

The London Borough of Richmond upon Thames

Meadlands Primary School

Minutes of the meeting of the Full Governing Body held via Zoom App on Thursday 16th July 2020 at 7.00pm

Constitution, Membership and Attendance

PARENTS -2	LA-1	STAFF-2	COOPTED -8
Annabelle Hughes (AH)	Penny Frost (PF)	Sophie McGeoch (SMcG)	Charlotte McIntyre (CMcl)
Nigel Seymour (NS)		Sarah Taunton (ST)	Carolyn Dodds (CDo)
			Richard Smith (RS)
			Andree Frieze (AF)
			Ulrich Tiedau (UT)
			Jess Bunker (JB)
			Chloe Walkom
			Lisa Fairmaner

bold = absent

Apologies: None

Absent without apologies: None

Also Attended: Wendy Norman (Clerk)

1.	Apologies and Declarations of Material Interest	Action
1.1	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.	
1.2	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 open items on Actions Log many of which related to outstanding governor link visits which could not be undertaken due to school closure and would be closed and recreated in Autumn.	
2.2	Training record of governors ongoing and all encouraged to add in their training on GovernorHub.	ALL
2.3	Most recent minutes would be signed when Chair next in school. Chair to complete bullet point headlines of FSG meeting of 9th March.	Chair

2.4	Swimming query-closed off as lessons not taking place. Due to Covid-19.	
2.5	Nursery build ongoing item with update later in agenda from LF.	
3.	<p>Leadership and Management</p> <p><i>Update on plans for full return to school in September</i></p> <p>3.1 The HT was thanked for her concise and detailed plan shared previously on GovernorHub and commented on by governors. After much iteration it was now ready to be shared with parents if governors agreed the plan.</p> <p>3.2 Main headlines:-</p> <ul style="list-style-type: none"> • Children in Yrs 3, 4,5 and those not yet in school would be given chance to meet with HT and Dep HT JB prior to start of term to reassure and create bespoke return to school plan/risk assessment if necessary. • School attendance was mandatory and HT welcomed this move by Government as it made position clear and school's job easier • From start of term hubs would be 30 children, therefore conventional class. This eliminates cross contact but position would be reviewed and this could expand eventually. • Staggered starts, breaks and lunch breaks which had been reviewed following governor comment on GovernorHub. • Hot lunches would resume-part of an already successful routine with lunches delivered to classrooms and no bottleneck in hall. • Classroom layout altered Yrs 2-6 now forward facing. Yr 1 not forward facing as will still be completing some EY curriculum but policy of containment/shutdown if any incidents arising from non social distancing. • Curriculum for September not yet finalised-reflection time needed over summer but there was no intention of narrowing curriculum-arts and sport very important. 2 hrs PE on top of breaks per week. Foundation subjects to be taught in afternoons. More research to take place on recovery curriculum. PATHS curriculum to be used from N to Yr6 for the first half term. • Visitors would not be allowed on site including parents (unless SG visit). Ed Psychologists etc needing to visit would be risk assessed/inducted first. • 'Meet the Teacher' would happen virtually • All children to bring in own resources • Breakfast Club reinstated but changed activities and remain in distanced hubs. • After school clubs not restarting-Fit for Sport (FFS) meeting over 	

	<p>summer. School would see how Summer Camp goes as first step. (25 children pw in 2 hubs)</p> <ul style="list-style-type: none"> • Re sickness and absence-Covid page now on school website • AfC had shared risk assessments with all schools and HT to check Meadlands is in line with AfC current protocols. DE and HT reviewing it before term starts. 3 days INSET at start of term to fully prepare and brief staff inc level 2 safeguarding on Tues 1st sept to which all governors were invited. • Phonics test for Yr 2 would take place in Oct and in summer as well as for Yr 1.-(announced by Government previous day.) • R would be assessed for GLD • Yr 4 tested on multiplication tables • Yr 6 would be sitting SATS tests. <p>3.3 Governor question:-Are other Ham primary schools following a similar model ie is there close working between HTs? Yes-much liaison.</p> <p>3.4 Governor question:-What happens about volunteers going into school? Deputy HT explained a survey of existing volunteers was to take place with a view to reinstate them after autumn half term subject to safeguarding issues and social distancing requirements- suitable position needed to be found, not in classrooms. In meantime reading lists being provided to parents.</p> <p>3.5 Governor question:- Could live video links be used? Peter Cowley would be advising on which IT platforms could be used/shared with parents</p> <p>3.6 Governor question:-Would there be Yr 5 multiplication tests. No</p> <p>3.7 Governor question:- Re curriculum did HT have any sense yet of where gaps might be with pupils? Difficult to tell as likely to be different between pupils. HT explained that Meadlands had been forward facing in teaching during past term and not just doing revision therefore not too much review required just keep progressing forwards. HT and Deputy HT ST would be updating the assessment cycle. Previously it was December, Easter, summer and it would be likely to return to half termly in the short term to assess what was needed. Parents would be made aware of the process. Closing the Gap model had been v successful and would assist more generally now.</p> <p>3.8 Governor comment:- Individuals having been helped over past weeks should save school some work in going forwards.</p> <p>3.9 Governor question:- Given mandatory attendance from September- would school be issuing fines for nonattendance? No- school planned to work with AfC and parents re absentee families as has previously been</p>	All Govs
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	<p>undertaken. Fines are however in school policy if required.</p> <p>Governor comment:- Pleased there was flexibility as school would not want sick children in school. Attendance is likely to be down next term.</p>	
3.10	<p>Governor question:- How would governor business eg re visits be undertaken? SIP not on site yet-will start in Sept if schools willing-Meadlands is. Question re governors needs working out <i>how to</i> undertake visits.</p>	
3.11	<p>Governor comment:- Important to be able to respond to any Ofsted question such as “how do you know...” if you haven’t been in to school to witness. Governors would obviously need to follow any protocols and actions.</p>	
3.12	<p>Governor question:- How is school responding to family concerns over child’s return to school?-the meetings already mentioned by HT.</p>	
3.13	<p>Governor question:- Is school monitoring mental health of children? Yes- HT, DM and CD all strong in this area. Of great importance presently. As well as weekly phone calls to children with anxieties the wellbeing aspect of curriculum followed the “listen, watch, wait” approach. Key worker r hubs being expanded had helped many anxious children already by reducing their time away from school.</p>	
3.14	<p>Governor question:-What anxieties had been witnessed by staff? HT responded that disruptive sleep, fear of leaving house, bereavement (2 families), and separated parents issues had been witnessed.</p>	
3.15	<p>Governor comment:- The protocol regarding use of public transport was quite ‘kind’ and bearing in mind desire to keep school Covid-19 free perhaps wording could be strengthened in this regard. HT acknowledged this advice and explained that a Travel Plan had to be submitted as part of Nursery Build application. School was hoping to have the Bronze travel award by September. And also a pedestrian crossing outside school (but not by next year). Raising awareness of children about travel to school to be undertaken next year.</p>	
3.16	<p>In conclusion Governors commended the HT and staff for their work on the Return to School Plan and Governors agreed with the HT’s Return to School Plan and that it should be shared with parents.</p>	
	<p><i>Engagement</i></p>	
3.17	<p>Deputy HT ST then presented a short report (shared prior to meeting on GovernorHub) on pupils engagement with school and reported a very positive overall picture.</p>	

3.18	Only 7 non engaged pupils in school representing about 3% of school community.	
3.19	<p>The presence of a Key Worker hub had really assisted with engagement it was reported. Information from that experience had been passed on to the new class teachers of the relevant children.</p> <p>Governors congratulated the staff on producing this positive outcome and Chair thanked deputy HT for her report.</p> <p><i>Fit for Sport summer provision</i></p>	
3.20	HT updated governors with progress on this item and had meeting with Monty following day having already circulated the Risk Assessments. This covered Induction, access to building, verbal induction to other staff etc. Leader and supplier were trusted and DE would be on site over summer.	
3.21	<p>Governors agreed they were happy with the plans for summer camp provision.</p> <p><i>Summer 2020 SIP report</i></p>	
3.22	This report had been circulated prior to the meeting and HT explained that it mirrored the SDP and was prepared annually.	
3.23	Much of its contents would be rolled into SDP for next year eg recommendations on Middle Leaders and deep dives into 4 subjects by individual teachers.	
3.24	HT reported that excellent work had been undertaken by staff and this work would be implemented in years N to Yr 6 led by the subject experts. Data being used at start of September term is from Spring. July out turn not known as no SATS.	
3.25	Governor comment:- School must not lose sight of potential future Ofsted inspection even though inspections have been pushed back.	
3.26	Governor comment:- SIP report is very good and positive about the school and its team. This was recognised across the community and school SLT was thanked. Staff thanked governors for their contribution to success of school.	
3.27	Governor comment:- re Key areas for improvement-did school need any assistance from governors? HT to share draft SDP in Sept, check governors views on it and invite governors to then check its implementation in school.	HT/Govs
3.28	Governor question:- Regarding induction of new staff- had anything been learned from past year and why teacher left? Yes- now mentors for the new NQTs and mentors would be provided for all staff whether	

	new to school or new to a team.	
3.29	Governor question:- In context of Black Lives Matter movement how can issues behind this be approached in school if the lived experience is not within the workforce? HT acknowledged the importance of this and a governor referred to how this was being dealt with in her workplace. HT to liaise with governor whose experience may assist.	HT/LF
3.30	Governor comment:- This same consideration would be taken into account as part of upcoming governor recruitment.	
3.31	Deputy HT with PPG responsibilities informed governors that as part of discussion group on BAME, AfC had collected resources together to support schools and she would be delving further into this.	
	<i>Middle leadership update</i>	
3.32	<ul style="list-style-type: none"> • 1 staff member leaving, • 2 NQTs starting and have already been on site for 3 weeks. HT observed lessons- staff doing well. Mentoring programme and induction taking place. • One staff member pregnant and OT monitoring to check she is safe. Staff member's expertise would be shared with other staff. • LL been undertaking moderation work for LA. • MB became Arts Advisor for LA as well as Meadlands teaching. 	
	<i>Staffing Updates</i>	
3.33	As above	
	<i>Nursery Admissions 2020</i>	
3.34	HT explained that as reported to the FSG the previous Monday, numbers confirmed for nursery admission in September were down on last year (13 for morning and 4-6 for afternoon). This would leave a big financial impact on school's income unless numbers rise. There were 8/10 more or who would probably be joining when they turned 3 yrs. old (after half term/Christmas). Local and national picture the same. With return to work, numbers were likely to increase.	
3.45	FSG action point was to review position in September and in meantime school, parents and governors were being encouraged to publicise the available places.	
3.45	Governor comment:- Could hours be changed slightly to make it more appealing to parents? Yes this was possible and would be considered one month in to new term as well as possibly reviewing the 30hr pw model.	
4.0	Quality of education-SEND	

	<i>Engagement</i>	
4.1	An update on SEND engagement had been circulated prior to the meeting via GovernorHub.	
4.2	Deputy HT with SEND responsibilities reported that it showed 27 of the 30 SEND pupils were engaged fairly fully with school with reasonable adjustments having been made.	
4.3	Governors were informed of the context of the remaining three pupils (see separate confidential Minute) Dep HT reported that the school had gone above and beyond in trying to look after the other two pupils' engagement.	
4.4	27/30 pupils engaged was regarded as a good result given the challenges posed and governors acknowledged this.	
	<i>Risk assessments</i>	
4.5	Risk assessments had been undertaken. <ul style="list-style-type: none"> • 19 children in total- 8 with EHCP, 11 on Register. • Of the 8 EHCP children 2 were fully engaged at home, 5 were in school and 1 not engaged at home • Of 11 Register pupils 7 were in school, 2 others were fully engaged in home learning and 2 were not engaged. 	
	<i>Transition plans</i>	
4.6	Plans had been successful in spite of changes system. Amy Rowles of NHS (emotional wellbeing practitioner) had supported transition of all SEND children and especially those more vulnerable.	
4.7	There had been more children with EHCP this year and there would be 4 fewer from September with possibly one additional into Reception. EHCPs being carried over until autumn. Funding would therefore be affected.	
4.8	Governor question:- Would fewer EHCP pupils mean fewer LSAs? -Yes possible though SBM trying to find ways of keeping current levels. Needs requirements forms for 3 pupils now and 2 more later being worked on.	
4.9	Governor question:- Would current LSAs need further training? Not necessarily- school had moved away from 1:1 unless v specific need. It was explained it was better to have different adults working with children to reduce over dependence issues and broaden experience.	

4.10	A short discussion took place over the kinds of needs of the likely new ECHP children.	
4.11	Deputy HT was thanked for her report and commended for her and the school's success with SEND pupil engagement.	
5.0	<p>Budget/Resources</p> <p><i>Budget Monitoring</i></p>	
5.1	FSG meeting had taken place on 6 th July. Chair explained that normal monitoring was occurring.	
5.2	<p>Headlines</p> <ul style="list-style-type: none"> • Covid-19 had impacted income by -33%. SBM had been working hard to reduce expenditure and overall expenditure was balanced against loss at present. • If Nursery numbers remain as they are the school would be £ 33 000 worse off. Position to be reviewed in September. • Covid-19 grant of £6 000 for expenditure been claimed, more grant funding perhaps in autumn • Risk had been highlighted of rule changes on staff ill health/retirement costs increasing costs on schools. More information awaited from Schools Forum/AfC over summer. • School contributing £20 000 to Nursery Build but on top would be outdoor space costs <p><i>Wrap around care</i></p>	
5.3	Operation of Summer camp would inform school about possibilities for wrap around care decisions in autumn.	
5.4	<p><i>Update on Grants</i></p> <p>No other grant applications to be reported on.</p> <p><i>Nursery Build</i></p>	
5.5	<p>Governor link for Nursery Build reported on progress to FGB.</p> <ul style="list-style-type: none"> • Meeting between school (HT, DE, DM and LF) and architect had taken place. Architect making modifications to design as a result. • Survey visits to take place and be undertaken safely. • School working closely with architect and LA re build programme and different build methods to speed process. <p>Governor link thanked for her important contribution to process.</p>	
5.6	<p>Governor question:- On school budget generally does £30 000 shortfall take account of lower contribution from Friends of Meadlands (which would normally be £ 10-20 000 pa)? Yes, much lower this year due to cancelled events but the sponsorship event had been very successful raising £3 600 and parents were thanked by HT for this.</p>	

6.0	Behaviour and Attitudes	
6.1	There was no update to report.	
7.0	Personal development	
	<i>Governor report to parents</i>	
7.1	Chair of FGB reported that his letter to parents would be issued in following week before end of term. It would refer to the previous school year, the past few weeks and the school year to come. Chair would be liaising with HT over content and letter would be shared with Governors via GovernorHub. Governors were invited to suggest ideas for inclusion. Governors wished reference to be made to the community spirit evident in past weeks and the whole school community pulling together. The school's team effort and openness and the families' response had enormously helped during the previous dark days and should be celebrated.	Chair
7.2	Other suggestions to be sent to Chair. <i>Governor membership/recruitment</i>	All Govs
7.3	Regarding the impending vacancies, recruitment of 3 governors was to take place via school website, Inspiring Governance and Governor contacts. Skills desired had already been discussed at previous at FGB meetings.	
7.4	Governor link for SEND/PPG was invited to set out what the role entailed as this would be a role needing to be taken on by another governor. CDo described it as a very rewarding role with the objective of making education available to all. Much positive change had occurred within the school in this area in the time she had been undertaking the role.	
7.5	This may be a role to be taken on by a newly recruited governor and recruitment advert would be amended in this regard. <i>Governor training</i>	
7.6	FGB Clerk updated governors on training:- <ul style="list-style-type: none"> • No AfC training in person during autumn-all would be virtual • New schedule would be circulated by AfC by end of July • 'Getting to grips with Governance' would be available in autumn • As well as AfC online training there was also NGA Learning Link offering courses. Link to be sent to Governors by clerk • All governors needed to undertake Safeguarding level 1. 	Clerk
8.0	Safeguarding	
	<i>H&S</i>	
8.1	Required checks were being undertaken for summer and before start of	

	Autumn term. <i>SCL</i>	
8.2	The Single Central List would be signed following the meeting when Chair visited school before school term ended.	Chair
9.0	Minutes of the Last Meeting	
9.1	The minutes of the last FGB meeting on 11 th June 2020 were received and agreed as a true and accurate record and would be signed by the Chair.	Chair
10.0	Matters Arising	
10.1	There were no matters arising from the Minutes.	
10.2	A short discussion took place on the subject of the parents/carers/staff surveys where survey feedback had been very positive about the school.	
10.3	Governors congratulated the staff on these survey results and also discussed how to raise awareness amongst parents of the role of governors and the governing board.	
10.4	Governor comment:- Survey results are very good but 20% pupils and parents say 'challenge' is not always there. Is this to be expected? HT responded that this question often brought this response in spite of improvements to area of challenge and there were many reasons why even more was sought-the good point was that the pupils were mature enough to realise they wanted challenge.	
10.5	The last part of the meeting recalled the excellent work that had been done by and huge contribution made to the school by the three governors for whom this was the last meeting- Charlotte McIntyre (previously Chair of FGB) Carolyn Dodds (former Chair of T&A committee) and Richard Smith.	
10.6	The HT and Chair both thanked the governors individually for their commitment recalling their most important contributions and their attributes in helping to steer the school to where it stood today.	
10.7	The outgoing governors wished the school great success going forwards, to continue to strive and that the role had been rewarding.	
10.8	Chair closed the meeting wishing all a good break over the summer and requesting that SLT filtered the FGB's gratitude to all staff for their work undertaken this year and especially in the past few months against the background of the pandemic.	
11.	Date of next Meeting	
11.1	It was agreed that the Chair, Vice Chair and HT would discuss dates for	Chair/HT/

	next year's meeting cycle and these would be circulated by end of July 2020	Vice Chair
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The meeting ended 9.10pm

Signed by the Chair _____

Date _____

Summary of Actions

<i>Item number</i>	<i>Action</i>	<i>Responsible governor/ Associate Member</i>
2.2	Govs to complete training record on Governorhub to keep it up to date	All
2.3	Chair to sign last FGB mins and prepare summary of March FSG meeting	Chair
3.2	Govs invited to undertake level 2 safeguarding on Inset day	All Govs
3.27	SDP review and comment-Sept	HT/Govs
3.29	Gov HT discussion re BLM considerations	HT/LF
7.1	Chairs report to parents	Chair
7.2	Governor suggestions to Chair on report to parents	All govts
7.6	Circulate NGA Learning Link details to govts	Clerk
8.2	Sign SCL	Chair
9.1	Sign FGB Mins June 2020	Chair
11.1	Meeting dates for next year	Chair/HT/Vice Chair

List of documents:-

- FGB Minutes 11th June 2020
- Actions Log 24th June 2020
- FSG Meeting draft summary 6th July 2020
- HT Report July 2020
- Return to School document July 2020
- Health and Safety Summary DE 15th July 2020
- Headlines-lack of Engagement Headlines document July 2020
- Fit For Sport Summer camp Documents
- Fit for Sport Covid-19 on site safety checklist summer camp 2020
- Fit for Sport Risk Analysis and Management summer camp 2020
- PPG Strategy report 2019-20 end of year review
- SEND Engagement-summer 2020
- Summer 2020 SIP Report
- SDP updated July 2020
- End of year Surveys

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