

The London Borough of Richmond upon Thames

Meadlands Primary School

Approved Minutes of the meeting of the Full Governing Body held at the school on Thursday 26th April 2018 at 6pm

Constitution, Membership and Attendance

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

bold = absent

Apologies: Charlotte McIntyre
Carolyn Dodds
Penny Frost
Karen Harrison
Marc Rust
Richard Smith
Ulrich Tiedau

Absent without apologies: None

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

1.	Apologies and Welcome	Action
1.1	Apologies were received and accepted from Charlotte McIntyre, Carolyn Dodds, Penny Frost, Karen Harrison, Marc Rust, Richard Smith and Ulrich Tiedau. The meeting was chaired by Vice Chair of FGB James Greenbury.	
2.	Declarations of Material Interest	
2.1	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.	
3.	Minutes of the Last Meeting	
3.1	The Minutes of the last meeting were reviewed. The Minutes of the meeting of Thursday 25th January 2018 were agreed and signed by the	

	Vice Chair as a true and accurate record.	
4.	Matters Arising	
4.1	Using the Summary of Actions from the previous FGB meeting the Chair focussed on the only matters not arising elsewhere in the Agenda:-	
4.2	(5.33) MB had sent the requested data to the HT but it didn't show any more detail about Meadlands' performance than figures on the government website. Link to be circulated to governors for this information.	Clerk
4.3	(6.3) T&A committee had received no nominations for Vice Chair but PF volunteered to chair meetings if Chair was unavailable and until permanent Vice Chair came forward.	
4.4	(6.4) JGr had received no comments on SFVS	
4.5	(7.20) Persistent absenteeism was covered by agenda item	
4.6	(10.3) Data Protection covered by agenda item	
8.	Head Teacher Report	
	<i>Due to HT's need to leave meeting early this agenda item was taken next.</i>	
8.1	HT had previously circulated her Spring Term Report and invited questions in advance of the meeting. <i>Whole School Review</i>	
8.2	HT gave an audio visual presentation which summarised the findings of the Whole School Review undertaken in March 2018 with the assistance of external experienced teaching colleagues and SIPs. This included:- <ul style="list-style-type: none"> • meetings with staff parents pupils and governors • lesson and lunchtime observations • learning walks • listening to pupils read • work scrutiny 	
8.3	The review highlighted the Areas of Excellence (eg Maths teaching and outcomes, quality of EY, positive relationships, SMSC, pupils love of learning). (see HT Report for full account)	
8.4	It identified the Improvements made since the last Ofsted Inspection in 2016 and asked challenging questions of the school including:- <ul style="list-style-type: none"> • What was being done to improve writing at the school? (both strengths and a number of initiatives and improvements were set out (and are included in HT report) including GPS being explicitly taught, displays supporting learning and marking being used to support writing. Further areas for Improvement 	

	<p>were suggested by the Review (also in Report) eg Evidence further differentiation and challenge not just by outcome, more creative LSA support and broader use of extended writing.</p> <ul style="list-style-type: none"> • What have SLT done to achieve such high standards and is this sustainable across the curriculum? • Is safeguarding effective and how has SLT improved attendance of SEN children? 	
8.5	Overall the review found that the school was moving from Good towards Outstanding and the latter was the grading to be anticipated by the next Ofsted inspection due in 2019/20.	
8.6	HT explained that due to recent changes an outstanding grading from a good was no longer an immediate conversion; if OFSTED deemed a school to have the potential to be outstanding they would return within an 18 month period for a following up inspection. The achievement of the school's goal of outstanding is therefore delayed 18 months.	
8.7	HT and governors discussed that Ofsted grading reflected in some part the team's performance on the actual inspection day when under scrutiny and both school staff and governors needed to be prepared for that.	
8.8	HT explained that whilst Outstanding grading would be good for the school and the community it should not be the sole goal but instead the focus should be on motivating through interesting projects.	
8.9	She explained these included using support staff in more creative way and a new SENCO role and these would be in SDP for Sept 2018.	
8.10	School was happy with overall review and pleased with its performance. HT commented that the Whole School Review had brought the whole school team together very successfully.	
8.11	The presentation concluded with the HT's Summer term priorities.	
8.12	Governors congratulated the HT and school staff for its achievement in the outcomes of the Review and also for looking broader and further than Outstanding grading.	
8.13	Governor question:- What did the HT mean by a ceiling for Middle leadership staff? HT explained that especially in a small school that is unified and stable limited staff change meant that middle leaders had fewer opportunities for promotion without moving school. Annual changes to job roles/titles were possible but not extra salary.	
8.14	Governor comment:- Pleased to hear pace of change is slowing. Ethos and approach can stay and rotation of duties/sharing of responsibilities are important to maintain morale and keep expertise.	
8.15	Governor suggestion:- Could 10 tips for governors regarding Ofsted be shared to enable governors to be prepared and aware for difficult questions at inspection time? HT agreed and said the important questions began with 'Why?' ie justify why some action is being	

	<p>followed. It was agreed by governors there should be a central place for this whether dropbox or AfC portal. Deputy HT commented that governors should be ready for wildcard questions eg a recent focus at another school's inspection was FGM.</p>	
8.16	<p>Governors discussed approaches towards Ofsted questioning including being prepared to say "We are not where we want to be but we are working towards goals.... by..."</p>	
8.17	<p>Governors discussed what IT tools could be used by the school to share expertise and best practice eg YAMMER to communicate, TRELLO for training and SLACK . Although it was acknowledged that tools can sometimes absorb too much time like email correspondence.</p>	
8.18	<p>Governors welcomed the Annual Review which would help both SEF and SDP preparation.</p> <p><i>Progress Data</i></p>	
8.19	<p>HT had previously reported progress data to T&A committee which had discussed it.</p>	
8.20	<p>Outcomes highlights:-</p> <ul style="list-style-type: none"> • Yr 5 made good progress from previous term • Speaking and learning outcomes in Reception very good- reflected high input. Pupils just off target have interventions in place. Data reflects CtG register (fewer registered now) • Maths excellent and other subject leaders following model. Impact reflects method and extra resources available • Booster sessions have greatly assisted and run throughout school and these assist solid core class teaching 	
8.21	<p>Governor question:-When do booster sessions run? Early morning before school delivered by class teacher and TA but teacher is responsible</p> <ul style="list-style-type: none"> • Extra support for Yr 6 useful to keep this in budget. • ST and JB are teaching champions, CD has more time now for class teaching 	
8.22	<p>More input required:-</p> <ul style="list-style-type: none"> • Yr 4 concentrated on-SEN, behavioural and some safeguarding needs and a larger class size but also a class where 50% of class exceeded Yr 2 expectations so large variation of needs. • Some areas of maths in lower years-ST dealing. • Writing in many groups being focused on. 	
8.23	<p>Governor question:- re Yr 2 all subjects-have pupils' progress dramatically declined? HT explained that the class had plateau'd but in fact their understanding had deepened and were indeed on track for targets. Moderation had been undertaken to assess the progress and HT was happy.</p>	
8.24	<p>Governor question:- Safeguarding demands had reduced but was</p>	

	<p>school prepared with contingency plans for any unexpected increase should it arise? HT reassured that this was covered and with ST taking over much of her previous input on attainment/data etc HT would be freed up to concentrate on safeguarding as planned with AC's departure from the school at the end of term.</p> <p>8.25 Whilst numbers on the safeguarding register had fallen the school had a system and appropriate procedures in place from work over the last 4 years to deal with any contingencies. Safeguarding could not be compartmentalised-it required an overview and vision. School had very strong links with AfC and LSCB.</p> <p>8.26 Governor question:- Were there to be any challenge against the HT, to whom would it be made ? Chair of Governors and there are also supervisors.</p> <p>8.27 As well as HT being trained to level 3 in safeguarding the nursery teacher and senior level ELSA is also trained to level 3.</p> <p>8.28 Safeguarding governor question:- Was HT shadowing AC at present? Yes. As well as shadowing, HT already leads on the 2 days that Deputy HT is not at Meadlands</p> <p>8.29 It was requested that Safeguarding Link Governor would follow up at her next safeguarding visit and then report to next S&R committee meeting.</p> <p><i>HT report continued to be presented by deputy HT after agenda Item 5 which HT presented before leaving meeting.</i></p>	AC/FS
<p>5.</p> <p>5.1</p> <p>5.2</p>	<p>Data Protection (General Data Protection Regulations 2018)</p> <p>In the light of the impending regulations change and action point from last FGB meeting HT explained that a number of actions had taken place and these included:-</p> <ul style="list-style-type: none"> • Data Protection Audit had been undertaken • Systems and policies for data protection had been looked at by Peter Cowley • Certain requirements would be undertaken by external DPO services <p>Whilst there was as yet no designated Data protection Officer this was in hand. The school had considered having Chair of Governors as DPO but Chair not in favour. Clerk stated that Governor Support were also not supportive of this approach. HT explained that DPO was possibly going to be the School Business Manager.</p>	
	<p><i>The HT left the meeting at 7.00pm and the Deputy HT continued to deliver the content of the HT's report and respond to questions.</i></p> <p>HT Report (cont)</p>	

8.30	<p>Further to the action point at last FGB meeting the Deputy HT reported on attendance and outlined the actions and interventions the school implemented to encourage high attendance which included:-</p> <ul style="list-style-type: none"> • Weekly competition between classes • Termly attendance certificates • Termly attendance prize • Good system between school office and parents regarding attendance and information shared with Deputy HT. Phone calls to parents where necessary if attendance falls to 92% (2% above persistent absenteeism threshold) • Termly meetings with EWO (Educational Welfare Officer) • Very rare for court cases about absenteeism (twice in last 10 years) 	
8.31	<p>Data re absenteeism then shared with Governors-10 persistent absentees in nursery (but more likely to be ill at that age); 4 persistent absentees in rest of school who also have safeguarding related issues and 4 who raise no SG concerns</p>	
8.32	<p>In terms of overall rates the borough's target for attendance is 96% but Meadlands is higher at 96.5%. This has been exceeded in last 3 years (97.6%-2016, 98.6%-2017: 98.9% (2018)</p>	
8.33	<p>School Register system-Integris can look into attendance in further detail. Deputy HT to set up with her successor before she leaves in order to improve attendance still further.</p>	
8.34	<p>Governor question:-Are term time holidays an issue for the school? Some issues with certain parents but not generally. HT can decide on penalty notices. Not generally issued in LBRuT and they don't necessarily resolve the problem.</p>	
8.35	<p>Governors discussed the issue regarding length of time away, timing etc</p>	
8.36	<p>Governor comment:-Much effort going into attendance but attendance does not sound a major issue-how is balance struck between effort on this issue as opposed to others re use of school resources? This is to be explored further.</p> <p>Governor comment:- Important to keep this proportionate.</p>	SMcG/AC
8.37	<p>The rest of the HT report was taken as read.</p>	

<p>6.</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p>	<p>Committee Reports</p> <p>Teaching and Achievement</p> <p>The draft minutes of the T&A committee meeting of 19th April 2018 were not yet available.</p> <p>However the Chair of the committee's summary of the key matters discussed was presented by Vice Chair of FGB:-</p> <ul style="list-style-type: none"> • Closing the gap progress data • Curriculum reports received on Maths, English and EY • Challenge project-very good presentation and results to be rolled out through school. Lessons planned to deliver more challenge. <p>Safety and Resources Committee</p> <p>The draft minutes of the meeting of 18th April 2018 (postponed from 23rd March) were not yet available.</p> <p>However the Chair summarised the main points discussed:-</p> <ul style="list-style-type: none"> • GDPR • Budget • Fundraising • Safeguarding <p>Each of these areas was then discussed further under other agenda items.</p>	
<p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p>	<p>School Financial Overview and Fundraising</p> <p><i>Budget</i></p> <p>The summary financial budget spreadsheet had been shared and comprised the 3 year plan prepared by School Business Manager and Steve Llewellyn.</p> <p>Chair of S&R committee explained that the budget was very conservative and his experience over last four years the out turn had always been more favourable than projected. This was corroborated by Assistant Head Teacher referring to previous 10 years.</p> <p>Although budget was healthy going forwards the reserves were gradually reducing year on year (as planned). At end of this year reserves were £97 000 (ie year had broken even); by end of 2018/19 reserves would be £42 000 and would be smaller in 2019/20.</p> <p>The school was in a stronger position financially than most other schools in borough with a higher income per pupil than other schools partly due to being one form entry. The imposed reductions in funding are now slowing (-1.5% pa currently and -0.75% pa next year)</p>	

7.5	As well as slowing level of funding reductions the school had also benefitted from increased income from Nursery which was now full in afternoons and was generating an extra £13 000 pa.	
7.6	Keeping the school roll full was important for funding but that was now not a problem with the good reputation of the school.	
7.7	<p>Chair of S&R concluded:-</p> <ul style="list-style-type: none"> • Budget was workable • No overall change in staff budget • Priorities for spending would be discussed at next S&R committee aligned with SDP action • Recommended budget to governors 	
7.8	<p>Governor question:- Please could full budget data be shared with governors? Additional data to be sent to those governors who request it. <i>[It was subsequently identified that detailed budget information could not be further circulated due to the granularity of individual salaries and other information.]</i></p>	Clerk/ Govs
7.9	Governors present were asked to indicate their agreement to the budget but, since the meeting was no longer quorate its formal agreement would need to be undertaken separately. All governors present agreed the budget.	
7.10	Governors were informed of a recent condition survey undertaken of the school's nursery building. It was safe but in near future will need to be refurbished properly or rebuilt with repercussions for the budget.	
7.11	AfC's total budget for capital projects for the borough was only £200 000 so impact potentially on Meadlands of any school capital improvements. If the nursery was to be rebuilt it would be built to two storeys but prior to any decision longer term objectives would need to be assessed.	
	Fundraising	
7.12	The governor link for fundraising updated governors on the work of the fundraising working group which had met together with some interested parents.	
7.13	Core school spending would not be funded by fundraising. Desirable items for fundraising revenue included a Multi Use Games Area (MUGA) and music facilities investment.	
7.14	Decision to be made on whether one or more projects would be focused on. Chair of FGB and HT to meet to discuss this further, probably at start of next academic year.	CMcl/ SMcG
	<i>Voluntary Fund</i>	
7.15	Fundraising governor commented that the option of voluntary parental contributions was still being discussed and could be important but would not be expected from all and would only aim to make a	

7.16	contributions giving system easy for those who wished to take part. Governor question:- Could contributions be gift aided? This is being looked into currently. Greycourt School's parental contributions are apparently gift aided.	
7.17	Communicating the idea to parents is key and communications material is currently being worked up.	
7.18	Other ways of raising money were also being looked at by fundraising group such as tax efficient means eg match funding with employers and also an Alumni fundraising scheme.	
7.19	The fundraising group was to meet monthly. The fundraising link governor was thanked for his report.	
8.	HT Report	
8.1	This item had been taken ahead of Item 5	
9.	Review of SDP and summer term priorities	
9.1	These had been covered within the HT report –Agenda Item 8	
10.	Safeguarding and Single Central List Update	
10.1	Safeguarding link governor updated governors on actions since the January 2018 Safeguarding Audit.	
10.2	Summary <ul style="list-style-type: none"> • HT refreshing her level 3 safeguarding training in July • Deputy HT is EHA trained (Early Help Assessment) and will train HT and DM before leaving • 1 child with full protection plan in last 12 months • 1 child 'followed up' in last 12 months • Statutory requirement is HT plus one governor being Safer Recruitment trained but Meadlands has HT, SBM and a governor all appropriately trained • Safer Recruitment Policy being revised by Deputy HT and to be considered at next S&R committee but school is compliant with statutory requirements • Staff code of conduct is in Staff Handbook (Jan 18) • Safeguarding is monitored annually and in conjunction with termly visits by HT and link governor 	S&R committee
10.3	Link governor was thanked for her update.	
10.4	Emergency Planning (lockdown) Procedure was then referred by Deputy HT as having been agreed by Governors at last week's S&R committee meeting. Staff received training at the last INSET day and it would be launched to pupils in a child friendly way soon.	
10.5	Deputy HT also confirmed that parents were aware of safeguarding and the website was being updated. Reporting apps had been discussed	

10.6	and e-safety was covered in in the online safety policy. Peter Cowley, the AfC online safety advisor was doing work with Yrs 5 and 6 at present. Job descriptions for designated governors were being drafted and pupils were now becoming involved in safeguarding through the Junior Leadership team	
10.7	Governors were reminded that level 1 safeguarding could be undertaken online and level 2 would be delivered to staff at an INSET day in September by HT and governors were invited to attend as well.	Govs
10.8	Single Central List would be signed following the meeting.	CMcl/JGr
11.	FGB Membership and Training	
11.1	Membership review was reported to governing body by clerk. There would be two vacancies before the start of new academic year and recruitment of governors from now would be advisable to ensure good continuity. Skills audit of FGB would assist in recruiting the appropriate people. Clerk would liaise with FGB Chair	CMcl/Clerk
11.2	Governors were reminded of the training opportunities available and the guidance from Governor Support suggesting governor refresher training every three years. Clerk to circulate the link to training opportunities and advised new governors to undertake the "Getting to Grips with Governance"/"Getting it Right as a Governor" training if not already undertaken and for other governors perhaps the training relevant to their link role.	Clerk
12.	Date of Next Meeting	
12.1	The date of next meeting had been agreed as Thursday 12th July 2017 . FS gave advanced apologies as she would be in Australia. These were noted.	

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>
4.2	Clerk to circulate link to performance data	Clerk
8.29	Safeguarding Link Gov to report to next S&R committee	FS/AC
8.36	Attendance review/use of resources	SMcG/AC
7.9	Budget to be formally agreed	Clerk/JGr/Govs
7.14	Fundraising projects decision	CMcl/SMcG
10.2	Safer Recruitment Policy	AC/S&R committee
10.7	Sign Single Central Safeguarding List	CMcl/JGR
11.1	Chair/clerk to consider governor recruitment	CMcl/Clerk

	strategy	
11.2	Governor training list link to be circulated	Clerk

List of documents:-

- FGB Minutes of 25th January 2018
- T&A Committee Minutes of 19th April 2018
- S&R Committee Minutes of 18th April 2018
- Head Teacher's Report April 2018
- School Draft Budget Notes 2018
- School Budget Model 2018 Final Draft 1 Summary
- School Budget Monitoring Summary March 2018

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