

The London Borough of Richmond upon Thames

Meadlands Primary School

Minutes of the meeting of the Full Governing Body held at the school on
Wednesday 17th October 2018 at 6.30pm

Constitution, Membership and Attendance

PARENTS -2	LA-1	STAFF-3	COOPTED - 8
Annabelle Hughes (AH)	Penny Frost (PF)	Sophie McGeoch (SMcG)	Charlotte McIntyre (CMcI)
Nigel Seymour (NS)		Sarah Taunton (ST)	Fiona Stewart (FS)
		Jess Bunker (JB)	Ulrich Tiedau (UT)
			Carolyn Dodds (CDo)
			Richard Smith (RS)
			Andree Frieze (AF)
			Marc Rust (MR)

bold = absent

Apologies: Marc Rust (MR), Penny Frost (PF), Sophie McGeoch (SMcG), Fiona Stewart (FS)

Absent without apologies: None

Also attended: James Greenbury –Associate Member
Kate Watts - Clerk

1	Apologies and Welcome	Action
1.1	Apologies were received and accepted from Penny Frost, Sophie McGeoch, Fiona Stewart and Marc Rust.	
1.2	Declarations of Material Interest	
1.3	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	Head Teacher Report	
2.1	ST presented the HT's report, end of year targets for all classes were shared. Key Stage targets for each pupil have been set and then yearly targets are set by tracking back from the end of the Key Stage. She advised that the data does dip in Year 3 but will continue to improve over time. In Year 1 and 2 reception base line data is used to set targets. Targets are being made ambitious enough, but school is expecting Year 6 to be expected or achieving above.	

<p>2.2</p> <p>2.3</p> <p>2.4</p> <p>2.5</p>	<p>Cathy Clark has reviewed this data. CC is our SIP.</p> <p>Cathy picked up the dip in Year 6 reading and writing targeted ARE. Year 2 achieved 90% expected, but set at 83% for Year 6, found 2 children to put up in reading and 1 in writing.</p> <p>Year 2 were either matched or exceeding based on EYS data.</p> <p>Governor question: If the school loses a good pupil and gains one not exceeding it must affect the results?</p> <p>School does need to work at that. School has all the data and can show the 4 years of progress for our long term pupils, but cannot show revised results without the new pupil, so agree it can look bad. We just have to show the pupils results with evidence alongside so this is clear.</p> <p>Governor question: How do you show progress at school for the whole period of time?</p> <p>ST said that it is recorded on target tracker. Also progress is also in the ASP</p> <p>Are there any trends in attendance?</p> <p>ST shared the attendance record sent to teachers so that they are aware of the pupils with poor attendance.</p>	
<p>3.</p> <p>3.1</p> <p>3.2</p> <p>3.4</p>	<p>Minutes of the Last Meeting</p> <p>The Minutes of the last meeting were reviewed. The Minutes of the meeting of 12th July 2018 were agreed and signed by the Chair as a true and accurate record</p> <p>5.6 Rewording of Equalities Policy. SMcG has planned for this.</p> <p>8.13 Code of Conduct and Terms of Reference – these were approved.</p>	
<p>4.</p> <p>4.1</p>	<p>Matters Arising</p> <p>The chair explained that there were no other matters arising from the last meeting.</p>	
<p>5.0</p> <p>5.1</p> <p>5.2</p>	<p>Committee Reports</p> <p>Teaching and Achievement Committee</p> <p>The draft minutes of the meeting were not available as the meeting had taken place earlier in the evening.</p> <p>Key points discussed were summarised by the Chair - CDo</p> <ul style="list-style-type: none"> • SEND – a report from JB • Curriculum – a report from ST • PSHE – PATHS new way of implementing the PSHE curriculum. The trial of this was discussed 	

5.3 Safety and Resources Committee

Areas covered were:-

- Budget
- Safeguarding
- Health and Safety
- Pay review

5.4 Budget - A budget has been set with a deficit to erode the reserves. School will not use whole reserve. Income is ahead of forecast, as can be seen in the Headteacher's report, the school is full. Nursery is full and this makes a huge difference. Do have items to spend this on, a new boiler, extra resources in Year 5 and 6. School is in good financial health. A tribute to Jolene Gee.

5.5 Governor question: Did any reserves get used last year? JG explained that some were used. School is below £100,000 now.

5.6 Governor question: Does school need to look at Nursery Building? JG said that cost would be in 100s of £1 000s, school would be unable to fund that. School is probably not high on the LA's list, but will relook at this in January and keep the LA aware of this need.

5.7 Governor question: Has school reduced our level of fundraising because of the reserves? JG – No

5.8 Safeguarding - AH reported on the safeguarding audit on 24th September. Pupils showed excellent evidence that they understood online safety. Child protection is covered in the Headteacher's report. SMcG is currently spending about 1 – 1 ½ days on safeguarding.

5.9 CMcI shared that the safeguarding role has been covered by Dani Mace in the absence of SMcG. JB is also taking some of her meetings.

ST commented that DM has been doing a great job. Had called LA for advice and was told that she was doing exactly the right thing.

5.10 Health and safety visit by borough with SMcG, Don Ekford and MR. This covered an audit of procedures and had specific actions. Went through the report at the committee, all urgent things had progressed, just a few items to followed up, nothing urgent.

Action: Report to go in drop box.

5.11 Pay Review Also pay increases were discussed. The 'like for like' on the pay scale increase was decided and also who would move up the scale. Went with the recommendation; main pay scale 3%, senior staff 2% and Headteacher 1.5%. This is at the schools discretion. Most schools are sticking to this 3, 2, 1.5% scale according to Steve Llewelyn.

<p>5.12</p> <p>5.13</p>	<p>It is a competitive environment, so do not want to leave ourselves vulnerable, so going with this recommendation.</p> <p>On pay scale and performance related increases there was a subcommittee meeting with JoG, SMcl, NS and SMcG. All our teachers who are eligible will go up a scale – this was reviewed and evidence to support these decisions put forward.</p> <p>Governor question: Were LSAs and TAs salaries looked at? That will happen in April. Just teaching staff looked at by the pay panel.</p> <p>Pupil Premium Value for Money is now updated and available on the website. This should take place every September. Similar to Sports Premium and it feeds into the PPG</p>	
<p>6.</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p>	<p>SDP Review</p> <p>The Chair explained that this is not a finalised document, but a work in progress. She asked that the objectives should be read and then would be discussed. Before discussion of each objective, reading time was given.</p> <p>Objective 1 - School as part of the community. It was discussed that school has strong links with nearby secondary schools and work with them for a strong transition from Year 6 – 7. Last year 1 pupil went to Kingston Grammar, 1 to Tiffin, 3 to Teddington, 1 to Kingston Academy and the rest to Grey Court. School has visits to Meadlands from Grey Court and Kingston Academy to see parents and pupils.</p> <p>The partnership with Grey Court and other organisations is critical.</p> <p>Governor Question: Are the partnerships only for MPS' benefit? ST explained that it can be for the benefit to others as well. When good schools meet, good practice can be shared and developed with the help of like-minded people. If there are gaps schools can look at how others' practice might help one another.</p> <p>School has links with Grey Court pupils. 4 A Level students are visiting to assist with Science, 2 in Year 5 and 2 in Year 1.</p> <p>Links also exist with Malden Oaks; school is helping some children to get their Duke of Edinburgh Bronze award, and they are helping school with a buddy reading system. The school is constantly reviewing the benefits to the Meadlands pupils and reports so far have been positive.</p> <p>Governor comment: They were presented as a local secondary school, but are a local PRU? ST explained that they were carefully selected. AF has visited Malden Oaks and explained the children are there for various reasons and not just because they are excluded from other schools.</p> <p>ST said school will reflect on this to see if it is working for everyone. They are currently concentrating on 3 children each. So each week have focus readers.</p>	

6.5	Objective 2 - Leadership	
6.6	Governor question: The objective for 2C has been dropped (Development of School Improvement). Is there any reason for that? CMcl said that target was required when we were in RI so is no longer necessary. Time has been spent on this, not now needed as working as a team.	
6.7	Governor question: Point 2bii (induction of new staff and new to roles) – What is different about the support given to those who are in new roles? A new teacher last year did say that the induction process could have been improved, and at the beginning of this academic year, her second year in school, praised the change in information given to teachers at beginning of term. ST is ensuring that the right information is shared to help new (and existing staff).	
6.8	Objective 3: Culture of Challenge.	
6.9	Governor question: .Can we add Governors challenging to SDP?. Governors agreed to include clear areas where they could provide the school with challenge and decided to articulate this within the SDP.	
6.10	Governor question: 3c – each class teacher to work on their own project? ST explained that last year JB and LL worked on a challenge project looking at learning behaviours with a sample group of children and it could now expand across the school – gives teachers ownership and opportunity to expand work done last term.	
6.11	Governor question: When will Governing Body get updates? JB said this will become part of the culture embedded in the teaching and should be apparent in work/books seen in the November governor visits	
6.12	Action point: To come back to this in T and A committee meeting.	T and A
6.13	Governor question: What does 50/50 teaching mean? ST explained 50% good and 50% outstanding.	
6.14	Objective 4: Curriculum	
6.15	Governor Question: Does the school teach coding? ST said that a consultant from AfC had worked with Year 5 and 6 teachers to develop their subject knowledge. Programming/coding is part of the curriculum from Year 1 – Year 6.	
6.16	Governor question: Could governors be added? This should be embedded in this SDP Action: CMcl to look to see where governors can contribute.	Chair
6.17	Governor question: Can we review the SEF? Answer: The SEF is currently being updated and will be circulated	

	before the end of the term. The last review of the SEF was in April. CMcl to discuss with SMcG on cadence of review.	
6.18	Governor communications with the rest of the school community was discussed – thinking of an easy termly way to update parents.	
6.19	Action: The Chair will circulate a communication review for feedback	Chair
7	Curriculum events	
7.1	ST circulated a list of event that the Governors are invited to attend. Action: KW to circulate with minutes	KW
8	Governance	
8.1	This was taken at the beginning of the meeting. Carolyn Dodds volunteered to be Vice chair of FGB, no one else stood forward and it was agreed . Terms of reference were agreed .	
9	Governor Training and school visit planning This was discussed in T and A Committee meeting	
10.	Safeguarding and Single Central List Update	
10.1	Single Central List would be signed following the meeting.	Chair
11	Date of Next Meeting	
11.1	Wednesday 23 rd January 2019 at 6.30pm	

The meeting ended at 8.00pm

Signed by the Chair _____

Date _____

Summary of Actions

<i>Item number</i>	<i>Action</i>	<i>Responsible governor/ Associate Member</i>
5.10	Health and Safety Report to go onto Dropbox	KW
6.14	Challenge project to be revisited in Teaching and Achieving Committee Meeting	T and A
6.18	CMcl to look at what governors can contribute to SDP	CMcl
6.20	“Governor’s Corner” to appear in Mallard Messenger	All
7.1	Event timetable to be circulated	ST
10	Sign Single Central Safeguarding List	CMcl

List of documents:-

- FGB Minutes of 12 July 2018
- SDP 2018-2019
- Minutes of T and A Meeting – 5th July 2018
- Code of conduct 2018
- Head Teachers Autumn Term Report