

The London Borough of Richmond upon Thames

Meadlands Primary School

Minutes of the meeting of the Full Governing Body held at the school on
Thursday 18th July 2019 at 6.30pm

Constitution, Membership and Attendance

PARENTS -2	LA-1	STAFF-2	COOPTED -10
Annabelle Hughes (AH)	Penny Frost (PF)	Sophie McGeoch (SMcG)	Charlotte McIntyre (CMcI)
Nigel Seymour (NS)		Sarah Taunton (ST)	Carolyn Dodds (CDo)
			Fiona Stewart (FS)
			Richard Smith (RS)
			Andree Frieze (AF)
			Ulrich Tiedau (UT)
			Jess Bunker (JB)
			Chloe Walkom

bold = absent

Apologies: Richard Smith

Absent without apologies: None

Also attended: Wendy Norman- Clerk

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.	Governance	
	<i>Membership and recruitment</i>	
2.1	Clerk outlined membership of the FGB regarding end of term of office of Fiona Stewart and members leaving the FGB in December (Charlotte McIntyre and Carolyn Dodds) and the need for recruitment and succession planning. Chair informed GB that she had met with a prospective new governor but had not heard further so is not aware if he will be pursuing his interest in joining the governing body.	
	<i>Training</i>	
2.2	Clerk highlighted that AfC training schedule for next year now available online and drew attention to certain courses including new Ofsted Framework.	

<p>2.3</p>	<p><i>Governor Hub</i></p> <p>Clerk informed FGB that a new portal was being promoted by Governor Support for secure document sharing, communication and up to date governance news called Governor Hub. This was advised by AfC as being preferable to dropbox for data storage. Cost would be discounted from £400 to £150 pa for AfC subscribing schools and after a brief discussion governors agreed that the school would subscribe to this service. School Business Manager to be informed.</p> <p><i>JB arrived 6.35pm</i></p>	<p>HT</p>
<p>3.0</p> <p>3.1</p>	<p>Minutes of Last Meeting</p> <p>The Minutes of the last meeting were reviewed. The Minutes of the meeting of Thursday 25th April 2019 were agreed and were signed by the Chair as a true and accurate record.</p>	
<p>4.0</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p>	<p>Matters Arising</p> <p>(5.1)The Chair explained that she still needed to contact former governor JGr and would do so.</p> <p>(5.3) Co-chairing of FGB or committees is possible under statutory guidance</p> <p>All other action points from the previous FGB meeting had been undertaken or were dealt with elsewhere on the agenda.</p> <p>The Chair then made a presentation to Fiona Stewart, for whom this was the last meeting. The Chair and HT thanked FS for her service over the past 5 years and her considerable contribution to the school and safeguarding in particular during her term of office on the GB.</p>	<p>Chair</p>
<p>5.0</p> <p>5.1</p>	<p>Committees</p> <p>Committee Reports</p> <p>Safety and Resources Committee</p> <p>The Draft agreed Minutes of the meeting of 20th June 2019 had been previously circulated and the Chair summarised the main points:-</p> <ul style="list-style-type: none"> • Budget had been agreed by S&R committee and subsequently agreed by FGB by email, and submitted to AfC • School in good financial health but Yrs 2 and 3 need to be looked at closely. • Data Protection Officer had been appointed-external company therefore a shared resource. Good value for money and service will be monitored over first year to decide if higher level of service needed. Risk audit across 40 data sets looked at. Committee confident that all parts looked at. GDPR now picked up at every committee. 	

<p>5.2</p>	<p>Teaching and Achievement</p> <p>The Draft Agreed minutes of the T&A committee meeting of 25th April 2019 had been previously circulated and the Chair of the Committee summarised the key matters discussed at the meeting which took place immediately prior to the FGB meeting on 18th July:-</p> <ul style="list-style-type: none"> • Presentations on curriculum review with focus on Intent and Implementation • Report on this year's writing strategies and quality of teaching • Overview of Pupil Premium-Full PPG audit in October with new AfC lead • Closing the Gap report from ST • No notice lesson observations were being implemented with good feedback from staff 	
<p>5.3</p>	<p>The chairs of the two committees were thanked for their summaries of committee business.</p>	
<p>6.0</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p>	<p>School Reports</p> <p><i>Laura Tadman- Extended CPD Project Report</i></p> <p>LT described the CPD opportunity she had taken which involved personal training, development and experience in SEND.</p> <p>Her experience had involved one week at Clarendon Primary School where she was closely involved with other professionals' work (educational psychologist, occupational therapist and speech and language therapist). Her second week was spent on an ELKLAN course which included communication friendly settings training. On completion of an assessment LT would gain a qualification in speech and language therapy. LT's third week was spent in SCERTS training relating to autism.</p> <p>LT indicated to governors how she would be able to use the skills derived from her extended CPD to the benefit of Meadlands' pupils including:-</p> <ul style="list-style-type: none"> • Support SENco • Create and implement targeted interventions • Provide speech and language support for other staff <p>Governor question: - How was LT supporting SENco? Working in EY and with support staff.</p> <p>Governor question: - What is communication friendly environment? Accessible eg for non- verbal children.</p> <p>Governor question:- Any plans for sensory room? Yes-over summer changes to how it is used, timetabling etc.</p>	

6.5	<p>LT thanked the school and governors for the opportunity and she was thanked for her interesting report.</p> <p><i>Laura Tadman and Dani Mace-Early Years Data Report</i></p>	
6.6	<p>Copies of the presentation were circulated to governors.</p>	
6.7	<p>Attention was drawn to the overall result in Reception of 86% achieving a Good level of Development (GLD) ie 25 pupils of 29. This is a rise on last year and school has been consistently above national average since 2016. Nursery ARE level was 81%. Breakdown of key areas was provided.</p>	
6.8	<p>Percentage of pupils exceeding expected progress in reading, writing and number in Reception was 30%+ and included some who came to school speaking no English. Nursery progress showed similar proportions of children making expected progress and more than 20% in each key area making better than expected progress.</p>	
6.9	<p>In nursery, speaking was the key area where figures were lowest. 89% pupils met or exceeded their target and only 4% made better than expected progress. This was a trend in recent years with children coming to nursery with fewer speaking skills than previously and with more ground to make up.</p>	
6.10	<p>Regarding boys/girls breakdown- Boys GLD was 93% and Girls 80% meaning the gap had widened to 13% from 10.5% last year. Results had been looked at and gender thought not to be the reason per se, but other factors eg speech and language delay, sleep problems etc</p>	
6.11	<p>LT and DM then took governors through maths and writing attainment data.</p>	
6.12	<p>Maths was strong with maths mastery working well:-</p> <ul style="list-style-type: none"> • R 93% met or better than expected level, 38 % exceeded • N 96% met or better than expected level, 41% exceeded 	
6.13	<p>Writing was also strong:-</p> <ul style="list-style-type: none"> • R 86% attaining expected or better , 34 % exceeding expected • N 81% attaining expected or better , 22% exceeding expected 	
6.14	<p>Governors were informed of strategies for learning and developing writing skills.</p>	
6.15	<p>They were also told how parental involvement was being encouraged especially through transition process in order to build relationships early between home and school (through newsletters, home visits, stay and play, book looks, flexible communication etc.) This had resulted in strong parental involvement.</p>	
6.16	<p>The report ended with governors being informed of areas for development in EY:-</p> <ul style="list-style-type: none"> • TAs development and confidence to create shared ethos and understanding 	

- Interventions to assist speech and language development in especially those entering with low baseline (only 27.6% this year-part of an ongoing trend)
- Use of cultural capital drawn from local area and home life of pupils
- Sustain close links with St Richards school and maths mastery
- Maintain reading as a priority
- Introduce Jolly Phonics alongside Readwrite inc

6.17 LT and DM were thanked for their report.

KS 1 and KS2 Data Report

6.18 The deputy HT presented the latest data including:-

Reception-GLD 90% (of 3 children not achieving this 2 have SEN)

KS1	2019 school % meeting expected standard/greater depth	2019 National	2019 Richmond
R,W,M combined	83% expected 23% greater depth	65% 11%	73% 19%
Reading	87% expected 50% greater depth	75% 25%	83% 39%
Writing	83% expected 27% greater depth	69% 15%	76% 23%
Maths	90% expected 50% greater depth	76% 22%	82% 34%
Science	100% expected	82%	91%

6.19 Deputy HT commented that Reading results were best ever, writing had shown slight dip on 2018 (when it was 88%) but was still well above national and Richmond averages. Maths was continuing an upward trend and science was 100%.

KS2	2019 school % meeting expected standard/greater depth	2019 national	2019 Richmond
RWM combined	87% expected 17% greater depth	65% 11%	80% 21%
Reading	87% expected 40% greater depth	73% 40%	87% 45%
Writing	90% expected 30% greater depth	78% 20%	88% 28%

Grammar	93% expected 77% greater depth	78% 36%	91% 56%
Maths	93% expected 43% greater depth	79% 27%	90% 47%

6.20 In KS 2 reading results had slightly dipped (from 96% in 2018) but those at greater depth were more than had been predicted.

6.21 Grammar results were significantly above both National and Richmond averages. Maths results were high and consistent with 2018.

6.22 **Governor comments:-** Excellent results and congratulations to the HT and staff.

6.23 **Governor question:-** Was this not the cohort over which SLT were concerned a couple of years ago? Yes. The interventions put in place have helped to bring about the results together with effort on part of pupils and parental commitment.

6.24 **Governors commented** on the consistency of good results across the years and across the subjects and commended this.

Deputy HT was thanked for her report.

Head Teacher's Report

6.25 The HT recorded her thanks to key staff for their roles, especially the recently appointed Deputies.

6.26 HT outlined the recent review with the SLT and Chris Byrne and also the staffing changes about to occur. Celia Day and Eleanor Orson were leaving and two new staff had already been in school to assist transition.

6.27 New roles and responsibilities had been laid out and a summer school induction was planned. A new member of staff (Natalie Sykes) would be the new Writing lead and Josh Penberthy had taken on more sports responsibilities.

6.28 HT commented that it was a happy school.

6.29 HT aimed to continue to disseminate information down through all support staff so that quality of teaching over time was consistent and in all areas not just core.

6.30 Summarising other matters HT referred to:-

- Spanish and Music to be boosted
- Science taught weekly on Fridays
- Humanities to be led by Imogen Hatvany (as may be a 'deep dive' subject for Ofsted).
- Moderation was at an excellent level and teaching quality was consistently good

<p>6.31</p> <p>6.32</p> <p>6.33</p> <p>6.34</p> <p>6.35</p> <p>6.36</p>	<ul style="list-style-type: none"> • Strengths in particular practices eg Maths, writing, safeguarding and clubs provision <p>HT outlined to governors her plans for September which included:-</p> <ul style="list-style-type: none"> • Induction of new staff • Plans for EHCP pupils • Curriculum proposals • Maths mastery • CPD to be improved for all staff and HT and JB were to receive mental health first aid training. <p>Governor question:- Are support staff be given external training? Answer-Some but not much-most is provided in house and support staff are very experienced</p> <p>Governor comment:- ELKLAN runs courses specifically for TAs-it may be useful for the school cluster to train TAs in this way. HT acknowledges comment.</p> <p>Governor question:- How much music is there in curriculum-does not show as much on draft curriculum 'map'? Answer-The draft 'map' shows block teaching-the weekly map, not yet prepared shows weekly teaching in which music is located and considered important.</p> <ul style="list-style-type: none"> • HT informed governors that the PE Gold mark had been achieved again thanks to JP. Sports week had been v successful and linked with mental health awareness. Sports Premium was being updated and would be in place for next academic year. • LAMDA very important-100% children get LAMDA award. • Music very important <p>Governor comment:- Music is also very important for mental health. It could be a third strand of Intent.</p> <p>HT concluded by stating that her report had been shaped by new Ofsted Framework but addressed the latest position on behaviour(mostly very good and small pockets of bad behaviour dealt with) and pupil questionnaire feedback.</p> <p>SMSC is throughout all curriculum rather than as a 'bolt-on' subject and SMSC link governor NS and HT would be meeting in September to discuss this. Evidence of SMSC provision would be available for Ofsted inspection.</p> <p>On the budget the HT commended the SBM's work in keeping this under good control. In terms of capital expenditure HT commented that the nursery building would continue to be monitored and the outdoor classroom had been removed as it had become unsafe. Finally the MUGA work needed to be finished.</p> <p>Attendance Report</p> <p>Deputy HT informed governors that attendance at Meadlands was 96%</p>	
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6.37	<p>compared with AfC target of 90%. The absentees of most concern were the persistent absentees and of these even those who had left the school still appeared on the school's records which brought the figures down. From 12 persistent absentees at the start of the academic year the figure was now 6 and the school had numerous ways of trying to encourage attendance (which have previously been outlined to FGB)</p> <p>For information, absenteeism includes those who take children out of school during term time for holidays.</p>	
7.	<p>Governor Structure</p> <p>7.1 Chair introduced agenda item by asking governors how they found the "homework" she had previously circulated? HT said it as useful as a guide to what governors needed to know and what school needed to respond to. Governors agreed it was a good reflective tool.</p> <p>7.2 Chair invited all governors to send to her notes corresponding to sections allocated to governors.</p> <p>7.3 Chair questioned how efficient is governing body and individual governors at asking the right questions and looking for the right information.</p> <p>Governor comment:- Need to know how to address SIP questions.</p> <p>7.4 Chair then put forward a proposal for governance restructuring which had previously been circulated to all governors. Chair felt it would be more agile to deal with changing circumstances and changes of staff or governors.</p> <p>7.5 The proposal would replace the two sub committees of the FGB with governor link roles being enhanced and with their reporting directly back to FGB meetings rather than a sub- committee. This should mean that less time overall would be taken up with meetings and repetition avoided. Also all governors would have chance to hear and review pertinent information.</p> <p>7.6 To ensure adequate time for discussion and review, the number of FGB meetings was proposed to increase from 4 to 6 per year. Each meeting would have a specific agenda to meet statutory responsibilities and receive governors' reports. Governor visits and reports would be much targeted with responsibilities delegated by the FGB.</p> <p>7.6 After setting out the proposal the Chair invited ideas and comments from governors.</p> <p>7.7 Governor comment:- Long meetings are a drain and tonight some governors have been present (at T&A and then FGB) for over 3 hrs. This would need to be avoided going forward if meetings were to be productive.</p> <p>7.8 Governor comment:- Currently time may not be being used in the best way.</p>	All Govs

7.9	Governor suggestion:- Could some of the FGB meetings be focused on a “deep dive” into a particular subject? If disciplined this could work.	
7.10	Governor comment:- The proposal does fit well with Ofsted's encouragement to dig deeper. HT is supportive.	
7.11	Governor comment:- Critical assessment is being encouraged and evidence file (such as through governor visits) is required for this.	
7.12	Clerk commented that succession planning probably needed to be linked to the proposal in that if governor roles were being distributed from the FGB its Chair/Co-chairs were important and there was shortly to be a change in Chair of FGB.	
7.13	Governor comment:- In event of no Chair someone on FGB would be willing to decide agenda for governor visits and meetings so not a problem.	
7.14	Clerk also reported that AfC had informed her that a workshop on this form of governance model was to be held in October 2019 and presented by the Chair of Governors of a school successfully following this model. In Richmond and Kingston boroughs three schools were following this model and AfC felt that one was successful while two were not. The workshop may assist a decision.	
7.15	Governor comment:- There seemed to be support around the table for the new model so why not try it? This would be a more active rather than reactive position for FGB.	
7.16	Governors agreed to restructure following the proposal from September 2019 with a review in January 2020.	
7.17	Chair commented that terms of reference and code of conduct would need to be amended and responsibilities and meeting dates decided.	Chair
8.	Safeguarding and Single Central List Update	
8.1	Single Central List would be signed following the meeting.	Chair
9	Date of Next Meeting	
9.1	The next meeting is TBD and governors would receive details of all dates for 2019-20.	Chair

The meeting ended at 8.35pm

Signed by the Chair _____

Date _____

Summary of Actions

<i>Item</i>	<i>Action</i>	<i>Responsible governor/</i>
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<i>number</i>		<i>Associate Member</i>
2.3	HT to recommend Governor Hub to SBM	HT
4.1	Chair to contact former governor JGr	Chair
7.2	Govs to send notes to Chair	All govs
7.17	Amend terms of reference and code of conduct	Chair
7.17	Amend terms of reference and code of conduct as appropriate and produce meeting dates	Chair
8.1	Sign SCL	Chair
9.1	Sign Single Central Safeguarding List	Chair

List of documents:-

- FGB Minutes of 25th April 2019
- T&A Committee Minutes of 25th April 2019
- S&R Committee Minutes of 20th June 2019
- Governors Assessment Pack 2018-19 Summer Term
- Laura Tadman CPD presentation
- EY Data Report
- Meadlands Restructure Proposal Document

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