

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 14th July 2022 from 6:00 to 8:00 pm

Constitution, Membership and Attendance

PARENTS (2)	LA (1)	STAFF (2)	COOPTED (8)
Alida Hawthorne (AHa)	Penny Frost (PF)	Sophie McGeoch (SMcG)	Nigel Seymour (NS) - Chair
Christina Powell (CP)		Sarah Taunton Johnson (STJ)	Annabelle Hughes (AH) – Vice Chair
			Ulrich Tiedau (UT)
			Chloe Walkom (CW)
			Lisa Fairmaner (LF)
			John Cannon (JC)
			Kasia Oberc (KO)
			Komal Parekh (KP)

bold = absent

Apologies: Penny Frost, Kasia Oberc

Absent without apologies: None

Also present: Jess Bunker (SENCo/Deputy HT), Jo Wreford (Literacy Lead), Laura Tadman (Reading lead, EYFS lead), Daija Angeli (clerk)

Minutes: Daija Angeli

<p>1</p> <p>1.1</p> <p>1.2</p> <p>1.3</p>	<p>Apologies and Declarations of Material Interest</p> <p>The meeting started at 6:00 pm. Chair NS welcomed all in attendance. Apologies were received from Penny Frost and Kasia Oberc.</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>The board appointed Komal Parekh as a co-opted Governor.</p>	
<p>2.</p> <p>2.1</p> <p>2.2</p> <p>2.3</p> <p>2.4</p>	<p>Minutes and Actions Log</p> <p>The minutes of the meetings on 19 May 2022 and 16 June 2022 were approved as an accurate record of the discussions.</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"> • Behaviour Policy to be shared via GovernorHub • Phishing training for staff. • Consider Link Governor role for data protection. • Check protocol in reporting CPOMS. • Explanation of SEND/CPOMS records to May FGB. <p>Closed items included:</p> <ul style="list-style-type: none"> • Governors to schedule link visits and post reports • Governors to approve final draft budget 2022-23 • Governor to volunteer and arrange a drop in session - Chair confirmed this had taken place at the Summer Fair. STJ invited governors to the 'Meet the teacher' PTA event on 22nd September. • Chair to speak to SLT about TA development opportunities. 	<p>All</p>
<p>3.</p> <p>3.1</p>	<p>Leadership and Management</p> <p>Master's presentation by Jo Wreford: Year 6 teacher and writing lead Jo Wreford gave a presentation on her Master in Education thesis on spelling and vocabulary acquisition. She had studied</p>	

<p>3.2</p> <p>3.3</p> <p>3.4</p> <p>3.5</p> <p>3.6</p> <p>3.7</p>	<p>the role that etymology and morphology play in increasing children's vocabulary.</p> <p>The main points of the presentations were:</p> <ul style="list-style-type: none"> • Limited vocabulary limits children's learning in all subjects. • Her research was action research, i.e. JW worked with colleagues who were all interested in finding solutions • Working with etymology and morphology leads to a love of languages being born • Children remember the spelling of words by attaching meaning to them • The approach proved beneficial to SEN children • Teachers were enthusiastic about the approach and extended it to other subject areas. <p>JW concluded the approach had been transformative for the school and she was looking forward to consolidating this going forward.</p> <p>Governor comment: This sounds like an amazing approach.</p> <p>Governor question: In which year groups is this approach used? JW answered that she had mostly worked with children in years 5 and 6 where it has really improved their writing. It is now filtering through the school, first introduced in year 3, and consolidated in year 4. It has a huge impact on writing data.</p> <p>Governor commented that she had learned about the impact of the word gap on social mobility. This approach will help children not only with SATs but will benefit them into adulthood.</p> <p>Governor question: Should this be introduced to younger year groups? JW answered that the recommendation in the national curriculum is an introduction from year 3. Morphology is present in phonics, and it could be an intervention. Research has found that older children seem to benefit more.</p> <p>Governor question: The approach aimed at writing and speech. Does it have a knock on effect on children's ability to read and does it impact book acquisition in school? JW answered that reading and writing are closely linked. Her research had focused on improving spelling,</p>	
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	<p>and reading was another area of research. A better understanding will improve comprehension skills, e.g. by identifying the root word. This will grow children's confidence and love of learning.</p>	
3.8		
	<p>Chair thanked JW for her presentation.</p>	
3.9		
	<p>Governors had received the end of year assessment results prior to the meeting. All data can be found on Governor Hub.</p>	
	<p>The results were presented by LT (reading and EYFS), JW (writing) and STJ (overall comparison with other schools).</p>	
3.10		
	<p>Conclusions included that while some of the results were below the school's historic data they were still above the national average. It will be important to support the children in year 1, due to the changes in staffing they experienced this past year.</p>	
3.11		
	<p>A focus will be on supporting the new teachers with the school's approach, supporting SEN students and classes with a high proportion of SEN, and holding a parent curriculum night to show how calculation is taught.</p>	
3.12		
	<p>Governor comment: Calculation curriculum night is a good idea. Videos in other areas, e.g. phonics would be beneficial for parents.</p>	
3.13		
	<p>Governor question: How do the results compare with those from other local schools? STJ answered that local data were not available yet, but will be shared once available.</p>	
3.14		
	<p>Governor question: Will the approach to writing only be shared with NQT? JW – The teaching approach will be refreshed for all teachers at the INSET day in September.</p>	
3.15		
	<p>Governor question: The results show that many children achieved Greater Depth in writing. Do we need to worry about this area less? JW – All cohorts are different. We have high ambitions and it is important progress is tracked properly and ensure we are on track. JB commented that the expectations for Greater Depth are now very high, and no concessions had been made for lost learning resulting from Covid-19 school closures.</p>	

<p>3.16</p> <p>3.17</p> <p>3.18</p>	<p>Governor comment: The SATs maths results are interesting, as this had been an area less affected by lost learning due to Covid. JW answered that the data do not give the whole picture, as outcomes depended on doing well on the day of the test. Pass marks had also increased, it was a harsh test.</p> <p><i>JW and LT left the meeting at 7:07 pm.</i></p> <p>Governor comment: It was impossible to follow the discussion via Zoom.</p> <p>Governors agreed that they needed a better set up for hybrid meetings.</p>	<p>Chairs</p>
<p>4.</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p>	<p>Quality of Education</p> <p>CW reported from the termly safeguarding governor visits. She raised the continuing challenges with social services. There is a problematic lack of response when the school raises concerns. A recent example included a child who could not be sent home on a Friday afternoon, and there was no response by Social Services. CW asked how this can be addressed by the FGB. Chair responded by affirming it was good to raise this. The FGB and school were limited in what they could do but can lobby for change.</p> <p>Governor question: Is this something AfC should be holding? Chair responded that it is a capacity problem and that vacancies relating to child protection cannot be filled permanently with qualified staff.</p> <p>Governor question: What happens in circumstances such as the above example? SMcG responded that this changes from borough to borough. The school had pupils from Richmond, Kingston and Hounslow boroughs. The greatest problem with child protection is staff retention. A discussion around this issue needs to be solutions focussed as all involved are well aware of the problem.</p> <p>Governor question: Can the school nurse be involved? SMcG: Yes, she is already involved in all child protection cases.</p>	

<p>4.5</p> <p>4.6</p> <p>4.7</p> <p>4.8</p> <p>4.9</p>	<p>Governor question: Are all cases reported through SPA? SMcG: Yes, in Richmond this is the case, other boroughs have other systems.</p> <p>Governors expressed concern: We are failing children and putting them at huge risk.</p> <p>Governors asked whether the situation was similar at other schools, and NS confirmed this was the case. HT had discussed this with MP Sarah Olney.</p> <p>Governor suggestion: Some services could be accessed in emergencies, such as emergency foster carers.</p> <p>Chair encouraged governors to read all link visit reports.</p>	
<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p>	<p>Budget and resources</p> <p>The Financial Steering Group met on Monday, 11th July and reviewed the first quarter of the financial year 2022-23. Chair reported that the school is in a better financial position than expected. A supplementary grant to cover the national insurance and other costs award is expected.</p> <p>Progress with the nursery building had been slower than expected; there may be additional work in Spring 2 and governors may wish to increase contingency. The numbers of pupils were very good for nursery and good for reception.</p> <p>Governor comment: The reception class is not at capacity. It was explained that this was still a result of low birth rates and movement during the to Covid-19 pandemic.</p> <p>The Budget 2022 / 23 was approved. All governors noted their approval on GovernorHub. It was submitted to the local authority (LA) in time. Chair alerted governors that the positive balance may raise questions, however, the school had many risk factors at present so could justify holding on to this.</p>	
<p>6.</p> <p>6.1</p>	<p>Behaviour and attitude</p>	

<p>6.2</p> <p>6.3</p>	<p>The SLT reported there had been no incidents of racism or exclusions.</p> <p>Governors had received attendance data prior to the meeting. STJ presented the figures and commented that there had been a 2 to 3 % decrease in attendance due to Covid-19 which was in line with expectations on the national level. She explained that a whole school letter will be sent out in September reminding all families of the importance of attendance.</p> <p>STJ explained that the school had seen a high number of unauthorised holidays this year and asked governors how this can be addressed. It was decided that governors will have a conversation about this</p>	<p>All</p>
<p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p> <p>7.6</p>	<p>Personal development</p> <p>Governance review</p> <p>FGB Chair appointment: NS explained that two governors, AH and LF, stepped forward to take on the role of Co-Chair from September 2022. No other nominations were received. AH and LF were elected as Co-Chairs.</p> <p>Governor links: It was decided that governors would stay in the link roles for the remainder of the school year, and that governor links would be discussed once the School Development Plan (SDP) was finalised.</p> <p>FGB Vice-Chair appointment: John Cannon was elected Vice Chair of the FGB.</p> <p>FGB membership: Local Authority governor PF has agreed to extend her term, with the expectation to resign in July 2023, to support the school during this time of change. The FGB ratified PF reappointment until July 2026.</p> <p>NS said he will continue to serve the FGB until the HT recruitment process is completed, likely Easter 2023, to facilitate the change and ensure consistency. He emphasised that the new Chairs will want to consider recruiting one or two more governors during 2022/23 to help fill skills gaps.</p> <p>Clerk recruitment:</p>	

	<p>NS explained that Clerk Wendy Norman's departure earlier this year left a vacancy. A substantive replacement to support the Chairs and the operation of the FSG and FGB needs to be recruited.</p> <p>7.7 Financial Steering Group (FSG) NS encouraged all governors to consider FSG membership until the next meeting. At least two governors should join this committee. The FSG meets six times per year. Meetings are on Mondays, last approximately one hour and are currently on Zoom.</p> <p>7.8 Governors discussed that meetings will remain hybrid meetings going forward. While there was a desire to meet in person, Covid-19 was still there and may be for years. Hybrid meetings will allow more governors to participate. Governors decided that they needed to put in place a protocol and process to make hybrid meetings more successful.</p> <p>7.9 The meeting dates for the school year 2022/23 are as follows: FSG (all Monday 8am-9am) 10 October 21 November 23 January 13 March 15 May 12 June (budget approval only) 10 July</p> <p>7.10 FGB (all Thursday, for 2 hours, but times vary) 13 October, 7.30 am 24 November, 6 pm 26 January, 7.30 am 16 March, 6 pm 18 May, 7.30 am 15 June, 7.30 am (budget approval only) 13 July, 6 pm</p> <p>7.11 HT recruitment campaign: Governors received extensive notes on the process of head teacher recruitment prior to the meeting.</p> <p>7.12 Staff structures from September STJ reported that the school had recruited three new teachers who would visit the school the coming Monday. Early Career Teacher (ECT) Mel Warner will</p>	<p>Chairs</p>
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<p>8.</p>	<p>Safeguarding The updated Single Central List was not discussed but was signed following the meeting.</p>	

<p>9.</p> <p>9.1</p> <p>9.2</p> <p>9.3</p>	<p>AOB - Farewells</p> <p>NS thanked JB for her work at Meadlands as a teacher, Deputy Head Teacher and SENCo as well as for being a brilliant advocate for all of Meadland’s children. He wished her well for the next steps in her career. JB thanked governors for their support over the seven years she worked at the school.</p> <p>NS also thanked SMcG for her phenomenal leadership of the school which included so many highlights. She will be leaving the school in a strong position. NS expressed he was pleased that SMcG would remain in education and wished her well for the future. SMcG thanked governors for her farewell gift. She expressed confidence in the new SLT and thanked governors for their calm and positive approach, mentoring by the Chairs and support by all governors over the years.</p> <p>SMcG thanked NS for his support as Chair and in particular for his guidance through the Covid-19 pandemic. NS thanked all governors for their support; he acknowledged that it was not always an easy task to give time to serve as a governor and affirmed they were doing a phenomenal job. The FGB is in a strong position and new skills and new talent will help it continue to thrive in the future.</p>	
<p>10.</p>	<p>Date of next meeting: Thursday, 13 October, 7.30 am</p>	

The meeting closed at 8:05 pm.