

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 12<sup>th</sup> July 2018 at 6pm

**Constitution, Membership and Attendance**

<b>PARENTS -2</b>	<b>LA-1</b>	<b>STAFF-2</b>	<b>COOPTED -10</b>
Annabelle Hughes (AH)	Penny Frost (PF)	Sophie McGeoch (SMcG)	Charlotte McIntyre (CMcI)
Nigel Seymour (NS)		Sarah Taunton (ST)	Karen Harrison (KH)
			James Greenbury (JG)
			<b>Fiona Stewart (FS)</b>
			Carolyn Dodds (CDo)
			Richard Smith (RS)
			Andree Frieze (AF)
			<b>Marc Rust (MR)</b>
			Ulrich Tiedau (UT)

bold = absent

**Apologies:** Marc Rust

**Absent without apologies:** None

**Also attended:** Alex Colclough-Associate Member  
Wendy Norman- Clerk

<b>1.</b>	<b>Apologies and Welcome</b>	<b>Action</b>
<b>1.1</b>	Apologies were received and accepted from Fiona Stewart and Marc Rust. Ulrich Tiedau would be arriving slightly late.	
<b>2.</b>	<b>Declarations of Material Interest</b>	
<b>2.1</b>	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.	
	<i><b>The agenda was taken in the order which follows</b></i>	
<b>6.0</b>	<b>Head Teacher Report</b>	
<b>6.1</b>	HT reported on 2018 SATS results which were better even than last year. Each year the results had improved and this year it was across all subjects.	
<b>6.2</b>	HT explained that the school was very proud of the Yr 6 results but also of the Year 6 pupils also showing strong school values and being	

secondary school ready.

**6.3**

The HT outlined the headline results data:-

- Early years- 80% had achieved a GOOD Level of Development (GLD) (72% National and 81% Richmond Borough)
- Yr 1 Phonics-100% (an especially good result given some pupils had joined school from other schools.)(Nat 83%,Richmond 88%)
- Yr 2 Phonics retake- (1 pupil had not passed but CtG measures in place to support.)
- KS 1 SATS-end of key stage attainment outcomes

	School	National	Richmond
Reading writing, maths combined % meeting expected standard	69%	65%	75%
RWM % at greater depth	27%	12%	19%
Reading % meeting expected standard	84%	76%	84%
Reading % at greater depth	40%	26%	40%
Writing % meeting standard	88 %	70%	77%
Writing % at greater depth	28%	16%	24%
Maths % at expected standard	88%	76%	85%
Maths at greater depth	40%	22%	33%

- KS 2 SATS-end of key stage attainment outcomes

	School	National	Richmond
Reading writing, maths combined % meeting expected standard	85%	64%	80%
RWM % at greater depth	24%	N/A	N/A
Reading % meeting expected standard	96%	75%	87%
Reading % at greater depth	64%	N/A	47%
Writing % meeting standard	85 %	78%	87%
Writing % at greater depth	31%	N/A	30%
Grammar % at expected standard	96%	78%	89%
Grammar % at greater depth	64%	N/A	55%
Maths % at expected standard	92%	76%	88%
Maths at greater depth	44%	N/A	42%

**6.4**

HT commented that scaled scores for grammar and maths were both up on previous year and for reading were dramatically up on 2017; 112 from 106.6). Whilst results for Writing were slightly behind Reading and Maths, plans were in place for coming year to address this. HT also stated to governors that greater analysis of progress measures would take place in autumn 2018.

**6.5**

The governing body commended the school on its significant

	<p>achievements and thanked the HT Deputy HT and all staff for their efforts and success.</p> <p>Governor questions were invited.</p>	
6.6	<p><b>Governor question:-</b> Why were the combined scores for RWM lower than the percentages in the individual subject results? HT explained that combined scores were affected by individual children being less able in certain subjects so when combined the averages were brought down by a greater degree than for an individual subject. Closing the gap (CtG) plans are way to improve that position.</p>	
6.7	<p><b>Governor comment:-</b> Even if writing result was slightly lower it is still very good.</p>	
6.8	<p><b>Governor comment:-</b> Staff and pupils thanked for their hard work.</p>	
6.9	<p><b>Governor comment:-</b> There would be a need going forwards to manage expectations. The school may find it difficult to continually improve on very good results. It may difficult to evidence increased progress. HT commented that individual child focused plans were the way to address this.</p>	
6.10	<p><b>Governor question:-</b> Regarding Ofsted previous comments regarding progress, does the school now feel it is where it should be? Yes Ofsted points have been addressed. Progress is now central in conversations with staff and in communications to governors and parents. School has developed in light of Ofsted's comments. Self-reflection is key, reviews have assisted school and it is moving forward confidently in knowledge of what needs to be done.</p>	
6.11	<p>HT then gave an audio visual presentation of the School Year.</p> <p><i>Ulrich Tiedau arrived 6.30pm</i></p>	
	<p><b>Presentation</b></p> <p>The Chair of FGB made presentations to the retiring member of the FGB Karen Harrison and thanked her for her long years of service as a governor to the school (over 26 years) and also to the Deputy Head Teacher and Associate Member of the Governing Body Alex Colclough who will be leaving to take up a new position after 10 years of service to the school.</p> <p>The governing body reiterated thanks to both for their important contributions to the school and governing body.</p>	
3.	<p><b>Minutes of the Last Meeting</b></p>	
3.1	<p>The Minutes of the last meeting were reviewed. The Minutes of the meeting of Thursday 26th April 2018 were <b>agreed</b> and signed by the Vice Chair as a true and accurate record and the Minutes of the extra meeting of 23<sup>rd</sup> May 2018 were <b>agreed</b> and signed by the Chair as a true and accurate record.</p>	

4.	<b>Matters Arising</b>	
4.1	The Chair explained that there were no matters arising from the last meeting which were not covered elsewhere in the Agenda.	
5.0	<p><b>Committee Reports</b></p> <p><b>Safety and Resources Committee</b></p> <p>5.1 The draft minutes of the meeting of 28<sup>th</sup> June 2018 had been previously circulated and the Chair summarised the main points discussed:-</p> <ul style="list-style-type: none"> <li>• Budget- (see below)</li> <li>• Fixed Penalties for parents taking children out of school for holidays-this had been discussed but not to be implemented at present</li> <li>• Staff and Pupil Surveys-both showed very good outcomes</li> </ul> <p>5.2 Regarding budget the Committee had agreed to a slight revision to the agreed budget (due to some end of year bills slipping to following financial year and some better than expected outcomes.) Reserves at end of 2018-2019 budget period now due to be <b>£95,000</b> as opposed to <b>£60,000</b> previously expected. Chair of S&amp;R explained that these tweaks happened each year and Meadlands' budget was sound.</p> <p>5.3 <b>Governor question:-</b>Given reducing funding when would reserves hit £0? Chair believes year after next but caveated this with fact that this has been predicted before and it has not happened due to tight financial controls of school and the School Business Manager's expertise.</p> <p>5.4 Governors discussed the future of the nursery building which requires capital investment and routes that may help achieve this eg any identifiable gap in EY provision which could attract funding and be based at Meadlands or specialist resource provision eg Nurture Unit of specialist SEND unit such as ASD. Governors also considered the impact of such provision on a small school.</p> <p>5.5 <b>Governors agreed</b> the revised budget.</p> <p><b>Teaching and Achievement</b></p> <p>5.6 The draft minutes of the T&amp;A committee meeting of 5<sup>th</sup> July 2018 were not yet available however the Chair of the Committee summarised the key matters discussed excluding those aspects included in HT report to FGB:-</p> <ul style="list-style-type: none"> <li>• End of Year Reports received on Reading, Writing and Early Years from subject leads.</li> <li>• Equalities Policy and whether to include ethnicity as a specific area to monitor. Alternatives looked at by HT and deputy HT and decision to monitor by EAL for now. Equalities Policy wording to be amended and then approved at next T&amp;A committee meeting.</li> </ul> <p>These areas were then discussed further under other agenda items.</p>	<p>HT T&amp;A cttee</p>

8.	<b>Governance</b>	
8.1	The Chair put forward the context for and rationale behind proposals to restructure the Governing Body. Papers relating to this had been circulated to governors the previous week for their consideration. The school was changing and the governing body needed to make changes to move with the school.	
8.2	<p><b>Summary of Proposed Changes which were outlined:-</b></p> <ul style="list-style-type: none"> <li>• Reduce GB to 13 from 15 members (requiring new Instrument of Governance)</li> <li>• Invite Jess Bunker to be a co-opted governor</li> <li>• Revise the Code of Conduct for the GB and terms of reference for the GB and the committees to ensure consistency and effectiveness of governing body</li> <li>• More pairing of governors to cover the link roles</li> <li>• New governor link role to cover LSA/Staff Liaison</li> <li>• Changes to meeting structure relating to Teaching and Achievement Committee and Full Governing Body Meetings.</li> </ul>	
8.3	<b>Governor comment:-</b> Pairing of governors re Safeguarding and Behaviour was already working very well. This is a good model to follow.	
8.4	The Chair then took governors through her proposed governor link roles ( see background paper) but stated that this was open for discussion.	
8.5	<b>Governor comment:-</b> Looked after Children (or Children Looked after) needed to be included with SEN and PP.	
8.6	It was explained that the committees could use the job descriptions for governor link roles (which also formed part of her presentation) to ask visits to address specific issues and report back to committee. This was welcomed.	
8.7	The proposed new meeting structure was then outlined. Safety and resources Committee would retain its existing format and timing. Teaching and Achievement meetings were proposed to be on the same night as the FGB meetings but starting at 5pm and for all governors to be invited to hear the last part of the T&A meeting (from 6-6.30pm) to hear relevant school wide data. The benefit of this would be to cut down duplication between meetings and also the number of evening meetings staff and governors may need to attend. The FGB meeting would then commence at 6.30pm and conclude at 8pm.	
8.8	<b>Governors discussed</b> the pros and cons of fewer meeting nights but longer meetings and how the new proposals may benefit or not meetings being quorate and the potential difficulties of governors working away from the area to get to meetings with an earlier start.	
8.9	<b>Governor comment:-</b> The proposals were comprehensive and well thought through.	

8.10	<b>Governor question:-</b> What limit was there on the proportion of school staff forming part of the Governing Body? The clerk stated that no more than one third of governors could be staff at the school. The proposals were in line with this.	
8.11	<b>Governor question:-</b> Would it be confusing if people arrived at different times to know which part of the meeting were T&A and FGB? The clerks would need to be clear about procedures and who would be entitled to vote at the T&A part of the meeting (i.e. T&A members.)	
8.12	<b>Governors agreed</b> to trial the new format for a term and review after then. Agenda setting for the autumn would be the start of the process.	
8.13	<b>Governors discussed</b> the proposed changes to the Code of Conduct of the FGB and the terms of reference of the committees. Some tweaks were suggested and the Chair would circulate the final versions for governors to <b>agree by email</b> (under the proposed new process for doing this).	Chair All Govs
8.14	HT thanked Chair for her work and report which she welcomed and said showed the Governing Body was moving with the school.  Governors agreed the new Instrument of Governance ie the FGB would comprise:- <ul style="list-style-type: none"> <li>• 2 parent governors</li> <li>• 1 LA governor</li> <li>• 2 staff governors (1 being the HT)</li> <li>• 8 co –opted governors</li> </ul>	
8.15	The clerk would inform Achieving for Children of this change.	Clerk
8.16	The clerk informed the GB of the upcoming ends of term of office of Fiona Stewart , James Greenbury and in January 2019 Carolyn Dodds. <b>The Governing Body agreed</b> the new terms of office for Fiona Stewart and Carolyn Dodds and co-opted Jess Bunker to be a full governor. James Greenbury was invited to remain on the Governing Body as an Associate Member (as he had previously given notice of his intention to stand down as a full governor during the next academic year).	
6.	<b>HT report (cont)</b>  6.1 The HT referred Governors to the Governors Assessment Pack which had been tabled and contained the data relating to: <ul style="list-style-type: none"> <li>• End of Key Stage Attainment Outcomes</li> <li>• End of Year attainment against targets</li> <li>• Closing the Gap Review</li> <li>• Summer Term Attainment and Progress for Year Groups</li> <li>• Early Years Outcomes</li> </ul> 6.2 The HT and ST had given her a joint presentation of KS 1 and KS 2 data earlier in the meeting. A year by year summary was then given.  <i>Nursery</i>	

6.3	HT referred to the strong outcomes in nursery. This was particularly encouraging because if you get nursery pupils speaking and listening well and managing feelings and behaviour they are ready to take full advantage of the primary school education.	
6.4	Speaking and listening had been assisted by outdoor theatre and the early years staff being trained in puppet storytelling and other techniques .	
6.5	Dani Mace was to be the new deputy Safeguarding lead.	
6.6	<b>Governor question:-</b> How many nursery pupils were moving on in to reception? 25 pupils were moving on with 4 from nursery moving to other schools.	
6.7	Governors welcomed the news that there was now waiting list for every year in the school except year 3.  Yr 1	
6.8	It had been a very successful year in phonics, maths and writing and this was due to the successful approach of teaching staff.	
6.9	A Maths Hub work group for 2018 -19 had been established with a teacher from The Russell coming to give CPD for the whole school. The aim was for Meadlands to become a Mastery of Maths School.  Yr 2	
6.10	Year two had very good outcomes again with very organised staff input.  Yr 3	
6.11	The year group had been targeted for assistance gradually with planned actions through to Yr 6 and was showing slow and steady progress.  Year 4	
6.12	Between 1 to 3 children were not meeting targets in different subjects. This was being addressed with 1 to 1 assistance by volunteers and LSAs in reading and maths booster classes.  Yr 5	
6.13	Six children were currently below target. Measures were in place to assist including groupings within Maths 'Families' because different curriculums related to the expected standard and the greater depth standard and this enabled more focused teaching.	
6.14	There would be an extra teacher from January 2019 for this group as they approach SATS at the end of Yr 6.	
6.15	HT explained that EO had been moderated and was considered spot on. She was now to be invited to train as a moderator.	

	Yr 6	
6.16	Yr 6 attainment and results had already been given earlier in the meeting.  <i>Closing the Gap (CTG)</i>	
6.17	ST presented the data.	
6.18	She gave the example of reading in Yr 5 where at start of the year 8 children required accelerated progress but by the end of the year only 3 were in the category needing to Close the Gap.	
6.19	ST explained next steps to assist CtG:- <ul style="list-style-type: none"> <li>• Trained LSA's</li> <li>• Pupil plans</li> <li>• Whole Class teaching first then class teacher support for CtG children within the classroom not outside when independent work undertaken. Other pupils in class supported by LS A's.</li> </ul>	
6.20	This method has worked very successfully in maths and is now to be applied to other subjects. Governors agreed with the approach of inclusivity and the best teacher being available to teach CTG pupils.	
6.21	<b>Governor question:-</b> Is this a change? HT commented not necessarily but it varies from subject to subject.	
6.22	ST referred governors to page 14 and 15 of the assessment pack which showed highlighted green areas of significant success in the attainment targets and highlighted in pink the areas for further development. The strengths include results for EAL pupils being strong in the school.	
6.23	Boys reading has been a priority and 97% of KS1 now making expected progress.	
6.24	A reading curriculum night had been held and this had been considered to be helpful.	
6.25	Analysis of key stage one did not show trends but is simply cohort driven.	
6.26	<b>Governor question:-</b> in maths page 16 shows that boys outperformed girls. This was a somewhat traditional position and was the school investigating why girls were falling behind? Do girls need encouragement to shine in maths? School to give booster sessions to girls. ST explained all children loved maths and problem solving not just the boys.	
6.27	Presentation closed with the success story of personalised homework being shared with governors. 75% are achieving the required level or are just one step off expected standard	
6.28	<b>Governor comment:-</b> These are strong results and thanks were recorded for putting together such a good report.	

	<i>The rest of the report was taken as read.</i>	
<b>7</b>	<b>School Development Plan Review</b>	
7.1	This would be outlined in the HT's summer report.	
<b>9.</b>	<b>Governor Report to Parents</b>	
9.1	The Chair would be preparing a summer report to parents.	Chair
9.2	<b>Governor Comment:-</b> The report should thank parents for their contribution towards assisting their children to be great learners at Meadlands and on the successes of the pupils in their results.	
<b>10.</b>	<b>Safeguarding and Single Central List Update</b>	
10.1	Single Central List would be signed following the meeting.	Chair
<b>11.</b>	<b>Governor Training</b>	
11.1	Governors were reminded of the training opportunities available from Governor Support and that the schedule for 2018-19 would soon be available. Chair reminded governors that level 1 safeguarding training was compulsory and to gain context it would be best delivered in school by either HT or safeguarding governor (who is now level 3 trained)	All Govs
<b>12.</b>	<b>Date of Next Meeting</b>	
12.1	The dates of the meetings for the next academic year were being set and would be communicated to governors as soon as possible.	

The meeting ended at 8.45pm

Signed by the Chair \_\_\_\_\_

Date \_\_\_\_\_

### Summary of Actions

<i>Item number</i>	<i>Action</i>	<i>Responsible governor/ Associate Member</i>
5.6	Reword Equalities Policy Approve Equalities policy	HT T&A cttee
8.13	Make discussed amendments to Code of Conduct and terms of reference of FGB and committees/circulate Agree Code of Conduct and terms of ref by email	Chair  All Govs
8.15	Inform AfC of IoG change	Clerk
9.1	Chair of govts report to parents	Chair
10.7	Sign Single Central Safeguarding List	CMcl
11.1	Level 1 safeguarding training	All Govs

List of documents:-

- FGB Minutes of 26<sup>th</sup> April 2018
- T&A Committee Minutes of 5<sup>th</sup> July 2018
- S&R Committee Minutes of 28<sup>th</sup> June 2018
- Governors Assessment Pack 2017-18
- Meadlands Governing Board Proposal
- Code of Conduct;terms of reference;loG proposal
- Meadlands review final feedback document

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