

The London Borough of Richmond upon Thames  
Meadlands Primary School

**Minutes of the Full Governing Board (FGB) Meeting**  
held as a hybrid meeting at Meadlands Primary School and on Zoom  
on Thursday 13<sup>th</sup> October from 7.30am to 9.30 am

**Constitution, Membership and Attendance**

<b>PARENTS (2)</b>	<b>LA (1)</b>	<b>STAFF (2)</b>	<b>COOPTED (8)</b>
Alida Hawthorne (AHa)	Penny Frost (PF)	Sarah Taunton Johnson (STJ)	Lisa Fairmaner (LF) – Co-Chair
Christina Powell (CP)		Jo Wreford (JW)	Annabelle Hughes (AH) – Co-Chair
			Nigel Seymour (NS)
			Chloe Walkom (CW)
			<b>Kasia Oberc (KO)</b>
			John Cannon (JC)
			Komal Parekh (KP)

**bold** = via zoom

Absent without apologies: None

Also present: Kate Watts (clerk)

Minutes: Kate Watts

<p><b>1</b></p> <p><b>1.1</b></p> <p><b>1.2</b></p>	<p><b>Apologies and Declarations of Material Interest</b></p> <p>The meeting started at 7.30am. Co-Chair LF welcomed all in attendance. No Apologies. KO attended via Zoom call.</p> <p>Governors were reminded of their duty to declare any direct or indirect pecuniary interest which may relate to any matter under discussion on the agenda and none were declared.</p>	
<p><b>2.</b></p> <p><b>2.1</b></p> <p><b>2.2</b></p> <p><b>2.3</b></p> <p><b>2.4</b></p>	<p><b>Minutes and Actions Log</b></p> <p>The minutes of the meetings on 14 July were approved as an accurate record of the discussions. To check CP not marked as absent in final version of previous minutes</p> <p>The Chair reviewed the FGB Actions Log.</p> <p>Items on the Log remaining open/ongoing were:</p> <ul style="list-style-type: none"> <li>• Behaviour Policy to be shared via GovernorHub</li> <li>• Explanation of SEND/CPOMS records to May FGB. To be agenda item at next FGB meeting</li> <li>• Governors to attend drop in sessions – did attend school fair/BBQ but ongoing. STJ to publish all dates via Governor Hub</li> </ul> <p>Closed items included:</p> <ul style="list-style-type: none"> <li>• Phishing training for staff. Training booked in Nov</li> <li>• Consider Link Governor role for data protection.</li> <li>• Check protocol in reporting CPOMS. Online training booked for Spring Inset</li> <li>• PPG Audit - booked</li> <li>• Governors Approve final draft budget</li> </ul>	<p><b>All</b></p>
<p><b>3.</b></p> <p><b>3.1</b></p> <p><b>3.2</b></p> <p><b>3.3</b></p>	<p><b>FGB membership, structure and governor link roles</b></p> <p>Membership: Co-chair welcomed JW and shared that Ulrich Tiedau has completed his term as governor</p> <p>Recruitment: There will be a gap when previous chair leaves in the Finance/Data area. Co-chairs will look for this talent when appointing a new governor. Someone who could be on Finance Board</p> <p><b>Governor question</b> Should we ask parents via What's App? AH replied use advert first, at same time as other</p>	

	avenues, but keen to advertise externally. A high percentage of parent governors.	
3.4	Governor Link Roles: STJ: Would be good to link these to SDP, ensure core subjects covered.	
3.5	<b>Governor Commented:</b> No need for Nursery Build Link Governor, but FSG, Headteacher Recruitment, and Headteacher Performance review panel needed. A discussion about need for other committees, deep diving into curriculum as well as finance. There would need to be clear function so no duplication, reporting at higher level to FGB.	
3.6	<b>Governor question:</b> I was part of old system, the committee structure, added to work load. Could there be a deep dive without committee with own clerking?	
3.7	<b>Governor comment:</b> Would be good for curriculum links to work together.	
3.8	<b>Governor comment:</b> Staff/pupil welfare link group might be needed	
3.9	<b>Governor comment:</b> must not make FGB redundant, it has statutory responsibilities.	
3.10	STJ: Said that the SDP governor visits should be increased this year. JW worried that whole curriculum could be too big a subject area.	
3.11	<b>Governor comments:</b> Do not want to lose the subject lead presenting to FGB, it provides a richness of understanding. Time is an issue, this should be more organic. Level is key, some areas will need more focus. “Task and Finish” groups work well in Borough, less than 3 meeting for a deep dive in specific area. A good flexible model	
3.12	<b>Governor question:</b> Could we cluster link visits with like subjects? General agreement from Governors	
3.13	<b>Action:</b> To check statutory requirements of FGB then establish smaller deep dive groups, establishing Link roles, using a task and finish system for non-core subjects. Group to discuss further.	<b>PF CP AH LF JW STJ</b>

<p><b>3.14</b></p> <p><b>3.15</b></p> <p><b>3.16</b></p>	<p><b>LF shared:</b> Headteacher recruitment panel has nearly been decided. Advert to go out pre-Christmas, visits just after, Interviews to take place February half-term, panel will be set before next meeting.</p> <p><b>Governor question:</b> What about wide community communication? LH said that there would be a clear timetable once recruitment pack prepared including when this should be made public</p> <p><b>Governor Comment:</b> Was clear information about the recruitment timing when SMcG left.</p>	
<p><b>4.</b></p> <p><b>4.1</b></p> <p><b>4.2</b></p> <p><b>4.3</b></p> <p><b>4.4</b></p> <p><b>4.5</b></p> <p><b>4.6</b></p> <p><b>4.7</b></p> <p><b>4.8</b></p> <p><b>4.9</b></p>	<p><b>School Development Plan</b></p> <p><b>Copy of School Evaluation Form (SEF) on a page</b> This was shared in paper form for Governors</p> <p><b>SDP 2021 - 22</b> SDP from last academic year has been shared on Governor Hub</p> <p><b>SDP 2022 – 23</b> This has been shared with the SIP Marie Newman, it is on Governor Hub and emailed to KO who was zooming into the meeting</p> <p>STJ presented SDP</p> <p>Quality of Education – 3 new teachers, staff in new year groups, we will take a year to embed and then anything highlighted in grey is an action for next academic year.</p> <p>Quality of ELSA and SEND interventions, identifying the need and monitoring the impact is also a focus for this year. Laura Tadman is doing her NPSQL this year and her project will be on this area and can be fed back into SDP.</p> <p>Last year concentration was Geography and that has had a huge impact, this year we will do the same with Science.</p> <p>Maths mastery will be embedded this year and next year will focus on reasoning</p> <p><b>Governor question:</b> What about Writing? JW replied that writing is still very much on radar, but we are now</p>	

	<p>in more of a maintenance phase. There is to be a punctuation audit next term.</p> <p><b>4.10</b> It was confirmed that there will be a focus on Year 5 as they are below target.</p> <p><b>4.11</b> JW is mentoring and moderating the new teachers. First key area is behaviour and STJ has modelled a Maths lesson and JW to model an English one. This has proved very useful. They have made progress and will have first formal assessment in December</p> <p><b>4.12</b> Suggested Link visits: 2 for Science, Maths, Elsa/Send and Behaviour. SG and Attendance to visit together and 1 visit each for Equalities and Early Years</p> <p>Behaviour and attitude</p> <p><b>4.13</b> STJ said that we need to embed the Behaviour Policy. JW said that we need to put the theory into practice. This year is about developing staff's confidence in implementing the policy including how to while treating children individually we still maintain the same high expectations and provide some consistency</p> <p><b>4.14</b> <b>Governor question:</b> Do the children understand the policy? JW said that they have had assemblies to share with children</p> <p><b>4.15</b> <b>Governor question:</b> Comment on the 6 week period for intervention, very formulaic when some children need flexible. JW replied that the interventions are specific to the needs and we need to measure their efficiency, it does tend to be same children so we do need to work on this</p>	
<b>5.</b>	<b>Parent, Pupil and Staff Surveys</b>	
<b>5.1</b>	<b>STJ</b> will share slides on Governor Hub	<b>STJ</b>
<b>5.2</b>	<p><b>Staff questionnaire</b></p> <p><b>Governor question:</b> Why are the staff responses so low?</p> <p>JW answered could be questionnaire fatigue – questionnaire once a week, also did workload and wellbeing questionnaires</p>	
<b>5.3</b>	<b>Governor question:</b> Were staff expected to fill in own time?	

<p><b>5.4</b></p> <p><b>Pupil questionnaire</b>  <b>Governor question:</b> When asked about taking to an adult 3 responses about not wanting to tell an adult, one preferred worry box, one didn't have worries and one concerned to tell an adult. Governor highlighted this as a concern.  STJ said that this was followed up with an assembly about worry boxes, safe adults and Designated Safeguarding Leads</p> <p><b>5.5</b></p> <p><b>Governor comment:</b> How lovely that 99% of children feel that the school promotes equality</p> <p><b>5.6</b></p> <p>STJ highlighted behaviour in playground questions and responses, in line with discussions over Behaviour Policy – MPS has allocated lunchtimes in the MUGA to classes and they are refereed, also TA run activities to be introduced</p> <p><b>5.7</b></p> <p><b>Parent questionnaire</b>  STJ said that all staff are at gate at beginning of day and this has led to a reduction in emails and visits as this is helping to instantly resolved quick questions</p> <p><b>5.8</b></p> <p>The response to the question about the governors' role was discussed.  <b>Action:</b> STJ suggested a staff/governor breakfast as we have 3 new members of staff.</p>	<p>STJ replied – yes and that as such a long form could have been issue</p>	<p><b>STJ</b> <b>All</b></p>
<p><b>6.</b></p> <p><b>6.1</b></p> <p><b>6.2</b></p> <p><b>6.3</b></p> <p><b>6.4</b></p>	<p><b>Staffing Leadership and Responsibilities</b></p> <p>JW went through the changes in roles, SLT and new staff members, school year by school year. This information is all on the Staff section of the Website. Also informed that LP will be back from Maternity Leave before Christmas</p> <p>Governors informed by STJ that Claire Davies is to leave and ELSA interviews due to take place on Monday to cover that part of her role.</p> <p>STJ informed governors of recruitment for a Part-time teacher for the rest of the Academic Year initially.</p> <p>JW shared that Curriculum lead roles this year will be clustered so that there are a combination of senior and</p>	

<p><b>6.5</b></p>	<p>new teachers in the group. They will experience being a subject lead with less responsibility  English – Reading and Writing - Jo Wreford  Maths – STJ and Laura Penberthy  Science – Katrina Hopley  Culture and Communication – Louise Medwicz Leader  Arts – Katie Stevens  PE – Josh Penberthy</p> <p><b>Governor Comment:</b> AH shared that after the FSG meeting on Monday that the finances are in a good state, potentially £75,000 under budget, so in a good position to fund these staff changes</p>	
<p><b>7.</b></p> <p><b>7.1</b></p> <p><b>7.2</b></p> <p><b>7.3</b></p> <p><b>7.4</b></p> <p><b>7.5</b></p>	<p><b>Attendance Update</b></p> <p><b>STJ</b> has visit with EWO planned. This will be the 5<sup>th</sup> EWO in a short time.</p> <p>STJ updated on Year 2 Absentee, who has been through treatment, and now needs to close the gap through lost teaching time. 1 x half day medical tuition sessions per week have been secured.</p> <p>Attendance figures will be shared by STJ on Governor Hub. Highlights show the impact Covid had on figures</p> <p>STJ shared currently one child with an emotional related school avoidance, needs support as in Year 6 and teaching time is key.</p> <p>Next week Grey Court start half-term on Wednesday, this could have impact on MPS attendance figures as parents with children in both school requests leave.</p>	<p><b>STJ</b></p>
<p><b>8.</b></p> <p><b>8.1</b></p> <p><b>8.2</b></p> <p><b>8.3</b></p> <p><b>8.4</b></p>	<p><b>Standing item - Safeguarding</b></p> <p><b>AH said</b> the updated Single Central List to be signed by one of the Co-Chairs</p> <p><b>CW</b> commented that she has booked in a Safe Guarding Audit</p> <p><b>STJ</b> said that no current Child Protection cases, 2 x Children in Needs, 4 x referral assessment. Currently SLT are all Level 3 trained and volunteers all have Level 1</p> <p>Discussion about Safe Guarding training for governors, whether needed a collective training course or individual.</p>	<p><b>AH / LF</b></p>

8.5	<p>JC had not been able to attend Level 2 training and had done SG for Governors          KP has just undertaken Level 3          Aha has training as a Teacher          AH said that every governor should have read and understood Keeping Children Safe in Education.</p> <p><b>Action: AH LF to assess whether SG training is required for Governors and what level</b></p>	AH / LF
9.  9.1	<p><b>Standing item – diversity and inclusion</b></p> <p>PF is the link governor in this area and is working on an EAL follow up visit.</p>	PF
10.	<p><b>AOB</b>  <b>Governor Comment:</b> Governor had met with Roger Howard, who had done freelance gardening work for us. He would be available if needed. STJ explained how we now have a team of parent volunteers who are responsible for certain areas, but good to know if he was needed in future.</p>	
11.	<p>Date of next meeting:          Thursday, 24<sup>th</sup> November</p>	

The meeting closed at 9.30 am.