

The London Borough of Richmond upon Thames

Meadlands Primary School

**Minutes of the meeting of the Full Governing Board held via GovernorHub
governance portal between 12th-16th March 2020**

Constitution, Membership and Attendance

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

Wendy Norman (Clerk) prepared Minutes from comments/questions/approvals posted on Governor Hub's Meadlands' Noticeboard

1.	Apologies and Declarations of Material Interest	Action
1.1	There were no apologies. Nine out of 12 governors shared views via GovernorHub and in addition the Chair made proposals and comments in his email of 5 th March to FGB informing of the change of meeting format.	
1.2	Meeting took place during time of unprecedented pressure on school and governors in light of the escalating Covid-19 pandemic and its impact.	
1.3	The agenda reminded Governors 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.	
2.	Actions Log	
2.1	All governors had been asked to review the Actions Log which had previously been circulated via GovernorHub portal.	
2.2	Actions which had become closed since last meeting included:-	

<p>2.3</p> <p>2.4</p> <p>2.5</p>	<ul style="list-style-type: none"> • Governor Link visit and report on Staff development and Wellbeing • Governor Link visit and report had been undertaken relating to Relationships , Sex and Health Education – (parent meeting) <p>There were a number of open actions, two of which were to be closed imminently with completion of reports:-</p> <ul style="list-style-type: none"> • Governor Link visit (meeting) on Writing curriculum had taken place during w/c 9th March 2020 • Governor Link visit re Science (Learning Walk) had taken place during w/c 9th March 2020 <p>Also</p> <ul style="list-style-type: none"> • Healthy Living/Sport/PE Governor Link Visit confirmed as being arranged by Link Governor <p>Actions remaining open include:-</p> <ul style="list-style-type: none"> • H&S Governor Link Visit and Report-(action from November) • SAR request form (Data protection)on website • Training record update by governors <p>Actions log would be updated.</p>	<p>CMcl</p> <p>RS</p> <p>UT HT ALL</p> <p>Clerk</p>
<p>3.0</p> <p>3.1</p> <p>3.2</p> <p>3.3</p>	<p>Matters for Approval</p> <p><i>Minutes of Last Meeting</i></p> <p>The minutes of the last FGB meeting on 30th January 2020 were received and subject to one factual amendment relating to numbers of children achieving GLD at year end they were agreed as a true and accurate record and would be signed by the Chair.</p> <p><i>Appoint new co-opted Governor</i></p> <p><i>Governors agreed with the Chair’s proposal of Lisa Fairmaner as a new co-opted governor with immediate effect.</i></p> <p><i>Governor comments:-</i> “An excellent appointment” and her contribution would “bring great knowledge and strength to the team”.</p> <p><i>Review SFVS and approve for Submission to AfC</i></p> <p>The SFVS shared via GovernorHub was reviewed and agreed by the Governing Board following the Finance Steering Group’s consideration of it at its meeting on 9th March. (minutes of which meeting to be shared</p>	<p>NS</p>

	<p>via GovernorHub see 4.1 below)</p> <p>Approve 2020/2021 Budget</p> <p>3.4 The draft 2020/21 budget had been discussed by the Finance Steering group at its recent meeting and was shared on GovernorHub prior to the FGB meeting.</p> <p>3.5 The Deputy Chair of FGB and member of FSG highlighted the "Comparisons" tab on the Budget. This provided a summary of expenditure and income over a number of years and showed a surplus (of £57,000 or 4.1%) at the end of Year 1 (2020/21), a slight deficit at the end of Year 2 (just under £5k) and approx £92k deficit at the end of Year 3. Governors were informed that this was quite a typical position to be in at this stage of budget planning.</p> <p>3.6 Governor comment:- The school was still in a good financial position and thanks were recorded to the School Business Manager for her hard work and success and all those in financial management team too.</p> <p>3.7 The Governing Board agreed the Budget for 2020/21</p>	
<p>4.0</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p>	<p>Matters to Note</p> <p><i>Receive and Note FSG meeting notes</i></p> <p>Due to the escalating Covid19- situation and Chair's workload and supporting HT during this time these Notes were not available to the meeting but would be shared on GovernorHub in due course.</p> <p><i>Receive and note Governor Visits undertaken since last meeting</i></p> <p>Staff Development and Wellbeing</p> <p>Link Governors had undertaken a visit on 5th February and their report had been shared via GovernorHub.</p> <p>Sex and Health WP visit</p> <p>Link Governor had undertaken a visit during a parent meeting on 31st January and the report had been shared via GovernorHub.</p> <p><i>Receive and note HT report on school's Covid19 contingency planning</i></p> <p>HT had shared with Governors on 7th March an updated C-Virus risk assessment which was RAG rated and included actions to be taken by the school should the virus be detected in school.</p>	<p>NS</p>

4.5	<p>In addition and with the escalation of Covid-19 outbreak the HT shared on 14th March both an update of how Covid-19 was affecting the school (Numbers of pupils staying at home etc, trip cancelled) and confirmed as at 14th March there had been no positive Covid-19 test results from anyone in the immediate Meadlands' community.</p>	
4.6	<p>HT also kept FGB informed of discussions taking place with FGB Chair and subsequently shared a document relating to School Closure Risk Assessment on 14th March.</p>	
4.7	<p>Governor comment:-Thanks for sharing the document and it was clear that a tremendous amount of thought and care had gone into this, as well as trying to second-guess all the potential difficulties.</p>	
4.8	<p>Governor suggestion:-Could the information about managing expectations on parents during school closure be set out in some form of flow chart which includes flexible suggestions for parents on how they can manage to keep the work going with their children, and maybe work set could indicate what is essential to be completed each day/each week?</p>	
4.9	<p>Governor comment:-Are there any contingency arrangements for parents who have to fall back on child care for their children with, say, grandparents who are not inclined to sit and do classwork with them?</p>	
	<p><i>Receive and note HT report on Attendance and Exclusions</i></p>	
4.10	<p>The Deputy HT shared the document Persistent Absence Overview 2019-20 on GovernorHub on 9th March.</p>	
4.11	<p>Deputy HT summarised it in a GovernorHub noticeboard posting as follows:-</p> <ul style="list-style-type: none"> • Section 1 overview of whole school attendance figures for each term (broken up into whole school, SEN and PPG). Green coloured percentages show higher attendance than previous year and red lower percentages • Section 2 details number of persistent absentee (PA) children for each half term. A child is classed as a PA child if their attendance falls below 90%. Number of sessions indicates how many sessions children have had to have missed from the start of the academic year, to have fallen into this category. There are 2 sessions per day, so 20 sessions equates to 10 days absence. If current PA figure is highlighted in green this indicates school has fewer PA children than the same point last year, and red that school has more. (local and national PA figures included as a cross reference) The Spring A had not been updated as not yet received this information from AFC • Section 3 -an overview of staff sickness, which is broken up into 	

	<p>staff sickness and staff being signed off. Included are number of staff and % for each half term, then broken this up by who and how many days of sickness they have had, along with the average staff sickness for each period. Not included - staff that have been signed off in the overall average.</p> <ul style="list-style-type: none"> • Section 4-overview of any internal exclusions in school 	
4.12	<p>Governor question:- Regarding the attendance PAs - note that the main PAs fall into Reception, Years 3 and 4. Do these relate to siblings of a small number of specific families, or whether some parents share a sense that their children's attendance in those year groups may be less important? The school response would be different depending on the reason the school believes lies at the root of this non-attendance.</p>	
4.13	<p>Response from Deputy HT -Out of the 18 pupils who fall into the Spring A persistent category, 4 of these are siblings. Therefore there does not seem to be a sibling trend, but they are specific families who appeared on this list last year as well and the school is continuing to work with them.</p>	
4.14	<p>7 of the PA pupils have absence due to unauthorised holiday at the start of the year.</p>	
4.15	<p>As at 13th March school had 16 PA children, which equates to 7.72%, showing that PA attendance figures were dropping and are more inline in with previous year.</p>	
4.16	<p>Of these 16 PA, 5 were reception children. However to note- 1 pupil left in Autumn B and 2 pupils currently are not yet at the compulsory school age of 5. The 2 pupils who are 5, have both been hospitalised - one for the removal of his tonsils and the other for salmonella.</p>	
	<p><i>Receive and Note HT Note to Governors</i></p>	
4.17	<p>The HT had shared on 7th March a Note updating FGB on key issues relating to:-</p>	
4.18	<p><i>Curriculum</i></p> <ul style="list-style-type: none"> • continuing deep dive into PHSE, The Arts (progress towards Arts Mark) PE (JP working towards Platinum PE Mark), Science (imminent visit from schools SIP to review curriculum, standards and leadership in science) • Reading writing and maths core subject-standards being maintained <p><i>Other events</i></p>	
4.19	<p>HT report updated on school trips and visits. HT also raised a particular question for governors on the subject of school swimming lessons and</p>	

	<p>the school's proposal (following consultation with parents of Yrs 2-5 pupils and the involvement of staff and two governors) to alter the way swimming lessons were delivered in order to enable non swimmers more chance to make progress and all children the chance to meet the national standard by Yr6 as well as maintain support for the gala squad.</p> <p>4.20 It was proposed to be introduced in September and reviewed after one year.</p> <p>4.21 Governors agreed with this proposal.</p> <p>4.22 Governor comment:- As former swimming instructor to Meadlands' children, strong backing for the proposal and drew attention to the non-competitive Richmond Swimming Club held at Teddington Pool (where teaching is free) which may be of interest to Meadlands' parents who want to back up the swimming skills received from the school. HT agreed to inform Meadlands' parents of this club.</p> <p>4.23 Governor comment:-HT stated that SBM is looking into ways to keep to the £25 cost per block. Presumably this is achievable.</p> <p><i>Standards in teaching and Learning</i></p> <p>4.24 HT reported on spring term performance management observations (50% undertaken and particular strength in Reception and Yr6)</p> <p><i>Workload and Wellbeing</i></p> <p>4.25 HT informed governors that Staff Workload and Wellbeing working party met monthly and were recently considering outcomes of staff survey and what issues could be influenced (see Governor Link report). School policy on Marking and Assessment being reviewed.</p> <p><i>Staffing</i></p> <p>4.26 HT reported to governors that one teacher had resigned and left the school and as a result various staffing changes had taken place until a new teacher is recruited.</p> <p>4.27 Governor suggestion:- Completely agree with making changes that are likely to have least disruption to pupils. It would be good to hear about the impact these changes have had within the school at the next FGB, including anything that can learned. HT responded stating that she would be happy to share the impact on staffing at next FGB. She further explained that the balance of stability in the classroom 'v' leadership time for staff who hold important roles is the key challenge as there is a reduction on leadership time meaning staff are needing to support each other more than ever and be more selective in our prioritising. The majority</p>	<p>HT</p>
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	<p>of the learning from the experience was being fed into the recruitment process and HT had spent a lot of time reflecting and revising our interview day with Chris Byrne (Advisor) and the SLT. Feedback on issue would be provided to next FGB meeting.</p> <p><i>Nursery Build</i></p>	
4.28	Funding had been confirmed for the rebuild of the nursery building and the initial planning meeting was due to take place on 11 th March. The project was likely to take 18 months with possible build start date of April20/21 to open in Sept 2021. Governors would be kept informed.	
4.29	<p>Governor comment:- FGB agreed this was great news-congratulations to staff and all involved.</p> <p><i>Governor Visits</i></p>	
4.30	HT requested the following governor visits to take place Sport and HL Assessment and marking Maths Mastery	
4.31	Link Governor for Sport and HL confirmed he would arrange visit to Sport and HL.	RS
4.32	AH volunteered to visit for either of other two subjects.	AH
5.0	Governance	
5.1	Governors were reminded by the agenda to review and update their training record on GovernorHub, upload any training certificates, and book appropriate training.	ALL
6.0	Safeguarding	
6.1	The Single Central List would be signed following the meeting.	NS
7.	Date of Next Meeting	
7.1	The date of the next FGB meeting was agreed as Thursday 7th May 2020 at 6.00-8.00pm.	

The virtual meeting ended 16th March

Signed by the Chair _____

Date _____

Summary of Actions

<i>Item number</i>	<i>Action</i>	<i>Responsible governor/ Associate Member</i>
2.3	Governor visit report-writing	CMcl
2.3/4.32	Governor visit –Sport/HL	RS
2.4	Governor visit- H&S (action from November)	UT
2.4	SAR request form (Data protection)on website	HT
2.4	Training record update by governors	ALL
2.5	Actions log to be updated	Clerk
3.1	Sign minutes of 30.01.20	NS
4.1	Notes of FSG meeting on GovernorHub	NS
4.27	Agenda item for next mtg-feedback on staffing	Clerk/HT
	Governor visits before next FGB meeting	
4.31	H&S	UT
	PE/Sport/HL	RS
4.32	Assessment and marking	AH
6.1	Sign SCL	Chair

List of documents:-

- Email to Governors from FGB Chair 6th March 2020
- FGB Minutes 30th January 2020
- Actions Log 05.03.20
- HT Notes for FGB March 2020
- Meadlands budget 2020/21
- Meadlands SFVS 2019-20 expected out turn data
- Governor Visit report-Staff Development and Wellbeing
- Governor Visit Report-RSE parent meeting
- Persistent Absence Overview 2019-20
- Coronavirus Risk Assessment
- Covid-19 RMP Fit for Sport
- Staff Self declaration Coronavirus
- School Closure Risk Assessment

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