

The London Borough of Richmond upon Thames

Meadlands Primary School

Minutes of the virtual meeting of the Full Governing Board (FGB) held via Zoom App
on
Thursday 10th June 2021 at 7.30am

Constitution, Membership and Attendance

PARENTS -2	LA-1	STAFF-2	COOPTED -8
Nigel Seymour (NS) Chair	Penny Frost (PF)	Sophie McGeoch (SMcG)	Ulrich Tiedau (UT) (from 7.35pm)
Annabelle Hughes (AH) Vice Chair		Sarah Taunton (ST)	Chloe Walkom (CW)
			Lisa Fairmaner (LF)
			John Cannon (JC)
			Ruth Neligan (RN)
			Kasia Oberc (KO)

bold = absent

Apologies: None

Absent without apologies: Lisa Fairmaner

Also attended: Jess Bunker (JB)-Associate Member
Wendy Norman -Clerk to FGB

1.	Apologies and Declarations of Material Interest	Action
1.1	No apologies were received. Lisa Fairmaner was unable to attend. Chair informed governors that Norman Fontaine-Thompson had resigned due to work pressures.	
1.2	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. Governors were also asked to confirm that they were in an environment which was secure, and which protected confidentiality and all confirmed this was the case. <i>KO arrived 7.35am</i>	
2.	Actions Log	
2.1	Chair reviewed Actions Log open actions:- <ul style="list-style-type: none"> GDPR protocol for onboarding/offboarding pupils had been signed off. Staff wellbeing meeting with Link Governor had occurred. Replacement security cameras would not be installed for time being due to greater priorities PPG Audit to take place 21st July 2021 Recruitment of new governors ongoing Scheduled Governor Link visits had happened- agenda item 5. 	

<p>3.</p> <p>3.1</p> <p>3.2</p>	<p>Chair's Remarks.</p> <p>Chair reported on major computer server outage school faced earlier in the week of which Governors had been made aware. It was confirmed that this was not linked to the national issue caused by Fastly servers but due to old systems.</p> <p>As a result Head Teacher had been prevented from completing her written report to Governors prior to the meeting due to school computer system failure so the report was oral with the written form to be shared subsequent to the meeting.</p>	<p>SMcG</p>
<p>4.</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p> <p>4.5</p>	<p>Leadership and Management</p> <p><i>HT Update report-(based around areas of Ofsted Framework)</i></p> <p><i>Leadership and Management</i></p> <p>School still very well supported by Achieving for Children. In May the school improvement partner Cathy Clark had visited the school and reviewed the school post lockdown with a whole school learning walk. The SIP's report was due end of June.</p> <p>On 15th September 2021 a whole school review was planned. This would be like an Ofsted review with Cathy Clarke and Janelle Chetty reviewing the school with steering towards Areas for Development. Governors would be invited to be involved. HT reported that the school was very close to the end of a five year Ofsted inspection period and therefore an inspection was very likely in the short term.</p> <p><i>UT arrived 7.40am</i></p> <p>HT confirmed that JB had achieved her SEND qualification and that the school had been awarded Primary Science Quality mark for a further three years. Meadlands had been selected as one of five primaries in the borough to be inspected by Ofsted for SEND. Inspection would take place on the 17th June.</p> <p><i>School development</i></p> <p>Lesson observations, book looks etc had taken place now pupils were back on site. The first data would be available early July to be reported at July FGB meeting. Teacher performance management would be completed by July meeting.</p> <p>Junior management team had inspected the grounds, been involved with healthy schools initiative and also safeguarding.</p> <p><i>Attendance</i></p>	<p>SMcG/ST</p>

4.6	Healthiest attendance in three years reported for end of spring term. (97.66%). Strongest data ever for PPG/SEND pupils.	
4.7	At end of Summer 1 half term attendance was 97.35% (baseline being 96.5%). 14 pupils fell into Persistent Absentee category-school working with families to improve this position.	
	<i>Curriculum</i>	
4.8	With whole school back curriculum maps were being followed e.g. geography and DT (food) being taught in addition to all core subjects). Emphasis on drama and the arts now that teachers are back on site. This followed risk assessment of having visiting staff to the school.	
	<i>Catch up work</i>	
4.9	<ul style="list-style-type: none"> • Teachers were running catch up groups (lowest 20% of reading ability pupils and also higher ability pupils) from 3.30 to 4.30 pm each day. • NQTs were being given extra leadership team time with book looks, training and lessons observation to provide support • Author camps were taking place for Yrs 5 and 6 • Timetables clubs for Yrs 4,5 and 6 • Moderation assistance also being given to teachers 	
4.10	Governor question: - Had money come through for catch up programme? HT confirmed it had. Quality First approach meant money was to be spent on teaching in classroom.	
4.11	Governor question: - With 80 per cent of pupils <i>not</i> receiving additional work how well was school able to judge any overall fall back of the whole school due to COVID impact? HT confirmed it was almost too early to tell; this would be reported to the next FGB meeting.	SMcG/ST
4.12	HT reported that when pupils transferred between years in September teachers would be sharing what areas had been taught in school and which areas had been taught at home to help resolve where children needed extra support going forwards.	
4.13	Moderation of Yr 6 would be taking place with other schools. JB would be assisting with supervision of teachers.	
4.14	Much training of teachers in Safeguarding had taken place. Specific training on domestic violence issues etc on top of levels 2/3	

	Safeguarding training had been undertaken by many members of staff.	
4.15	Chris Byrne had delivered staff training covering memory/recall and assessment and had also set up peer to peer mentoring amongst staff.	
	Staffing	
4.16	Maternity cover would be leaving this term. DW returning from maternity leave early to be in school for a few weeks but would then be leaving for a new job.	
4.17	Governors CW and AH were undertaking Safer Recruitment training to support recruitment of staff.	
4.18	The NQT (Janki Pankhania) recruited for September had already been working for the school while training and was very familiar with its practices.	
4.19	Parents' evenings planned for spring term had been moved to the summer term and reports would be issued in July with follow-up drop in meetings where appropriate.	
	<i>Equality and Diversity</i>	
4.20	Equalities week was taking place this week and included literature focus and homework around equalities. HT reported that two families were concerned about Equalities week but following meetings with the head teacher now agreed to their children fully participating. The impact of Equalities week would be assessed through a follow-up survey of children.	
4.21	The unit of work on Relationships, Health and Sex Education had just been completed. HT explained the liaison with parents and explanation of the policies. 7 families had expressed concern; school shared materials to be used and the approach and following this all 7 families gave support to their children being involved and all children had been involved in those lessons.	
4.21	AfC's CPD regarding BAME issues had been postponed until September. HT had however met with other local HTs to discuss this area of work as discussed in last FGB meeting. HT and Deputy HT JB would be reviewing EAL groups and deciding the priority groups needing to be reported to FGB.	
4.22	Chair commended the school on richness of school life, full curriculum, high attendance and work being undertaken to build towards Ofsted. The FGB meeting in July would discuss progression and attendance. Questions from governors were invited.	

4.23	<p>Governor question: -Could HT provide examples of books used in Equalities week? HT gives examples of the Yr 5 book Julian and the Mermaid. Other examples could be put on to GovernorHub after the meeting.</p>	SMcG
4.24	<p>Governor question: - Given that dance and drama were being provided again within school what was the position regarding other clubs?</p>	
4.25	<p>HT explained that dance and drama were back supporting core teaching because they supported language development and diversity aims of SDP. Other clubs were less suitable due to teaching still taking place in hubs. Risk assessments for dance and drama had been undertaken and could take place safely. HT and SBM were reviewing revival of all clubs from September. The current plan was to bring everything back and withdraw it should that become necessary during autumn.</p>	
4.26	<p>Governor question: - Would yoga be restarting? Unlikely due to teacher proficiency in yoga and cost of external provider although they were coming into school for half a term to support those receiving catch up support.</p>	
4.27	<p>Governor support: - Clearly the school had very thoroughly thought through what provision was needed and for whom.</p>	
4.28	<p>Performance Management</p> <p>Chair indicated that at Performance Management Committee HT had requested extra CPD. HT explained that following her work on Attachment Awareness Award (trauma in childhood), she had become very interested in pursuing this further and now sought to undertake a part time post grad course in Attachment Theory and Research having been inspired by pupils with difficult starts in life. The Performance Management Committee had approved this in tandem with continuing HT duties at Meadlands and was keen to support the HT. FGB agreed to this proposal.</p>	
4.29	<p><i>Policies Approval Protocol</i></p> <p>At Chair's invitation Clerk outlined the work which she had undertaken on developing a Protocol for Approval of School Policies (the draft of which had been shared prior to the meeting on GovernorHub) in collaboration with Chair, Vice Chair and HT. In summary the protocol was aligned with the guidance within the DfE's Statutory Policies for School's document (2020) requiring policies identified as needing Full</p>	

<p>4.30</p> <p>4.31</p> <p>4.32</p> <p>4.31</p>	<p>Governing Board approval to be determined in that way but also all policies required to be published on school websites.</p> <p>Governors would be informed of the approval of other policies at FGB meetings with policies being a standing item on the agenda. Policies which in the opinion of either the HT or chair of FGB would benefit from full GB discussion and approval would be referred to the FGB on a case by case basis.</p> <p>Governor question: -could this protocol be shared with AfC? Clerk explained the proposal had been shared with governor support team at AfC.</p> <p>Governor question: -Looking at the supporting documents showing timing of current policies' review, was there a potential autumn bunching of workload on school staff? HT to review this.</p> <p>The FGB approved the Protocol for Approval of School Policies and the clerk was thanked for her work on it. The protocol would be reviewed annually in June.</p> <p>HT was thanked for her report and for all the hard work being undertaken in school.</p>	
<p>5.0</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p> <p>5.5</p> <p>5.6</p>	<p>Quality of Education</p> <p><i>Governor Link Visit Report - SEN/PP</i></p> <p>The link governor for SEN/PP reported on his visit to school where he was given a tour by junior leadership team. Governor was pleased to be able to make his first visit to the school since being co-opted and had received a short introduction with Deputy HT JB on SEND pupils and the approach to their learning before his tour.</p> <p>He reported that he was very impressed with his introduction to the school and this area of work on which there were termly reviews. He was advised on how interventions for pupils were assessed and that it would be interesting at the next FGB meeting, when data would be available, to assess how well the interventions and strategy of the school were working.</p> <p>PPG Audit would take place in July 2021</p> <p>Link Governor was thanked for his report the full written version of which had been shared prior to the meeting on GovernorHub.</p> <p><i>Governor Link Visit Report- Staff Wellbeing</i></p> <p>The link governor for staff wellbeing had undertaken a visit and her written report had been shared prior to the meeting on GovernorHub.</p> <p>Governor was very pleased to be able to be back visiting the school and had used SDP objective 2 (Success Criteria and Actions) as basis to</p>	

	undertake the visit.	
5.7	Link governor had met additional members of staff and heard that SLT were trying to ensure that all members of staff felt comfortable, could feed back swiftly with weekly opportunities rather than waiting for an annual survey.	
5.8	Link governor referred to various initiatives of the HT to ensure staff wellbeing.	
5.9	Issues commonly raised by teachers affecting their well-being included marking but knowledge organisers initiative had helped spread the load.	
5.10	After summarising her report the link governor raised the following points for SLT consideration:- <ul style="list-style-type: none"> • Staff are taking own responsibility for boundary setting- Is this sufficient and is this working? • Did weekly temperature checks of staff wellbeing place over-reliance of staff on SLT? Could it be tweaked to reduce stress on SLT and as the school returns to normal is it sustainable? • There had been very good feedback on head teachers role. Link governor was concerned about the impact of this weight of responsibility and could more be shared with middle leaders as well as seniors? 	
5.11	Governor question: -what is the new marking system? HT explained there was a move away from traditional marking and forwards whole class responses and selective book checking. New strategies were tried out each half term.	
5.12	Governor comment: -this was an example of middle management's response to reducing workload stress. The chair invited HT to respond to questions raised by link governor from visit.	
5.13	HT explained that the responsibility for boundary setting was more due to the burden from COVID and seemed to be working sufficiently. Performance management would enable staff to feel more confident and not need to refer to SLT each time a problem arose.	
5.14	The buying in of extra external support for wellbeing should help staff too and relieve SLT responsibility.	
5.15	HT thanked chair and vice chair of FGB and her two deputy head teachers for their support in her role.	
5.16	Governor question: - Was external supervision continuing? HT confirmed yes and not just for deputy senior leaders. Other staff including TA is also received supervision aware particular issues were experienced. Deputy HT JB had done training too and can now deliver supervision. HT commented that should she (HT) require mentoring	

5.17	<p>assistance she would seek it but she did not need it presently.</p> <p>Chair thanked link governor for her visit and comprehensive report.</p> <p><i>Governor Link Visit Report – SMSC / FBV</i></p>	KO
5.18	<p>The link governor for SMSC/FBV Had undertaken a school visit and had seen how SMSC/FBV was woven through the whole fabric of the school.</p>	
5.19	<p>Her key findings were:-</p> <ul style="list-style-type: none"> • A culture of inclusion, wellbeing and collaboration was clearly evident during her visit. • School policy for these areas was clearly written up. • Findings were derived from reviewing policies, speaking with three teachers, Yr 5 and Yr 6 pupils, and a tour of the school with junior leadership team. 	
5.20	<p>Equalities week was very well understood and eloquently spoken of including reflection on the restorative justice. This was the co-opted Governors first visit to school due to the pandemic and she reported on how impressed she was. She had been curious to know how these values had been taught during lockdown and was informed about “Meadlands at Home” plans which included round the world assemblies, aimed at bringing parted families together and international dance day.</p>	
5.21	<p>She commented that lockdown had impacted in that no visits to religious buildings could take place but she considered policies in school together with the learning provided was phenomenal and in working with pupils and parents within a holistic approach demonstrated excellent provision by the school in these areas.</p>	
5.22	<p>The governor’s full report would be shared via GovernorHub.</p> <p>The chair thanked link governor for her visit and report.</p> <p><i>Governor Link Visit Report – Health and Safety</i></p>	
5.23	<p>Chair explained that he had taken custody of this area due to its importance. He had undertaken a visit and his written report was to follow.</p>	
5.24	<p>In summary:-</p> <ul style="list-style-type: none"> • There were no immediate concerns regarding health and safety • HT and Don Eckford had a good strategy in place • Appropriate risk assessments were being undertaken • Staff were being trained and developed in H&S • DE was up to date on necessary H&S training. • A staff inset day was taking place in September on H & S • H&S policy currently being reviewed in accordance with school’s 	

	<p>programme of review.</p> <p><i>Specific risk areas update</i></p>	
5.25	<p>Governors commented on importance of first aid equipment being available including during break times. CEPOMS allowed analysis of data including records of any incidents and playtime. One of the bigger potential risks on the school site was slips, trips and falls.</p>	
5.26	<p>Regarding fire risk the last drill took place in March 2021.</p>	
5.27	<p>In terms of Legionella it was reported that the risk was actively monitored on a regular basis.</p>	
5.28	<p><i>School Grounds</i></p> <p>There was currently a dispute with Continental Landscapes in regards to maintenance of the school grounds due to the contract not being fulfilled. HT and DE were on the case and had freedom to move providers if desired.</p>	
5.29	<p>Ingenium was proving a problem regarding maintenance due to its unique form. In medium to longer term changes may need to occur to the building to provide for its future maintenance.</p>	
5.30	<p>Pond requires work to be safe and currently has well controlled access.</p>	
5.31	<p>Outdoor classroom cannot be used currently (though the school would love to) due to prohibitively expensive works required for safety. Value for Money criteria renders it not possible presently.</p>	
5.32	<p>Link Governor commented that action tracking needs improvement, using risk assessments and also that school was introducing better eye care due to greater use of online learning and more screen time.</p>	
5.33	<p>He suggested governors observe a fire drill in practice if they were able to attend.</p>	
5.34	<p>Termly H&S visits should be re-introduced with full H&S audit each autumn. He also proposed considering H&S is considered in review of governance structure.</p>	
5.35	<p>Governor suggestion: -perhaps the Ingenium problem could be shared with Grey Court which also has an Ingenium? HT explained that it was very difficult to share maintenance teams between sites.</p>	
5.36	<p>Governor question: - Regarding the child who had been followed home from school did this fall under safeguarding rather and health and safety? Yes health and safety covered fabric of building and grounds. In this connection security cameras remain on the agenda but due to cost replacement cameras are not the current priority.</p>	
5.37	<p>Governor question: - Is there any danger posed to school community from the lack of maintenance by grounds company? HT responded</p>	

<p>5.38</p> <p>5.39</p> <p>5.40</p>	<p>possibly if nothing was done but there were currently increased hours of work outside and a small group of parents had stepped up to volunteer.</p> <p>Governor question: - Were the volunteers fully insured when doing this? HT believed so but would double check with school business manager And a staff member was on site accompanying volunteers as well.</p> <p>Governor suggestion: - Could governors visit the school on the same day in order to share findings? This would be considered as part of the review of structure of governor links at next FGB meeting.</p> <p><i>PPG Audit</i></p> <p>This would be taking place in July 2021.</p>	<p>SMcG</p> <p>NS</p> <p>SMcG/JB /JC</p>
<p>6.0</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p>	<p>Budget/Resources</p> <p><i>Summary of FSG meeting</i></p> <p>The chair reported on a good meeting which had taken place on 8th June.</p> <p>Key points: -</p> <ul style="list-style-type: none"> • H&S visit had been undertaken to keep this aspect very visible to FGB. • Budget and budget variance which had been shared with all governors via GovernorHub together with well explained reasons for variance • FSG happy to agree budget and changes due to sound reasons. Budget still looking positive for years 1,2 and 3 <p>Governor question: - One FT staff and one PT NQT were now replaced by one FT NQT. Does this amount to a reduction in experience and was this unanticipated? The chair explained that FSG had explored this area and been reassured that teaching time was preserved. Former FT staff member was currently on maternity leave and other staff had grown in experience. The new NQT was already familiar with the school having already worked there for year. HT was confident the situation was good.</p> <p><i>Nursery Build</i></p> <p>Reported to be on track with planning permission granted, contract dates known, demolition due first week of school holidays and completion due 21st December 2021. Nursery due to re-open in January 2022.</p> <p>Governor Support: - Inevitably with building projects there may be issues. Governor requested to be informed if any issues asap because</p>	

<p>6.6</p> <p>6.7</p>	<p>as LA governor she may be able to assist.</p> <p>Governor question: - How would safety of children arriving and leaving site be protected? HT working on this and will be reporting to FGB. Governors AH and CW to be included in this should they wish.</p> <p>It was reported that nursery admissions were 21 confirmed for September 2021, 6 of which would be full time. A further 5-6 were under consideration. School's position compared favourably with other local authority nurseries and was in a better position than in 2020.</p> <p>Chair confirmed that SFVS, previously shared via GovernorHub, had been submitted by deadline as well as the Final Budget which had also been shared and discussed and agreed via GovernorHub.</p>	
<p>7.</p> <p>7.1</p>	<p>Behaviour and Attitudes</p> <p><i>Racism and exclusions and Increasing Diversity update</i></p> <p>No updates were given regarding diversity and the termly report recorded 0 racism incidents. Review was taking place to make sure individuals were not being missed. School would publish further data after the meeting on GovernorHub.</p>	<p>ST</p>
<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p> <p>8.5</p> <p>8.6</p>	<p>Personal Development</p> <p><i>Staff wellbeing update</i></p> <p>This had been covered within Governor Link report under Agenda item 5.</p> <p><i>Governance</i></p> <p><i>Review of Governance Structure</i></p> <p>Chair explained that a review of the effectiveness of the current structure of the FGB would be undertaken and discussed at the next FGB meeting. Current system of Link Governors had been in place for 2 years and he would send out a short survey in next 10 days to inform that review.</p> <p>Governor suggestion: - Include in the survey Governors who had recently completed their terms of office?</p> <p><i>Membership(Chair/clerk)</i></p> <p>Chair/clerk reported that Norman Fontaine-Thompson had resigned as a governor due to work commitments and there were therefore 2 current vacancies on the FGB.</p> <p>It was also reported that Cllr Penny Frost's current term of office was due to end on 12th July. Chair and Vice Chair had undertaken a review of the skills and experience required for the FGB in the forthcoming period and PF had been asked if she would be willing to stand for a further school year given her considerable skills and experience.</p> <p>Based on the skills audit undertaken by the Chair and Vice Chair and recommendations of the board at Meadlands Primary School, Achieving</p>	<p>NS</p> <p>NS</p>

	for Children Governor Support, working on behalf of the London Borough of Richmond Upon Thames, formally nominated Cllr Penny Frost to the position of LA governor. The term of office is one year ending on 31st July 2021.	
8.7	The board formally ratified Cllr Penny Frost to the position of LA governor.	
8.8	It was also reported that the terms of office of Chair and Vice Chair (parent governors) were due to end in October 2021 as well as Ulrich Tiedau. The position regarding parent governors needing to be elected was clarified and that current parent governors could move to co-opted status should their children leave the school.	
8.9	Given there were 2 vacancies recruitment drive would take place and be led by Vice Chair and KO but that wider recruitment would follow decisions about parent governors.	AH/KO
	<i>Planned Governor Link visits</i>	
8.10	This was not discussed. <i>Governor training</i>	
8.11	Brief details were given by the Clerk of upcoming training opportunities eg Safeguarding-15 th June, SEND 29 th June, new governor/refresher training 6 th July.	
9.	Safeguarding and Single Central List Update	
9.1	The updated Single Central List would be signed following the meeting.	Chair
10.	Minutes of the last Meeting	
10.1	The minutes of the last FGB meeting on 18 th March 2021 were received and agreed as a true and accurate record and would be signed by the Chair.	Chair
11.	Matters Arising	
11.1	There were no matters arising.	
12	Reflections on the Meeting	
12.1	Chair reflected that it was vitally important to check the FGB was doing everything it could to build equality and diversity viewpoint into all FGB does and decisions it makes. Future recruitment of governors needed to reinforce this.	
13.	Date of Next Meeting	
13.1	Due to clash of dates it was proposed that the next FGB meeting on Thursday 15th July 2021 be moved to 7.30-9.30am instead of 6-8pm and confirmation of governor availability would be sought via GovernorHub. The meeting would be likely to take place via Zoom.	Clerk

13.2	Chair thanked everyone for attending and the virtual meeting closed	
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The meeting ended at 9.35am

Signed by the Chair _____

Date _____

Summary of Actions

<i>Item number</i>	<i>Action</i>	<i>Responsible governor/ Associate Member</i>
3.2	HT report to be shared via GovernorHub	SMcG
4.4	Progress data to be shared at July FGB meeting	SMcG/ST
4.11	Impact of Covid on overall pupil performance- July meeting	SMcG/ST
4.23	Examples of Equalities books to be shared via GovernorHub	SMcG
5.22	Link Governor report on SMSC/FBV shared on G Hub	KO
5.38	Insurance check for volunteers on site	SMcG
5.39	Day visit for governors to be considered in Governance structure review	NS
5.40	PPG Audit July 2021	SMcG/JB/JC
7.1	Behaviour and attitudes data published on G Hub	ST
8.2/8.3	Chair to circulate FGB members and those recently left with survey on governance structure	NS
8.9	Recruit new governors	AH/KO
9.1	Sign SCL	NS
10.1	Sign FGB Mins January 2021	NS
13.1	Check governor availability via G Hub for revised meeting time on 15 th July	Clerk

List of documents:-

- Draft FGB Minutes 18th March 2021
- FGB Actions Log 03.06.21
- Summer SIP report 2021
- Head Teacher's Report June 2021
- Approval of School Policies protocol June 2021
- Policies for Governors Schedule April 2021
- Meadlands Final Budget June 2021
- Meadlands Budget Changes-draft to final June 2021
- Governor Link Visit Report- Staff Wellbeing May 2021
- Governor Link Visit Report –SEND/PPG May 2021

NB-highlighted sections reflect areas of particular governor focus in meeting