

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 18th March 2021 at 6.00pm

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)
			Norman Fontaine- Thompson (NF-T)
			Ruth Neligan (RN)
			Kasia Oberc (KO)

bold = absent

Apologies: Norman Fontaine-Thompson

Absent without apologies: None

Also attended: Jess Bunker (JB)-Associate Member
Laura Liebmann (LL)-RHSE Policy Lead
Wendy Norman -Clerk to FGB

1.	Apologies and Declarations of Material Interest	Action
1.1	Apologies were received and accepted from Norman Fontaine-Thompson.	
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.	
2.	Actions Log	
2.1	Chair reviewed Actions Log open actions:- <ul style="list-style-type: none"> • BLM work ongoing • Training schedule-ongoing. Clerk to send link for uploading of governor certificates • Diversity and inclusion work ongoing. • GDPR protocol now completed, agreed by DPO and signed off • Serious incidents protocol now agreed so closed action. • Vice Chair thanked for organising governor induction briefings 	Clerk

	<p>on finance and data which were enabled via GovernorHub. Links to the briefings would be circulated by clerk to enable wider take-up.</p> <ul style="list-style-type: none"> • Security-ongoing • Governor Link visits should be able to happen soon. • PPG Audit-taking place 5th April 	<p>Clerk</p> <p>SMcG/JB /JC</p>
3.	Chair's Remarks.	
3.1	AH thanked for attending Chair's Network. Forum was useful for group lobbying.	
3.2	Main thrust currently- joint lobbying by Chairs for additional school funding in light of Covid impact.	
3.3	School place planning considered and the funding required to support schools where pupils leave borough schools.	
3.4	Chair stated that feedback from this network would be reported at FGB meetings.	
	<i>The next item was taken out of agenda order</i>	
5.0	Quality of Education	
	Relationships, Sex & Health Education policy	
5.1	LL had circulated the draft new policy prior to the meeting and presented a summary of it to Governors.	
5.2	Policy Lead outlined the new policy and the way it would be delivered. Statutory changes occurred in September 2020 and it had been updated in the light of this.	
	Key points were outlined:-	
5.3	Relationships, Health and PHSE were compulsory subjects and parents could not withdraw their children from these. Sex education was not compulsory but sex education was also woven through health and science education. The policy lead commented that some governors had been included in the parents' working party on the subject.	
5.4	Since the start of the year the policy leader had been on various training courses, had given training during a staff inset day to teachers and provided separate advice to teachers on the needs for different year groups. The subject had also been discussed with parents.	
5.5	It was explained that pupil feedback on the subject was obtained from pupils at the start of lessons.	
5.6	RHSE as a whole was woven through science, PE and e-safety learning.	
5.7	The basis for the scheme being used was the Christopher Wind project which had been updated and well received within the borough.	

	Resources from the school were added on to this for Meadlands' use.	
5.8	Implementation would be in a two week block of standalone afternoon lessons delivering RHSE discreetly from Reception to Yr 6. Language was tailored to the year group as was content. Gender identity would be part of teaching from Yr 1.	
5.9	The governor link visit should be programmed for summer/autumn term to review the Christopher Wind project.	
5.10	Staff preparation would occur before delivery of the programme via inset day or staff meetings. This would be especially helpful for NQTs. There would be communication with parents before the summer term on the areas taught and with commentary.	
5.11	Policy lead reiterated that parents cannot withdraw children from Relationships and some parts of Health Education. Respect, Equality and Puberty education were compulsory.	
5.12	Governor question:- From past experience was there likely to be parental concern? Would there be curriculum evenings held on the subject? Curriculum evenings are unlikely to be possible but letters would provide all the information. In addition a diverse range of parents had been involved in parent consultations. People had been and would be put at ease with 1: 1 explanation if needed, explaining it was essential for children to be prepared.	
5.13	Governor comment:- Lead was commended on a very helpful explanation and a well written policy.	
5.14	Governor question: - Noted that parents are informed of RHSE sessions but does it include when it's in a science lesson? No but reproduction is taught in the summer term and is therefore linked in timely way to the RHSE programme being delivered.	
5.15	Governor question: - in light of the recent Sarah Everard case does the policy include how boys should behave? Lead acknowledged this was a good point and stated this would be added in especially in KS 2.	LL
5.16	Governor question:- What is the timing of the letter to parents? It would be good to give parents time to talk to children. Governor endorsed comments on consent, links to bullying. Lead explained letters would be circulated ahead of the teaching which would be in early June. Guidance would be included on how to talk to children so they are prepared.	
5.17	Governor question:- How will the implementation of policy be monitored and reported? Through the HT's report. Were most parents happy with the teaching in these areas? Yes when they know what the content is.	
	LL was thanked for report and she then left the meeting.	
5.18	Chair requested Link visit be added to Actions Log	Clerk
5.19	Governor question: - Is the RHSE policy to be noted or approved by governing board? Policies are generally all noted before they are	

	uploaded to website to ensure FGB aware/have ownership. Clerk to check statutory position regarding which policies require formal approval.	Clerk
4.	Leadership and Management <i>HT Report inc School summary in context of School Reopening</i>	
4.1	Head teacher had circulated her report prior to the meeting and summarised in the main points. <i>Return to School</i>	
4.2	<ul style="list-style-type: none"> All school back on site and back to full working hours. Includes 1 PGCE student, 3 NQTs (1 P/T while DT on maternity leave) and 2 music teachers Visitors to the school including governors and 'people who help us' probably possible in summer term Inset day for staff before children returned included training on lateral flow tests, safeguarding, wellbeing strategies and assessment for learning (informal) <i>Curriculum</i>	
4.3	<ul style="list-style-type: none"> With only 3 weeks until Easter- concentration would be on maths and English in the mornings with no computing in afternoons allowing time for arts, PHSE and talking time. Staff had been given flexibility to do what was required E.g. behaviours, reading, writing etc Spanish to be continued in KS2 Overall programme had been retained during lockdown with nothing missed out except for one RE unit. This could possibly be merged with English or rolled forward to next year. Trips would hopefully take place next term to Richmond Park and the Thames for geography learning. Yr 4 and Yr 6 residential trips hoped to take place in July. Events also rebooked for next term and all children had received a certificate for achievements in lockdown in a celebration of all children's' work. <i>SIP Report</i>	
4.4	HT then outlined the questions raised by Cathy Clarke in her SIP report which related to: - <ul style="list-style-type: none"> BAME representation in school. Diversity review to take place in July Comparison of current cohort with national. HT stated she also wanted to do this comparing with 2 local schools too. 	

	<ul style="list-style-type: none"> • Catch up funding-requirement to be documented at end of April. School was reassessing what was required. Possibilities included tutoring after Easter, SLT in Early Years, possibly extra drama to assist Nursery Reception and Yr 1 language skills. • PPG strategy performance-audit to take place April. • Re Key Priority 1- outreach, work with other schools impossible in lockdown. Peer support for teachers / curriculum to be picked up with secondary schools once possible. 	
4.5	<p>SDP was RAG rated-objectives had been re prioritised given lockdown circumstances. Summer term schedule updated as a result taking into account the interests of pupils and staff. HT explained that the schedule for the next 12 weeks remained ambitious but manageable. Staff had responsibilities for teaching, policy review and website review.</p>	
4.6	<p>Key focus remained:-</p> <ul style="list-style-type: none"> • maths and writing • PPG Review • Whole school learning training on memory • Writing and Art projects on progress and what it looks like to be retained but Science and PE progress projects to be delayed. • Many other CPD projects taking place as outlined in full report. • Parents evening • Assessment and catch up funding 	
4.7	<p><i>Safeguarding Headlines</i></p> <p>Link Governor had undertaken a visit on 15th March and reported her summary to the FGB:-</p> <ul style="list-style-type: none"> • Safe culture in school evident • School was impressive in role it played in safeguarding during and after lockdown • Robust processes together with pro-active approach meant that concerns were picked up. • Preventative work was evident • ELSA role continued • On line safety had been addressed at a parents evening • Year group meetings daily during lockdown • Various means of enabling pupil voice- Listening box, top table lunches with HT, wellbeing hub, calls to children in lockdown • Unity and support across staff • Close monitoring 	
4.8	<p>It was reported that CPOMS reporting was at a very good level with no dip. Two SPA referrals had occurred during lockdown and 1 since the</p>	

	return to school.	
4.9	There had been 100% attendance in school on the first day back which the SIP partner commended the school on.	
4.10	The HT then discussed how be safe culture within school was being maintained with the return focusing on wellbeing and teachers ensuring every child speakers with an adult. Feedback from pupils was reassuring.	
4.11	The safe culture was maintained with the ethos that it was not possible to over report and the whistle blowing policy was being followed.	
4.12	On health HT reported that the lateral flow tests were being undertaken by all except one member of staff. 4 to 5 members had received Covid vaccine. <i>Attendance and Engagement Review</i>	
4.13	Deputy HT ST had previously shared a power point presentation on GovernorHub relating to attendance. Key points to report:-	
4.14	<ul style="list-style-type: none"> • 100% attendance on 1st day back and 98% for first week. Children with anxiety around a return to school were supported by Deputy Head JB • very high rolling attendance figure at 97.61%. This was as high as in first half of Autumn term. • Reduced persistent absenteeism 12 pupils compared with 24 in Autumn 1. 	
4.15	<i>Curriculum Review</i> Topics/timing were on school website if governors wished to review.	
4.16	Agenda item 7 Behaviours and Attitudes was discussed at this point in the meeting. <i>Racism and exclusions</i>	
4.17	HT reported that there were no incidents of racism or exclusion. <i>Increasing Diversity Update (SMcG)</i>	
4.18	Increasing diversity was key and would be rolled forward. HT explained that she had attended a conference on diversity and also requested for	

4.19	<p>more assistance in recruitment.</p> <p>Diversity would be integral to geography and history teaching next year and literature review was taking place in each class library to assess if it was representative.</p> <p>HT then shared a short video of JLT pupils commenting on Nursery and Reception resources and then receiving new resources (which they had helped select) to diversify the offer to children.</p>	
4.20	<p>Agenda Item 8 Personal Development was discussed at this point in the meeting.</p> <p><i>Staff wellbeing update</i></p>	
4.21	<p>HT reported that the results from the staff survey were generally very positive. She had been surprised and shocked that one or two staff members had responded negatively. SLT had discussed this, had gone back through the survey and pulled out 10 questions, aligned to school ethos, which would be presented back to staff and invite 1 : 1 conversations based on more context and detail. HT very keen to improve the situation, wanting a happy place of work and good job satisfaction for all.</p> <p>Staff were undertaking more training than ever on wellbeing and managing challenging behaviour. The celebration would take place the following week for all staff on their achievements. All staff had received a 'Welcome back to school' pack and many other practices such as breakfasts and "Friday Thank You's" were taking place to engender a culture of appreciation.</p>	
4.21	<p>HT then took questions on her report.</p> <p><i>School reopening</i></p> <p>Governor question:- EY learning issues had previously been reported but had any other problems been noticed? HT responded that it is early days and that managing feelings and behaviour in EY children with additional needs was a specific area but social communication generally more of an issue. Writing had been highlighted at last FGB as an issue. How was the gap being bridged balancing 1: 1 interventions with keeping children in class? Interventions took place in afternoons. Staff noted which lesson a child would be taken from and not taken from their favourite class. Phonics would be addressed in a similar way. AfC was supporting JB and Quality First teaching to raise level in a whole class setting.</p>	
4.22	<p><i>SDP</i></p>	

4.23	<p>Governor question: - SLT congratulated on the reviewed SDP and picking out the priority areas but with lots of change how was school able to manage this on top of post lockdown situation? HT reassured FGB that there wasn't too much change to the plan from September 2020 but reviewed for priorities and some actions would be rolled forward to September 2021. Pupils were managing the change back in to school well.</p>	
	<p><i>Quality of Teaching</i></p>	
4.24	<p>Governor question: - The SIP report referred to the ongoing project relating to Challenge. Have staff observed any lack of motivation from pupils regarding challenge? HT responded that it was difficult to answer when the type of learning and structure in school was different to home. Flexibility in the curriculum allowed issues to be resolved and the key issue was good teaching meeting different children's needs. Observations, book looks and pupil voice and enabled children's motivation to be monitored.</p>	
	<p><i>Safeguarding</i></p> <p>There were no questions. Chair thanked the senior leadership team for the phenomenal effort regarding safeguarding both in lockdown and on school reopening.</p>	
4.25	<p><i>UT arrived at 7.35pm (following Covid vaccination)</i></p>	
	<p><i>Attendance and Engagement</i></p> <p>There were no questions.</p>	
4.26	<p><i>Personal development</i></p>	
4.27	<p>Governor question: - Was the staff survey undertaken after return to school and was it an annual survey? No undertaken in January and first of its kind though an annual survey is undertaken using Ofsted formula.</p>	
4.28	<p>Governor question: - Have there been shocks before? No but further feedback, as previously explained, would be sought before putting in place plans to remedy any issues. A review of well-being would be undertaken in late summer term or early autumn term.</p>	
4.29	<p>Governor comment: - Change itself can trigger a changed response. Governor was happy that any discomforts were being addressed.</p>	
4.30	<p>Governor question: -Reference had been made to WhatsApp chat groups and the need for boundaries to be redrawn- when would this</p>	

4.31	<p>occur? HT confirmed boundaries had already been reset.</p> <p>Governor support: -Was there anything the FGB could do to support SLT? HT commented that the results of the survey were very good overall especially within the Covid context. Much was going on and FGB was very helpful in providing liaison support.</p> <p>HT was thanked for her report and for all the hard work being undertaken.</p>	
6.0 6.1 6.2 6.3 6.4 6.5	<p>6.0 Budget/Resources <i>Summary of FSG meeting</i> <i>Draft 2021-22 Budget</i></p> <p>6.1 Chair explained to governors that the Finance Steering Group meeting had been postponed to 22nd March. Any governor wishing to attend was invited to do so. The summary notes would be shared via GovernorHub.</p> <p>6.2 Two main items were:-</p> <ul style="list-style-type: none"> • the first draft budget for 2021-2022 (submission to AfC by 31st March) • SFVS (submission in June) <p>6.3 The draft budget would be shared by GovernorHub together with explanatory commentary allowing governors to raise questions/comments before formal approval for submission to AfC.</p> <p>6.4 An additional zoom meeting could also take place if debate/discussion was required.</p> <p>6.5 Governors agreed the delay to receiving the draft first budget and to review after FSG meeting.</p>	Chair
7. 7.1 7.2	<p>7. Behaviour and Attitudes <i>Governor Link visit and report on Behaviour</i></p> <p>7.1 The Link Governor gave a brief summary of her visit and report from January 2021 which reviewed behaviours and trends from autumn term having met with Deputy HT ST to discuss these.</p> <p>7.2 Conclusion:-</p> <ul style="list-style-type: none"> • Strong rewards basis within school to encourage good behaviours • Much preventative work going on with use of worry boxes and behaviour trees amongst other things • School had a culture of good behaviour as apparent in evidence. • Solutions were found to any emerging problems • Pastoral support engaged if necessary 	

<p>7.3</p> <p>7.4</p> <p>7.5</p> <p>7.6</p> <p>7.7</p> <p>7.8</p>	<p>Themes during Autumn included :-</p> <ul style="list-style-type: none"> • The return to school • Friendships • Restorative action in classes and playground <p>Governor question: -Are any behaviour problems caused by persistent offenders or varied children? CPOMS reporting system allowed data to be evaluated so that persistent offenders (3 or more incidents in a half term) can be spotted and referred to either JB or CD for pastoral support. Return to school had caused some friendship problems but these were acknowledged and resolved.</p> <p>As SEND lead JB would be copied in if any SEND child was involved in behaviour problems so the school had a joined up approach. Children are only taken out of lessons for short and appropriate time if misbehavior occurred.</p> <p><i>Racism and exclusions</i></p> <p>This had been reported under agenda item 4 –HT Report</p> <p><i>Increasing Diversity Update</i></p> <p>This had been reported under agenda item 4 –HT Report</p> <p>Governor question:- Was SACRE programme of AfC being used to teach RE curriculum? Yes this informed Meadlands RE curriculum. Governors could review this on the school website RE page.</p>	
<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p>	<p>Personal Development</p> <p><i>Staff wellbeing update</i></p> <p>This had been covered within Head Teacher’s Report (Agenda Item 4) earlier in the meeting.</p> <p><i>Governance inc membership(Chair/clerk)</i></p> <p>Situation unchanged from previous FGB meeting; the Governing Board had one vacancy to be filled-planned towards end of school year.</p> <p>Governor comment:-Would the recruitment strategy include trying to increase diversity within the Board? Yes. Attempt will be made to co-opt via reaching out to parent/carer within Meadlands’ community.</p> <p><i>Governor Link visits</i></p> <p>School visits regarding SEND & FBV/SMSC and H&S had been delayed and should take place when safe. Another Safeguarding visit would take place in summer term. Chair would circulate list of Governor Links after meeting.</p> <p><i>Governor training</i></p>	<p>Chair/Vice Chair/Clerk</p> <p>NS</p>

8.5	Clerk highlighted training available in next two months for governors and reminded governors that refresher training was advised every 3 years.	
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 28 th January 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 reminded governors to look at first draft budget after 24th March via GovernorHub and to raise any questions, leaving one week for submission on 31 st March. Chair invited any other governors to attend the FSG meeting-Monday 22 nd March 8.00am.	
12.2	Governor comment:- Would there be an explanatory commentary to assist understanding. Yes rationale would be explained to ease understanding.	
13.	Date of Next Meeting	
13.1	After discussion it was agreed that the next FGB meeting would take place on Thursday 29th April 2021 at 6.00-8.00pm by zoom unless school visitors were allowed.	
13.2	Chair thanked everyone for attending and the virtual meeting closed	

The meeting ended at 8.10pm

Signed by the Chair _____

Date _____

Summary of Actions

<i>Item number</i>	<i>Action</i>	<i>Responsible governor/ Associate Member</i>
2.1	Circulate link to FGB for upload of training certificates	Clerk
2.1	Provide links to governor briefings	Clerk
2.1	PPG Audit 5 th April	SMcG/JB/JC
5.5	RHSE Lead to add in to RHSE policy re boys behaviour	LL

5.18	RHSE link visit in actions log	Clerk
5.19	Check which policies need FGB approval	Clerk
6.1	Chair to circulate FSG's First draft budget with commentary by 24/03/21	Chair
8.2	Recruit new governor by 31.07.21	Chair/Vice Chair/clerk
8.4	Chair to circulate governor links 8.4 Govs to arrange visits-H&S, SEND & FBV/SMSC,Safeguarding visits to be arranged	Chair
9.1	Sign SCL	Chair
10.1	Sign FGB Mins January 2021	Chair

List of documents:-

- Draft FGB Minutes of 28th January 2021
- FGB Actions Log 15.03.21
- Attendance Headlines Mar 2021
- Head Teacher's Report March 2021
- Spring SIP Report 2021
- SDP March update report
- Wellbeing Written Feedback Document
- Meadlands Relationships, Sex and Health Education Policy 2021
- Governor Link Visit Report- Behaviour Jan 2021
- Governor Link Visit Report -Safeguarding

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