

The London Borough of Richmond upon Thames

Meadlands Primary School

Minutes of the meeting of the Full Governing Board held at the school on
Thursday 28th November 2019 at 7.30am

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)

bold = absent

Apologies: Richard Smith

Absent without apologies: None

Also Attended: Wendy Norman (Clerk)

JoG arrived at 7.50am

1.	Apologies and Declarations of Material Interest	Action
1.1	Apologies were received and accepted from Richard Smith.	
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.	
2.	Leadership and Management	
	<i>Leadership</i>	
	SDP Update	
2.1	HT referred to the SDP which had been shared via GovernorHub prior to the meeting and explained the progress that was being made on the SDP objectives.	
2.2	This term had focussed on Middle Leaders and the schedule of work. Four areas had been selected for 'deep dive' work for the current	

	<p>academic year:-</p> <ul style="list-style-type: none"> • PSHE, • PE, • Science • Art and Design technology. <p>2.3 Governor question:- Was the core curriculum of Literacy, Maths and Science still key? HT confirmed they are key and 'deep dive' areas are in addition to the core.</p> <p>2.4 Next year the areas for 'deep dive' would be Humanities, Music, Spanish and Computing. School was concentrating on 4 areas at a time to achieve quality and within resourcing.</p> <p>2.5 Governor question:- Were the other areas still considered though? Absolutely-subject planning, book looks and other consideration still there but not in the deep dive until next year.</p> <p>Governor comment:- A good approach and very clear course of action.</p> <p>2.6 Governor question:- Are the skills available to address the 4 focus areas eg leadership? One teacher identified as weaker on leadership. This was addressed in SIP's report and Chris Byrne was to be used for training on this.</p> <p>2.7 Governor comment:-The approach relates well to the upcoming governor visits and vice versa.</p> <p><i>HT Performance</i></p> <p>2.8 It was reported that objectives had been set for HT performance and the next meeting of the panel would take place in March 2020.</p> <p><i>Safeguarding</i></p> <p>2.9 Safeguarding continues to be a priority both in and out of school. DM taking on increasing responsibility including oversight of the club providers to make sure their own safeguarding is at same level as Meadlands' high standard.</p> <p>2.10 Celia Day had now left the school after many years service and Claire Davies had become the Pastoral Leader. HT reiterated that Safeguarding Audit was important and the last one was completed in July 2019 with report finalised in November and available on school website. Governor Visit (AH & CW) reviewed the Michelle Robbins Audit in their last Governor visit in October 2019.</p> <p>2.11 It was reported that the annual H&S walk with a Governor is outstanding, UT to organise. However H&S walks with the HT and Premises Officer happen at least monthly.</p>	UT
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<p>2.12</p> <p>2.13</p> <p>2.14</p> <p>2.15</p>	<p>The main Safeguarding Audit would next be undertaken in 2020.</p> <p>Current queries around safeguarding are:- How do adults come in to school to collect children after clubs and how do attendance records transfer between schools?</p> <p>Pupil survey showed that children very well understand safeguarding measures and who and how to tell an adult if there is any problem.</p> <p>Safeguarding priority for the year is Health and Wellbeing with online safety also continuing to be a focus.</p> <p>Governor comment:- Safeguarding priority is not listed in SDP and perhaps it should be?</p>	<p>HT</p>
<p>3.0</p> <p>3.1</p> <p>3.2</p> <p>3.3</p> <p>3.4</p>	<p>Budget/Resources</p> <p><i>7.50am School Business Manager arrived</i></p> <p>Budget and Finances</p> <p>The budget monitoring document updated at 6th November had been shared with the FGB on GovernorHub. Highlight:-</p> <ul style="list-style-type: none"> • Healthy budget continuing • No virements <p>The Finance Steering Group had met and undertaken a deep dive into finances and there would be some additional costs this year however there was also to be some additional income emanating from:-</p> <ul style="list-style-type: none"> • AfC as some funds were being distributed to schools from the staff insurance pot. • More sponsored events • Nursery income growing as a result of full take up of places. <p><i>Grants</i></p> <p>Governors were updated on grant application progress where the 2nd stage had been reached of Marathon funding for £20 000 grant application for MUGA .Two other applications were current, for £10 000 from Lottery funding and £15 000 applied for from London Mayor's sensory provision fund.</p> <p>School has brought in a part time professional fundraiser to help apply for grants.</p> <p><i>Staff Performance and Pay</i></p> <p>The Finance Steering Group had agreed pay increases for staff, of which 0.75% was government funded and therefore there was little impact on school's finances. The level of increase was as DfE had recommended and school agreed.</p>	

<p>3.5</p> <p>3.6</p> <p>3.7</p> <p>3.8</p> <p>3.9</p>	<p>Governor question:-Were there any large contracts coming up? No, MUGA is slow application process and outcome of bid awaited. If unsuccessful the work may need to be undertaken anyway and funds raised as there was a potential safety issue.</p> <p>Governor question:- Is there money in the budget to allow access to therapies needed? –Yes to some but not all eg Speech and Language therapy supported but maybe need for more Occupational therapy. School is not in a ‘therapy deficit’. Finance has been applied for to Richmond Parish Lands which provides support for play therapy.</p> <p>Two members of staff are being trained in fine motor skills therapy.</p> <p>Governor question:- Budget shows ‘staff underspend’-is this to detriment of staffing? No- staff finance is lower due to change of staff and deployment. Staff costs amount to 78% of budget.</p> <p>Governor comment:- Financial stability of the wrap around care provider is very important. Is provider secure? Governors agreed that meeting needed between Finance Steering group and Steve Llewellyn before next FGB to discuss this point.</p> <p>VfM confirmed as being on website</p>	<p>Finance Steering group/SL</p>
<p>4.0</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p> <p>4.5</p> <p>4.6</p>	<p>Health and Safety Update</p> <p>Don Eckford -the school’s premises officer, was introduced to the FGB and he updated the FGB on Health and safety matters including PAT and other electrical testing and gas testing.</p> <p>He advised that the water supply was tested every week and legionella testing occurred on a 2 year cycle to be tested next in April.</p> <p>Inspection of internal and external play equipment was undertaken externally this year by the Borough.</p> <p>Asbestos checks were undertaken and he reported that there was very small amount of asbestos in the school, which was covered in and of very low risk. There had been one recommendation in regard to this.</p> <p>Trees were inspected and a recommendation to remove three small ones received which would occur.</p> <p>DE reported on issues during the last year:-</p> <ul style="list-style-type: none"> • Gas leak under playground-which was resolved • Sewers all cleaned-sewers had been impacted by clogged drains offsite in the wider area. 	

<p>4.7</p> <p>4.8</p> <p>4.9</p> <p>4.10</p>	<p>On Fire, the Borough’s H&S adviser had undertaken an inspection and made certain recommendations on matters which had previously been inspected and no action had needed to be taken. These included the fire exit from hall past kitchen and fire curtains in loft space in school.</p> <p>Governor question:- What work was required in terms of hall fire exit? DE informed FGB that recommended work included an upgrade to a door to a lobby and a push bar on the outer lobby door. Views of “competent person” undertaking risk assessments varied- decisions were up to school balanced against other needs. If works not undertaken advice would be to reduce numbers using hall by 20%.</p> <p>Governor question:- What is the guidance on levels of risk and what is acceptable? DE explains that it is not mandatory to eliminate <i>all</i> risk- take expert guidance and decide.</p> <p>Governor comment:- Could access to school out of hours be reviewed as cleaners etc sometimes witnessed opening outer doors for people to enter?</p>	<p>HT</p>
<p>5.0</p> <p>5.1</p>	<p>GDPR Update</p> <p>It was reported that the DPO had been into school and looked at all contracts, parentmail etc to check that documentation was appropriate. This currently being worked on.</p>	
<p>6.0</p> <p>6.1</p> <p>6.2</p>	<p>Quality of Education</p> <p><i>Introduction to Art and Design technology</i></p> <p>HT introduced Art leader Michelle Bruce to present to governors on 2D and 3D art, Design and Technology and Food Technology. In summary:-</p> <ul style="list-style-type: none"> • Subjects had been overhauled across whole school. • Knowledge organisers had been reviewed inc regarding sources, equalities policies etc • Subject now taught in own right rather than as ‘add-on’ • Collaboration with secondary schools to work backwards and inform the primary level curriculum including how work is assessed. • Sketchbook journeys allowing evaluation through evidence of skills ie <i>Impact</i> of teaching • Investigation to increase pupils awareness and experimentation • CPD prepared for wider staff on skills required for outcomes • Art Club (by invitation) • Arts exhibits- encouragement to parents to visit public art exhibitions including art at Kingston Grammar School. <p>Objectives- Arts Mark continued. Meadlands to host next Arts Forum (from Orleans House)</p>	

6.3	<p>Governor question:- How can governors support the subject? MB commented that she has an Arts Council set up with herself, pupils and a parent on it and would like a governor to join it too to help promote it to families to encourage exhibition visits etc. Also fund raising to equip school with resources to film teaching and place on school's website and finally to undertake learning walks.</p>	
6.4	<p>FGB to consider a Link Governor/learning walk and maybe a presence on school's Arts Council depending on time availability.</p>	
6.5	<p>Governor question:-How is local context being included eg other art forms? Walks in locality to gain the local cultural capital eg local mosaic looked at recently by Yr 1 on walk in neighbourhood.</p> <p>Governor comment:- Attention was drawn to an arts event at end of June 2020 for young people in the borough with the Borough's twin towns in France and Germany- 'Richmond in Europe'</p>	
6.6	<p>MB was thanked for her interesting presentation and for bringing sample art work to the meeting.</p>	
<p><i>Reading Report and Governor Link Response</i></p>		
6.7	<p>Reading subject lead LT presented on work on Reading so far (p2 of ppt presentation):-</p> <ul style="list-style-type: none"> • Reading policy updated • FADE report written • Phonics regrouped and now some crossover between Reception/Yr 1 • SIP visit 	
6.8	<p>LT had taken the reading schemes used in school and further subdivided the categories to provide very detailed pathways through reading scheme books and communicated the results to parents for their guidance in home reading at Book Looks undertaken with parents this week.</p>	
6.9	<p>Poetry and nursery rhymes had been introduced into reception year and In terms of Impact-Phonics assessments had started.</p>	
6.10	<p>In KS1 LT explained that daily guided reading lessons took place. In KS2 pupils were provided with very diverse reading materials. Vocabulary was the same for all pupils. All pupils can access vocabulary even if not fully reading it.</p> <p>LT was thanked for her presentation.</p>	
6.11	<p>Link Governor for Reading then presented his findings to FGB following his visit and learning walk in school.</p>	
6.12	<p>He was impressed with what he had seen and benefitted from the insight of the SIP during the learning walk. He had visited all year groups other than Yr 6 and would be writing up his report. Another</p>	

6.13	<p>check would follow and timing of next learning walk would be determined by receipt of SIP's report.</p>	
6.14	<p>Governor question:- Does school have enough books? Yes- a very wide choice of schemes.</p>	
	<p>Governor question:- What is feedback from parents regarding reading at home? Some parents don't like the repetition in some reading schemes but otherwise fairly positive and parents have been trained in how to use the schemes. The lowest achieving 20% pupils were now being provided with a set of appropriate books for reading at home throughout the year and this was benefitting many PPG children.</p> <p><i>CDo left the meeting at 9am</i></p>	
6.15	<p>However before leaving she was thanked by the HT for her considerable work and contribution to the work of the governing body as Vice Chair of FGB and Chair of the former Teaching and Achievement Committee.</p> <p><i>PPG Review and Governor Link Response</i></p>	
6.16	<p>Deputy HT with responsibilities for PPG reported to FGB that Kathy Kashyap had undertaken a learning walk and provided a review Report which had been shared on GovernorHub prior to the meeting.</p>	
6.17	<p>Highlights noted:-</p> <ul style="list-style-type: none"> • Evidence of strategic thinking • Knowledge of children • Pride of children in their learning and in JLT roles • Children's knowledge of who and what may help them 	
6.18	<p>Areas for improvement:-</p> <ul style="list-style-type: none"> • Tweaks to strategy report • Transition process-better preparation/having right skills for bigger school environment • Strengthen children's understanding of why they're doing things eg school trips 	
6.19	<p>FGB reminded that PPG Governor Link report located on GovernorHub as previously shared.</p> <p><i>Progress and Attainment Tracking</i></p>	
6.20	<p>FGB was informed that data would be presented at January, April and July FGB meetings (the latter being the end of year results).</p>	
6.21	<p>AH volunteered to collaborate with school to simplify amount of data and to enable focus on specific cohorts now that emphasis from Ofsted Framework had shifted. HT accepted.</p>	
6.22	<p>Governor question:- Could the data be reported back to governors via</p>	

	headlines? Discussion took place on how best to simplify data to governors and how to ensure qualitative subjects such as art are assessed and 'outcome data' stored.	
7.	Behaviour and Attitudes	
	Attendance	
7.1	Deputy HT presented a ppt presentation on attendance at Meadlands explaining that school's target attendance was 96.5% Baseline (AfC's being 90%).	
7.2	She explained what persistent absenteeism was and how it was defined and calculated. Autumn term to October 2019 had shown significant rise (from 5.19% in 2018 for same period) to 13.7% in 2019 and this was mostly due to pupils being taken out of school for holidays as Grey Court secondary had increased its autumn half term holiday to 2 weeks (from one in 2018) and younger siblings were affected.	
7.3	In addition there had been significant illness in reception class.	
7.4	School's policy of medical evidence required where 90% or less attendance would continue to be invoked. This would mean Educational Welfare Officer involved where no medical evidence provided. School still trying to avoid use of fixed penalties for parents of children absent on holidays.	
7.5	Governor Comment:- Could pupils not be tracked for attendance on rolling programme rather than current method which makes first time look worse? No, it's AFC's method. Governor question:- Had school considered a two week half term as well? Not yet.	
7.6	Governor discussion considered the balance between families, holidays and well-being and attendance in school.	
	Racism and exclusions	
7.7	It was reported that there had been none.	
8.	Personal development	
	Junior Leadership Team Update	
8.1	Four members of the JLT (from Yr 4) were introduced to the FGB and each spoke briefly about their role in the school and answered questions from the HT and governors. They were thanked for their presentations.	
	Governance	

<p>8.2</p> <p>8.3</p> <p>8.4</p> <p>8.5</p> <p>8.6</p> <p>8.7</p>	<p>Membership Review</p> <p>The clerk reported that no further nominations had been received for the posts of Chair and Vice Chair of Full Governing Board since the call for nominations of 19th November 2019. Nominations were proposed and seconded for Nigel Seymour and Annabelle Hughes respectively whose willingness to stand had been recorded at FGB in October 2019.</p> <p>The FGB unanimously agreed the proposals for Chair and Vice Chair and Nigel Seymour and Annabelle Hughes were duly elected.</p> <p>The clerk advised that Richard Smith’s term of office would end in February 2020. Former Chair informed that RS wanted to stand down from the FGB at end of academic year so new governors would be sought to fill the current vacancy and upcoming three further vacancies in July 2020 (as RS, CMcl and CDo leave). RS term of office needed therefore to be renewed for two terms from January 2020.</p> <p>Governor Training</p> <p>Governors were informed by clerk of recommended upcoming training highlighted by AfC at the recent Clerk’s briefing (SMSC 25/03/20), New Ofsted Framework (13/05/20) Questions demonstrating effective challenge 06/02/20).</p> <p>Governor Hub Update</p> <p>The clerk had invited governors to feed back on their experience so far with the Governor Hub portal and this had been generally very positives. The clerk had assisted with some queries and governors were informed of further folders which had been added to the documents section which was an efficient file sharing method. Governors were informed on how to share via the Noticeboard function and also asked to send any further queries to the clerk. Calendar function to be further explored including syncing with personal calendars.</p> <p>Governor visits Schedule</p> <p>School visits were planned as below:-</p> <table border="1" data-bbox="301 1615 1240 1825"> <tr> <td>Budget review</td> <td>Finance Steering Group, JoG and SL</td> <td>December 2019</td> </tr> <tr> <td>H&S</td> <td>Don Eckford/UT</td> <td>Before Jan FGB</td> </tr> <tr> <td>Art</td> <td>CW</td> <td>“</td> </tr> <tr> <td>PE/Sports/HL</td> <td>Josh Penworthy/RS</td> <td>“</td> </tr> <tr> <td>Writing</td> <td>CMcl</td> <td>“</td> </tr> </table> <p>Staff Development and wellbeing would be a governor visit in Spring term.</p>	Budget review	Finance Steering Group, JoG and SL	December 2019	H&S	Don Eckford/UT	Before Jan FGB	Art	CW	“	PE/Sports/HL	Josh Penworthy/RS	“	Writing	CMcl	“	<p>Clerk</p> <p>Various governors /Assoc members</p>
Budget review	Finance Steering Group, JoG and SL	December 2019															
H&S	Don Eckford/UT	Before Jan FGB															
Art	CW	“															
PE/Sports/HL	Josh Penworthy/RS	“															
Writing	CMcl	“															
<p>9.</p>	<p>Safeguarding</p>																

9.1	The 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 3 rd October 2019 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 from the Minutes. In terms of action points it was acknowledged that the agenda setting for the year had not yet taken place but would be reviewed by the new Chair and Vice Chair of FGB.	Chair/ Vice Chair
11.2	Before the close of the meeting the HT then made a presentation to the outgoing Chair of FGB to thank her for the great contribution she had made to the school and its governance over the past six years which was reiterated by members of the FGB. The HT also thanked her for her support when she joined as a new Head Teacher to the school. The former chair would be remaining as a co-opted governor until the end of the year.	
12.	Date of Next Meeting	
12.1	The date of the next FGB meeting was agreed as Thursday 30 th January 2020 at 7.30am-9.30am.	

The meeting ended 9.55 am

Signed by the Chair _____

Date _____

Summary of Actions

<i>Item number</i>	<i>Action</i>	<i>Responsible governor/ Associate Member</i>
2.11	H&S visit to be organised	UT
2.14	Add safeguarding priority- Health and well-being in SDP	HT
3.8	Consider financial security of wrap around care provider at next meeting	Finance Steering group/SL
4.10	Review people authorised to open outer doors	HT
8.5	GovernorHub calendar syncing possible	Clerk
8.6	Governor visits before next FGB meeting Budget Review H&S Art PE/Sport/HL Writing	Finance steer group UT CW RS CMcl
9.1	Sign SCL	Chair
10.1	Sign FGB Mins Oct 2019	Chair

11.1	Set year's agendas	New Chair/Vice Chair
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List of documents:-

- FGB Minutes 3rd October 2019
- Meadlands SDP 2019-21 updated November 2019
- Meadlands Autumn SIP Report 2019
- HT Report Nov 2019
- Meadlands budget Monitoring Summary Oct 2019
- Curriculum document tabled by SMCg
- Reading at Meadlands ppt presentation
- PPG Audit Nov 2019
- Governor Visit report PPG 24.10.19
- Attendance Report ppt presentation Nov 2019
- Art presentation

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