepping down as Joint Chair at the end of the next academic year. They would both be happy to stay on the Board for a transition period thereafter.</p> <p>The Chair said that with JC stepping down there were now two vacant positions on the Board. The meeting agreed to recruit two new governors from the wider community and asked the clerk to enquire whether Judicium had any advertisement templates.</p> <p style="text-align: right;">Action Clerk</p> <p>PF suggested that they approach the Richmond Council for Voluntary Service who may have a record of people willing to be a school governor.</p>
<p>11.</p>	<p>Policy Ratification</p> <p>There were none at this meeting.</p>
<p>12</p> <p>12.1</p> <p>12.2</p>	<p>Governor Link Visits</p> <p>Reports circulated on Governor Hub.</p> <p>CW said that the report she had put in the meeting folder related to the safeguarding audit discussed earlier.</p>



<p>12.3</p> <p>12.4</p>	<p>JC said that he and PF had undertaken an inclusion visit, report in the meeting folder. They had been very impressed with the thoroughness. They were also impressed with the depth of knowledge the staff had of the children.</p> <p>PF added that the staff had been very helpful and generous with their time.</p> <p>JW said that they had asked thought provoking questions.</p>
<p>13.</p> <p>13.1</p> <p>13.2</p> <p>13.3</p> <p>13.4</p>	<p>Any Other Urgent Business (AOB):</p> <p>JW said that there was currently an ongoing admissions appeal for a child of Y6 age. This was continuing even though there were only a few days left of term and the child would be in Y7 in September. The child had a sibling in Y2 but the school felt it could not make an exception for this child as there was a waiting list of 4 children, 3 of whom had siblings. The hearing was on 18 July after which admissions had 7 days to offer a place.</p> <p>Q PF asked if the appeal was because the parents wished the child to attend a particular secondary school.</p> <p>A JW said that it wasn't.</p> <p>The meeting supported the approach taken by the School.</p>
<p>14</p>	<p>To identify Items for Confidential PART II Minutes</p> <p>An aspect of item 13 was identified for Part II Minutes.</p>
<p>15</p>	<p>Meeting Dates for School Year</p> <p>The date of the next meeting is Thursday 10th October 2024 at 6pm</p> <p>Further dates:</p> <p>Wednesday 20th November 2024 Wednesday 22nd January 2025 Thursday 6th March 2025 Wednesday 21st May 2025 Thursday 10th July 2025 All at 6pm</p>
	<p>The Chair closed the meeting at 7.35 pm.</p>

Actions arising from the Minutes of the FGB Meeting held on 11 July 2024.



Item	Action	Actionee	Status
9.6	Safeguarding was to be a standing item on the agenda in the future.	Clerk	
10.3	Nominations for Vice Chair to be put on GovernorHub	Governors	
10.5	Clerk to enquire if Judicium had any advertisement for school governor templates	Clerk	