

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 8th October 2020 at 6.00pm

Constitution, Membership and Attendance

PARENTS -2	LA-1	STAFF-2	COOPTED -8
Annabelle Hughes (AH) Vice Chair	Penny Frost (PF)	Sophie McGeoch (SMcG)	Andree Frieze (AF)
Nigel Seymour (NS) Chair		Sarah Taunton (ST)	Ulrich Tiedau (UT)
			Jess Bunker (JB)
			Chloe Walkom
			Lisa Fairmaner

bold = absent

Apologies: Penny Frost
Andree Frieze

Absent without apologies: None

Also present as observers: Kasia Oberc
Ruth Neligan
Norman Fontaine-Thompson
John Cannon (from 7.00pm)

UT left the meeting at 7.45pm,

1.	Apologies, Welcome and Declarations of Material Interest	Action
1.1	Apologies were received and accepted from Penny Frost and Andree Frieze.	
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.	
1.3	Potential new governors were warmly welcomed to the meeting as observers and the procedure for their co-option was explained to everyone by the Chair.	

2.	Governance	
	<i>Membership</i>	
2.1	A summary of the current membership of the FGB was given including current vacancies, JB moving from Full Governor to Associate Member status (as is usual practice for Deputy HTs within the Borough) and forthcoming staff governor election. Current governors and potential new members were invited by Chair to each give a brief introduction to themselves. HT would be organising the staff governor election.	HT
2.2	Chair and Vice Chair positions would not be reviewed until following meeting as their election took place in November 2019.	
	<i>Governor links</i>	
2.3	Chair introduced a new link relating to Curriculum- Writing, and informed Governors that a proposed list of future Link roles would be circulated and invited Governors to advise him and Vice Chair of any strong preferences for particular roles.	Chair ALL GOVS
2.4	Governors agreed the Terms of Reference for Governor Links which had been previously shared via GovernorHub.	
	<i>FGB Code of Conduct</i>	
2.5	The FGB Code of Conduct had previously been circulated and summary provided by Chair with questions invited.	
2.6	Observer question:- What was the position in terms of declaring interests regarding indirect links as opposed to direct links and potential conflict of interest? Clerk explained how Declarations of Pecuniary Interest form had comment boxes to raise existence of indirect links so that transparency was possible and also that on any specific agenda item any direct or indirect interest could be declared at the relevant meeting.	
2.7	Governors were happy with content and asked to sign and send to clerk the signed Code of Conduct within 2 weeks (ie by 22nd October 2020).	ALL GOVS
	<i>FGB terms of Reference</i>	
2.8	These had been previously shared via GovernorHub and Governors agreed the terms including delegated responsibilities.	
	<i>Financial Steering Group (FSG)</i>	
2.9	These had been previously shared via GovernorHub and Governors agreed the terms.	
	<i>Governor Training</i>	
2.10	Chair referred to the CPD schedule which had been previously circulated and its importance was stressed. Governors were encouraged to look for gaps in their experience and sign up. Courses were free and tended to get booked up early. Reference was made to 'Getting to Grips with Governance' for new members and those needing	

<p>2.11</p> <p>2.12</p>	<p>to refresh as normal practice is that refresher courses are needed after 3 years.</p> <p>Training in 'Unconscious bias' was flagged up as important- Tuesday 10th November 7-8.30pm.</p> <p>Clerk reminded governors to keep the training record on GovernorHub up to date including any training undertaken in a different setting.</p>	<p>ALL GOVS</p>
<p>3.</p> <p>3.1</p> <p>3.2</p> <p>3.3</p>	<p>Leadership and Management</p> <p>SDP Review</p> <p>HT introduced the draft SDP 20-21 (which had been previously circulated) stating that the four overarching objectives remained the same from last year:-</p> <ul style="list-style-type: none"> • School is outward looking and forms partnerships • Everyone is a leader • Culture of challenge runs through curriculum and • Pupils derive skills through curriculum to be successful future citizens <p>Governors were also informed that some parts of the SDP relating to certain objectives, had been delayed by the pandemic impact and would be rolled forward to this year. The document was colour coded to indicate priorities for autumn term in blue, delayed items (yellow) and work in progress (red).</p> <p>HT highlighted the following areas of SDP:-</p> <ul style="list-style-type: none"> • Equality objectives were stated as being of key importance • School wanted to ensure that children who fell into protected groups make good progress and met targets and outcomes. • Relationships and sex education also had some work to complete. A very successful working party with parents had taken place and a working party with children on the subject was planned following which there would be a presentation to whole parent community. • Zero tolerance of racism- with staff training to support the policy within school • Safeguarding-would concentrate on online behaviour (given current rise in usage)and focus on looking at negative behaviours and addressing these eg online bullying • Curriculum emphasis this year would shift to <i>impact/outcomes of curriculum</i> which had been fully reviewed and developed extensively to make it relevant to pupils' local area. • Testing-even without Ofsted inspections school would be reviewing attainment and progress anyway. Testing was supported by outside moderators and advisors (from AfC or 	

	partner schools).	
3.4	In terms of outreach work and partnerships the HT informed governors of the roles played by Meadlands' staff with outside bodies eg Arts outreach by Michelle Bruce, Laura Liebman in English and Maths, HT being consultant to Kew Riverside School as well as being on the Kingston and Richmond Safeguarding Children Board (KRSCB) as the primary schools representative.	
3.5	In addition the school was completing accreditation for Science and Arts Mark and Platinum status for PE/Sport.	
3.6	HT reported that middle leaders were updating subject policies and also focussing on assessment and that further work was being undertaken to record and understand what age expected or age exceeded model work looked like In Maths, Reading and Writing, DT, Art and Science and Computing to cover both core and non-core areas.	
3.7	The school was ambitious for all and teachers and staff were expected to be learners through CPD and seen as such by pupils. Deputy HT was currently undertaking SENCO qualification training.	
3.8	In terms of priorities HT explained that past half term had been challenging with the priority on safety and keeping staff and pupils happy amidst the requirements of a return to school during the continuing pandemic. Staff and pupil well-being was the priority and therefore certain elements of the SDP (eg some policy updates) would be delayed a little rather than overwhelm staff. Governors understood this approach.	
3.9	School was managing the challenges of having been locked down in Spring and HT had many ideas for addressing issues impacting on staff and children caused by school closure but also invited governors to contribute ideas on this.	
3.10	This term staff were assessing impact on pupils' learning caused by spring lockdown. 'Soft' methods (ie low risk assessment using teaching skills) being used to assess gaps in learning.	
3.11	End of year targets for pupils were planned to be set by Christmas. When gaps in learning were known then school would know how to spend the funding available from DfE. KS 2 had already been identified as an area for small group support using Naomi Kempner who could be used to support with spelling and writing through pupil conferencing. Funding would also probably be used on technology.	
3.12	HT drew attention to final part of SDP relating to exciting new project: School is going to be part of a further accreditation project-AfC's Attachment Award for schools. HT explained that she would be working alongside another 8 schools for a year developing further expertise on	

	<p>attachment awareness. This would build on the positivity in school towards SEND, outreach and awareness of pupils' attachment issues in line with the schools ethos and strengthen behaviour policy and influence SEND practice. Deputy HT advised that as a result of this project additional hours of Educational Psychologist time would be made available to the school.</p>	
3.13	<p>Chair commented that SDP is a sound and thorough document which reflected flexibility as school year progressed and contained key information for all, including Ofsted, to judge the school. All governors were encouraged to know the contents and use it to ask questions of the school team and on which to respond to any Ofsted posed questions.</p>	
3.14	<p>Governor question:- How is staff well-being in current climate and what can governors do to help? HT responded that staff were happy to be back in school with children and a purpose but wellbeing was erratic and changed each week. Levels of anxiety change due to news. Positive cases had occurred in local secondary and primary schools so sense of nervous anticipation existed. Staff personal response to this varied and HT challenge was to keep everyone comfortable. Managing risk but creating sense of normality for children was the challenge.</p>	
3.15	<p>Team was doing a good job and pupil attendance was very good.</p> <p>Staff are managing much more and realistic approach therefore being taken in respect of SDP. HT workload now very much towards staff support. Governor's support is very much appreciated and having Chair and Vice Chair and other governors' support is of critical importance at current time.</p>	
3.16	<p>Chair encourages governors to think of ways kindness can be extended towards school eg serving breakfast, gifts, other help towards school.</p>	
3.17	<p>Governor question:- Are governors happy with the compromises in SDP which have been highlighted or are there others? Governors agreed they were happy with approach currently taken.</p>	
	<p><i>John Cannon joined meeting at 7pm and was welcomed by Chair</i></p>	
3.18	<p>Safeguarding</p> <p>HT reported that Annual Safeguarding Audit would be taking place on 9th October. Update- all staff have been trained to level 2 in September and HT asked all governors to endeavour to be level 2 trained (best practice). HT could deliver this in January 2021. Both Safeguarding and Keeping Children Safe in education (KCSIE) policies had been updated and were on the school's website. Governors should all confirm they have read these documents as they were really important. Clerk to organise via GovernorHub.</p>	<p>All Govs Clerk</p>
3.19	<p>Governor Link Feedback from Safeguarding Audit would be given to</p>	<p>AH/CW</p>

	next FGB meeting in November.	
	Budget/Resources	
3.20	<i>Financial Update- Budget Monitoring/Covid-19 impact</i>	
	Finance report from the Chair was given to governors following the Finance Steering Group meeting on 5 th October.	
3.21	Main points:-	
	<ul style="list-style-type: none"> • School's budget was in a healthy place due to efforts of School Business Manager (SBM) and whole school team • Slight budget underspend (Due to lower staffing costs - one staffing position originally budgeted for was not in fact needed, new staff on lower Pay grades and pay protection case had changed) • Budget at year end forecast was to be -£58 000 but due to underspend and use of some reserves current forecast for year-end was +£2 000 • £130 000 would be carried forward to next year as starting balance • Yr 2 ie 2021-22 shows end of year with +£56 000 and Yr 3 (2022-23) at year end with -£42 000 Chair indicated to FGB that this was not at all unusual where Yr 3 showed a negative balance at year end and indeed always became positive by Yr 3. 	
3.22	<i>Covid-19 impact</i>	
	SBM had applied for Covid-19 grant and £6 200 had already been paid by central government. More central government money was available for tutoring and first tranche of £4 300 had been received. Two more instalments were expected over the next two terms.	
3.23	<i>Nursery Admissions</i>	
	Numbers in the nursery had been reviewed and there were now 18 in nursery with 5 full time and 5 part time pupils looking to start next term. The position was very similar to other schools and the budget had factored lower numbers into the calculations.	
3.24	Regarding nursery build the school was 99.9% certain that funding will not cover the cost of the external space is estimated to be upwards of £25,000. More work is needed to try and produce more funding for nursery build. £9 000 currently allocated but more will be needed.	
3.25	Deputy HT had had meeting with JP concerning whether some of the sports premium money carry over may be available for the outdoor area since plans for the MUGA had been delayed. Extra money may therefore be available as it would contribute to outside physical play.	
3.26	<i>Staff ill health and retirement risk</i>	
	HT reported that there was the ongoing issue of the risk of the school having increased costs in this connection but of the options which had	

<p>3.27</p> <p>3.28</p>	<p>been put to the FGB previously Meadlands was behind the new insurance scheme if others schools should follow. This would result in the current unknown risks being removed and a likely annual cost of £1 200 to cover this. This cost may alter in future years depending on what claims were made. School and FSG pleased a solution was on the table.</p> <p><i>Staff Performance and Pay/Recommendation</i></p> <p>Chair stated that HT had tabled at FSG meeting the recommendations regarding staff pay proposals which the FSG had been happy to support. It was reported that AfC had been slow to distribute paperwork concerning staff pay increases due to cost of living and that the school had acted as quickly as possible to enact recommended pay increases due to increased costs of living.</p> <p>Governor question:- What income would there be from the PTA? Given that events were no longer happening was that impact of this be on schools finances? This issue had been explored in the FSG meeting and PTA activity reviewed. £12 000 had been forecast to be achieved within the budget but it was currently zero. It was likely that this would be scaled back to budget forecast of £6 000 although it was also reported that the PTA would be transferring £7 500 currently in its funds.</p> <p>.....</p> <p>Chair then invited observer and potential new governor John Cannon to introduce himself as the other observers had already one before continuing with the agenda.</p>	
<p>4.0</p> <p>4.1</p> <p>4.2</p> <p>4.3</p>	<p>Quality of Education</p> <p><i>Blended Learning Policy</i></p> <p>SMcG introduced the Blended learning Policy which previously had been shared with governors via GovernorHub. Basically this involved two strands-</p> <ul style="list-style-type: none"> • If pupil self-isolating but well they would receive teacher provided education at home with the same content as in school. • If whole class or school off then Meadlands was already ahead with its 'remote' offer from lockdown in spring including live education, recorded video lessons, storytelling, happiness half hour etc. Yr 2 would now be included in the HHH and a special version had been created for N, R and Yr 1. <p>Some parents had sought more live remote teaching (as opposed to recordings) and school was looking into using google meet but protocols were being checked by AfC and DPO (Data Protection Officer).</p> <p>School was asking itself what would be of greatest benefit to children</p>	

	and which subjects may parents find most challenging to support (lack of resources, intimidating etc) There would be more interaction in those areas if deemed necessary.	
4.4	Where a child self isolates they will be provided with a weekly timetable accessed via the class page, comprising a set of lessons. It includes the learning outcomes sought, provides on-line links and uses BBC resources etc.	
4.5	A survey of parents was being issued on 9 th Oct to discover home resources available. If necessary school would spend money on technological assistance but was also preparing zip wallets for every pupil containing a book for recording their work if away from school.	
4.6	Finally SLT has produced a guide to parents on Google classroom and the launch of the blended learning policy would take place the following week.	
4.7	Governor comment:- Welcomed the cautious approach to Google meet but would be glad to see it used at times of the day where it is of the most benefit and not be over used.	
4.8	Governor question:- Appreciate the flexibility over the handing in of work and the provision of work for children awaiting tests but can children off school for other reasons also access the work? HT responded- yes the timetable is there for anybody to use.	
4.9	Governor question: - Can school teach parents the particular methods the school uses as methods can vary between parents and children? Yes especially regarding maths, examples will be set out for parents to use.	
4.10	Governor comment:- Governor stated that the timetable worked well and had already been used in her family and the plans for children regarding resources and how to support were welcomed.	
4.11	Governor question:- Was there provision for key workers in school if school closes? Very likely this provision will continue in the event of a whole school closure.	
4.12	Governor question: - What was happening regarding disengaged children? Same system as previously used kicks in ie if self-isolation or class closure phone calls will be replaced by online contact to secure engagement. Teachers will have eyes on who is not moving forward and phone calls will be made.	
4.13	Governor question:- what is happening regarding safeguarded children and extra support for them? Regarding safeguarded children with EHCP or SEND there is continued social worker contact and by providing food deliveries or books oversight is continued.	
4.14	Governor question:- Is there any ongoing need eg staff CPD re digital skills? HT responded that teaching staff are fine but support staff digital skills were being checked. Peter Crowley's skills will	

	<p>be shared with whole staff 1:1 if needed.</p> <p>Recovery Curriculum</p> <p>4.15 Head teacher reported that the school had continued in autumn term with summer term curriculum with tweaks. In maths informal tests had been undertaken to find out any gaps in skills or concepts understanding. In English genres had been kept and the expected standard of the previous year appeared at start of pupils' books. DM was now out of class teaching and working with CD to provide extra support of pupils needing it.</p> <p>4.16 Attendance had been good and pupils were happy, engaged and safe.</p> <p>4.17 <i>Assessment</i></p> <p>There would be no assessment until December. Marking feedback policy had just been rolled out and would be concentrating on feedback as it is more constructive to clear up misconceptions quickly whether they applied to individuals or whole classes. Yr 1 will still be doing phonics test in summer as well as any Yr 2 pupils not yet having achieved required level.</p> <p>4.18 <i>Pupil Targets</i></p> <p>Targets for GLD (Good Level of Development) Phonics, Yr 2 and Yr 6 would be set after half term and other year groups targets would be set in December.</p> <p>4.19 Attendance would be reported on at the next FGB meeting but suffice to say attendance had been very good (96.12%). Chair of FGB congratulated school staff on attendance levels and creating a school that parents and children feel is safe.</p>	
5.0	Behaviour and Attitudes	
5.1	Deputy HT informed governors that behaviour remained really outstanding with attendance really strong too. Governors were pleased to hear that wellbeing of pupils also really strong.	
5.2	Questions put forward by PF prior to the meeting would be specifically answered via GovernorHub due to time limitations in meeting but there were currently no areas of concern.	HT
6.0	Nursery Build	
6.1	HT updated governors of progress and that the core team (SMcG, LF and DE) would be having a meeting on 12 th October regarding design as questions had been raised over timber cladding and whether that introduced any potential fire risk. The final design may need to be altered. In terms of timing the build may be slightly delayed. LF thanked for her input.	

7.	Safeguarding and Single Central List Update	
7.1	The updated Single Central List would be signed following the meeting.	Chair
8.	Minutes of the last meeting –	
8.1	The minutes of the last FGB meeting on 16th July 2020 were received and agreed as a true and accurate record and would be signed by the Chair.	Chair
9.	Matters Arising	
9.1	Chair considered all matters from previous Minutes had been covered by agenda. He thanked the potential new governors for attending and they left the virtual meeting. <i>UT left the meeting at 7.45pm</i>	
9.2	The FGB members discussed the new governors' co-option. It was explained that JB had agreed to move from Full Governor status to Associate Member as is the usual status for Deputy HTs. This would then allow all 4 candidates to become new full governors and strengthen and expand the skills base.	
9.3	Governors discussed the proposal and were very impressed with the volunteers who had been recruited and unanimously agreed they should be co-opted.	
9.4	Chair would convey this to the new governors and clerk would advise Governor Support and Inspiring Governance so they would receive the appropriate support. Clerk would send welcome pack and Chair would seek Buddies for each governor from the existing FGB members.	Chair Clerk
9.5	Buddy pairings would be circulated along with Governor Link proposals	Chair
10	Date of Next Meeting	
10.1	The date of the next FGB meeting was agreed as Thursday 26 th November 2020 at 6.00-8.00pm and would be held virtually by Zoom App.	

The meeting ended at 8pm

Signed by the Chair _____

Date _____

Summary of Actions

<i>Item number</i>	<i>Action</i>	<i>Responsible governor/ Associate Member</i>
2.1	Staff governor election	HT
2.3	Governor Link roles circulated	Chair/Vice Chair
2.3	Request for particular gov link role	All Govs
2.7	Govs to sign Code of Conduct by 22 nd Oct 2020	All Govs
2.12	Govs to keep training record up to date	All Govs
3.18	Govs to confirm reading of Safeguarding policy and KCSIE policies Clerk to request confirmation via GovernorHub	All Govs Clerk
3.19	Feedback from safeguarding audit to mtg of 26/11/20	AH/CW
5.2	Questions raised by PF to be answered by HT on GovernorHub	HT
7.1	Sign SCL	Chair
8.1	Sign FGB Mins July 2020	Chair
9.4	Chair to inform new gov's of co-option Clerk to send welcome pack Buddy pairings with new gov's to be set up	Chair Clerk Chair

List of documents:-

- FGB Minutes of 16th July 2020
- Head Teacher's Report October 2020
- Draft Meadlands SDP 2020-21
- Draft Blended Learning Policy at Meadlands
- Meadlands FGB Code of Conduct 2020-21draft
- Meadlands Draft FGB Terms of Reference 2020
- Financial steering Group Terms of Reference draft
- Governor Links Terms of Reference draft

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