

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> October 2017 at 6.00pm

**Constitution, Membership and Attendance**

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

\*Charlotte McIntyre became co-opted governor after Item 3

\*\*Two to be selected by parent body as Parent Governors subsequent to meeting

bold = absent

**Apologies:** Karen Harrison  
James Greenbury  
Fiona Stewart

**Absent without apologies: Sarah Taunton**

**Also attended:** Alex Colclough  
Jolene Gee (part)  
Wendy Norman-Clerk

<b>1.</b>	<b>Welcome, Introductions, Apologies and Declarations of Material Interest</b>	<b>Action</b>
<b>1.1</b>	Apologies were received and accepted from the James Greenbury, Karen Harrison and Fiona Stewart.	
<b>1.2</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 disclosed.	
<b>1.3</b>	Governors had been asked to bring completed Declarations of Pecuniary Interest forms and these were handed to the clerk who would update the Register of Interests. Governors not bringing them were	<b>Clerk</b> <b>Govs</b>

	reminded to send these ASAP.	
<b>2.</b>	<b>Junior Leadership Team Presentation</b>	
<b>2.1</b>	Two members of the JLT (one from Yr 6 and one from Yr4) presented to the governing body on the role and membership of the JLT and areas for School Improvement.	
<b>2.2</b>	Governors were told that JLT members represented more than 15 areas of school life including core and non core curriculum subjects such as Maths, Writing and Science, Spanish, Art and Sport, Safeguarding, School Business Management.	
<b>2.3</b>	<b>Governor question:-</b> Why does Meadlands have junior leaders? In order to ensure the children's views are heard.	
<b>2.4</b>	<b>Governor question:-</b> How are junior leaders recruited? By an application process where applicants need to state why they wish to apply, what initiatives would they suggest to improve the school.	
<b>2.5</b>	<b>Governor question:-</b> Do other children understand the role and come to junior leaders to discuss things? Yes.	
<b>2.6</b>	Governors were told during the second presentation of the key strengths of the school ( inclusion, mental wellbeing, drama, SATS results and music and also of areas where the presenter considered improvement could be made (eg Money management being part of PHSE, investment in art and design and more practical lessons in science.)	
<b>2.7</b>	<b>Governor question:-</b> Would the presentations be put on the school website? Head Teacher (HT) confirmed that subject to pupil/parental permission they could be.	
<b>2.8</b>	Governors were very impressed with the quality of the verbal and powerpoint presentations and the confidence of the presenters and they were thanked for attending and for their contribution to the school.  <i>At 6.15pm JG and JLT members left the meeting</i>	
<b>3.</b>	<b>Governance</b> <i>New governors UT and EV arrived 6.20pm</i>  <i>Membership review/appoint new governors</i>	
<b>3.1</b>	Existing governors welcomed new governors to the Governing Body and everyone was briefly introduced. All agreed that the new skills being brought by the new members would enhance the existing diverse skills offered by Meadlands FGB.	
<b>3.2</b>	Existing FGB members voted that all new proposed governors be co-opted to the Meadlands FGB.	
<b>3.3</b>	It was highlighted that the term of office of the Chair would end before the next governing body meeting in January 2018 and the FGB therefore co-opted the Chair for another term of office.	

<p>3.4</p> <p>3.5</p> <p>3.6</p> <p>3.7</p> <p>3.8</p> <p>3.9</p> <p>3.10</p>	<p><i>Subsequent to the meeting it was decided, in liaison with Governor Support, that as she had been co-opted (and had previously been elected as a parent governor) this would mean that two of the parents becoming governors would be voted by the school parents to be parent governors with the other two having co-opted status.</i></p> <p>It was agreed that Chair would invite the parent body to elect the parent governors as soon as possible.</p> <p>It was reported to governors that the FGB membership was full and an updated list of governors would be sent to Governor Support.</p> <p><i>Review FGB and committee terms of reference, committee structure</i></p> <p>Slight changes to each of the terms of reference were outlined and discussed and governors would be sent the latest version for their approval by email subsequent to the meeting. The delegation of fund raising to a working group by S&amp;R committee was one such change as was a small review to the Schedule of Work for T&amp;A committee.</p> <p>For the benefit of new governors it was explained that in addition to the two main committees and the aforementioned Fundraising working group there were also the Head Teacher Performance Management Panel. After discussion it was decided that there was no current need for the Multi Academy Trust working group to continue because discussions were HT to HT rather than through governors. Should this change the working group would be re established.</p> <p><i>Appoint governors to committees and delegate responsibilities to committees</i></p> <p>The FGB agreed to delegate to committees responsibility for the areas of work referred to in their terms of reference and governors were appointed to committees.</p> <p><i>Governor link roles</i></p> <p>The existing roles were discussed and it was agreed that the following links would occur for 2017-18.</p> <table border="1" data-bbox="300 1570 1241 2027"> <tr><td>Literacy/Reading/Writing</td><td>UT</td></tr> <tr><td>H&amp;S</td><td>MR</td></tr> <tr><td>HL</td><td>EV</td></tr> <tr><td>Finance</td><td>JGr</td></tr> <tr><td>Pay/Induction/CPD</td><td>JGr (with AM)</td></tr> <tr><td>Early Years</td><td>AF</td></tr> <tr><td>Science</td><td>KH</td></tr> <tr><td>Pupil Premium</td><td>CDo and AH(VfM-S&amp;R cttee)</td></tr> <tr><td>Maths</td><td>CMcl</td></tr> <tr><td>SEN</td><td>PF</td></tr> <tr><td>Safeguarding</td><td>FS</td></tr> <tr><td>SMSC</td><td>CMcl/NS</td></tr> <tr><td>eSafety/computing</td><td>RS</td></tr> </table>	Literacy/Reading/Writing	UT	H&S	MR	HL	EV	Finance	JGr	Pay/Induction/CPD	JGr (with AM)	Early Years	AF	Science	KH	Pupil Premium	CDo and AH(VfM-S&R cttee)	Maths	CMcl	SEN	PF	Safeguarding	FS	SMSC	CMcl/NS	eSafety/computing	RS	<p>Chair</p>
Literacy/Reading/Writing	UT																											
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	<b>Behaviour</b>	<b>AH/FS</b>	
	<i>Governing Body Code of Conduct</i>		
<b>3.11</b>	The draft Code of Conduct 2017 drafted in accordance with NGA guidelines and which had previously been circulated to governors was <b>agreed and adopted.</b>		
<b>4</b>	<b>Minutes of the Last Meeting</b>		
<b>4.1</b>	The Minutes of the last meeting were reviewed. The Minutes of the meeting of Thursday 13th July 2017 were <b>agreed</b> and signed as a true and accurate record.		
<b>5.</b>	<b>Matters Arising</b>		
<b>5.1</b>	Using the Summary of Actions from the previous FGB meeting the Chair focussed on the only matters not arising elsewhere in the Agenda:-		
<b>5.2</b>	(5.2) Headline figures re CtG had been supplied to T&A committee.		
<b>5.3</b>	(7.1/SDP) SDP/3 yr vision being discussed later in agenda.		
<b>5.4</b>	(8.3/8.4/8.8) Governor recruitment/membership action had taken place.		
<b>5.5</b>	(8.9) S&R committee terms of reference had been amended.		
<b>5.6</b>	(8.12) Available governors had attended level 2 Safeguarding training.		
<b>5.7</b>	(10.1) Safeguarding SCL had been signed.		
<b>5.8</b>	(8.1/12.1) Meeting dates had been confirmed.		
<b>6.</b>	<b>Committee Reports</b>		
	<b>Teaching and Achievement</b>		
<b>6.1</b>	The minutes of the T&A committee meeting of 6 <sup>th</sup> July 2017 had been circulated and were received. A verbal report on the latest T&A committee meeting on 28 <sup>th</sup> September was given by the new Chair:-		
<b>6.2</b>	<ul style="list-style-type: none"> <li>• Presentations had been made to the Committee on Maths, Reading and Writing. Action plans for each discussed. In maths and Writing especially there was to be a focus on SEN pupils especially those without a Statement. There was an overlap with Pupil Premium (PP) pupils.</li> <li>• SEN schedule had been received</li> <li>• ST had given presentation on her summer Tanzania teaching experience.</li> <li>• Closing the Gap (CtG) numbers had been received for start of the year. T&amp;A committee to monitor these throughout the year.</li> </ul>		
	<b>Safety and Resources</b>		

<p>6.3</p> <p>6.4</p> <p>6.5</p>	<p>The minutes of the S&amp;R committee meeting of 29<sup>th</sup> June 2017 had been circulated and were received. A verbal report on the latest S&amp;R committee meeting on 5<sup>th</sup> October was given by a Chair of FGB:-</p> <ul style="list-style-type: none"> <li>• Don Eckford-Premises Officer had given a presentation on Health and Safety including the School Policies and outlining the external advisors (eg in respect of fire, gas, asbestos and legionnaires surveys) who reviewed the school.</li> <li>• Performance Management &amp; Pay procedure and objectives had been explained to committee and evidence was being collated in respect of pay increases. This had been reviewed (for fairness and procedure) by FGB and T&amp;A Chairs and would be taken back to S&amp;R committee.</li> <li>• JoG School Business Manager presented a mid year budget update. Current prediction was to be £20 000 better off than had been forecast at outset reducing the predicted budget deficit of £52 000 to £32 000. Improvement was due to more income through SEN funding, Early Years (EY) increased numbers and grants. HT reported that £19 000 would be needed to pay Local Authority (LA) clawback demanded in respect of rates bill.</li> </ul> <p><b>Governor question:-</b> Was there not also an expected bill in respect of SEN clawback? Yes.</p> <p><b>Governor question:-</b> Was performance management undertaken internally or externally? HT responded that policy was set by LA but undertaken in school and agreed by Governing Body.</p>	<p>CMcI</p>
<p>7</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p>	<p><b>Self Evaluation Framework (SEF)/ School Development Plan (SDP)</b></p> <p><b>SEF</b></p> <p>The HT presented the updated SEF which is reported back on regularly to governors, is based on the Ofsted areas of review and reviewed twice yearly.</p> <p>SEF assessed the school overall as Good. Yellow highlights identified areas where HT believed the school was Outstanding. School is believed to be at top end of Good but more work was needed in certain areas (those left unhighlighted in Outstanding boxes on form) to take school overall to Outstanding. HT stressed the need to be very secure in self evaluating as Outstanding before stating as such. Current and former School Improvement Partners (Cathy ??) and Chris Byrne had been encouraging HT in school's goal. The latter was being retained as a consultant to the school (for 5 visits p.a.) due to his good knowledge of the school.</p> <p>Chair explained to governors that a 'mocksted' was undertaken on an annual basis to keep up to date with Ofsted's approach and consistently evaluate school's performance.</p> <p>HT had recently gained useful experience taking part in a review of Greycourt School.</p> <p>HT summarised major strengths of the school:-</p>	

	<p><b>Outcomes</b></p> <ul style="list-style-type: none"> <li>exceeded national measurements at all Key Stages and in all subjects.</li> <li>Maths-school was in top 5% of all schools nationally</li> <li>Reading/Writing-school was in top 10% of all schools nationally</li> <li>Within the high achieving Richmond Borough school was now near top of the list where previously it had been near the bottom</li> </ul> <p><b>Personal development</b></p> <ul style="list-style-type: none"> <li>Safeguarding very strong both in meeting standards but also in its creative approach/interventions. Deputy HT responsible for Safeguarding and assists other schools due to her experience and qualifications.</li> <li>Behaviour-very strong, good learning behaviour in school and good system in place when occasionally there are lapses. Aim is to keep children in school.</li> <li>PE very strong-Gold status School Games award achieved for PE in 2016-17 [website shows 2015-16-has it been renewed?]</li> </ul> <p><b>7.6 HT then set out the areas needing further improvement:-</b></p> <p><b>Teaching quality consistency</b></p> <ul style="list-style-type: none"> <li>Teaching was 50/50 Good/Outstanding. Teachers were being mentored to raise consistency of teaching but turnover of staff impacts quality as it takes time to train a new member of staff to the Meadlands' standard.</li> </ul> <p><b>Years 3&amp;4 progress-</b></p> <ul style="list-style-type: none"> <li>Difficult to get appropriate levels of progress to a high level and new assessment system does not assist. A national problem with the age group.</li> </ul> <p><b>Non-core subjects</b></p> <ul style="list-style-type: none"> <li>Very important and at a good level but HT wishes to make them even better.</li> </ul> <p><b>7.7</b> HT explained to governors that it would require both staff capacity and financial resources to get the school to Outstanding status. Budget was healthy at present but school could make good use of more money.</p> <p><b>7.8</b> Chair thanked HT for her presentation, explained that governors role was to review the SEF and question it using it as a tool when on school visits to cross check if what was in SEF was being seen when in school.</p> <p><b>7.9</b> <b>Governor question:-</b>Reflections of HT on Early Years (EY) as less seems to be highlighted as outstanding? HT's judgement on EY needs verifying as new EY staff. Previous year's pupils made very good progress and HT wants to check current progress is consistent.</p> <p><b>7.10</b> <b>Governor question:-</b>Staff turnover a problem? Not high numbers leaving but as Meadlands is a small school any change is significant. Two class teachers left last year-one mid-year. HT aware of similar</p>	
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	demographic in teachers at Meadlands presently- able, ambitious and a neighbouring borough offering salaries with London weighting. School has been creative in schemes to retain staff.	
7.11	<b>Governor question:-</b> What is a 'Meadlands teacher'? HT explains they are teachers who are Outstanding and committed to the whole child.	
7.12	<b>Governor question:-</b> How much can school rely on Teaching Assistants (TAs)? Highly relied upon and they work very well with teaching staff. Many pupils look on them as additional teachers. TAs at Meadlands are unified; an HLTA (Higher Level Teaching Assistant) is a member of the Senior Leadership Team. (SLT) and this has been very successful.	
7.13	The HT closed the presentation on the SEF by outlining all the self evaluation techniques used in school eg lesson observations including drop-ins and learning walks; work scrutiny including book looks and moderation; progress data both internal and external; and feedback from pupils governors and parents and School Improvement Partner. She also outlined the revamp of the SEN policy and pupil assessment in connection with that.	
	<b>SDP/Vision</b>	
7.14	The SDP was introduced by the HT and it now covers a three year period enabling innovation and the ability to "Dream big". The proposed plan was being shared with governors first, then staff, the pupils and parents. The SDP/Vision is appended to these Minutes.	
7.15	It is driven four key statements:-  <i>1. The school is outward looking and secures partnerships with professionals in both the locality and beyond.</i>  <i>2. At Meadlands, everyone is a leader. Meadlands has a culture of leadership where forward thinking and action are valued, supported and encouraged. Where ideas are implemented and enhanced with targeted CPD, team effort and guidance.</i>  <i>3. A culture of challenge runs throughout the school, children are cognitively stretched to achieve the highest outcomes and develop into resilient and determined lifelong learners.</i>  <i>4. Our curriculum enables children to develop the key skills and knowledge that they need in order to become successful future citizens.</i>	
7.16	The HT explained that the objectives under each of these goals would change over time but she outlined the current objectives to Governors. She explained that success in these objectives would be measured not just by attainment but in thriving children. The objective was to maintain and build on current successful outcomes, retain staff and be a 'teaching school'.	All Govs SMcG
7.17		

	<p>HT outlined that a hurdle to achieving the goals in the SDP was staff turnover as it took a bit of time to get teachers to Meadlands standard. HT requested ideas and comments on the SDP from governors and would then be sharing with staff and parents and pupils following which SDP would be further reviewed and circulated before the next FGB.</p>	
7.18	<p><b>Governor comment:-</b>The governor's part of the SDP was to review what progress was being made and how to fund it including submitting ideas to the fund raising group on S&amp;R committee.</p>	
7.19	<p><b>Governor comment:-</b>Ofsted enquire how much input governors have to SDP i.e. governor role was important.</p>	
7.20	<p><b>Governor question:-</b> Confirmation sought that the 3 yr plan has replaced the 1 yr plan? Yes, the immediate goals of the 1 yr plan have been met-now time to dream bigger.</p>	
7.21	<p><b>Governor question:-</b> As not all needs are dependent on new funding, can the Plan identify what needs extra funding and have this indicated on the Plan so that needs can be prioritised? This would be done.</p>	
7.22	<p><b>Governor question:-</b>Does school have the capacity to deliver on the goals set out within 3 years? An HT comment that is difficult to say due to plans/funding relationship preventing clarity at start.</p>	
7.23	<p><b>Governor suggestion:-</b> Plan what is wanted and how to deliver it first, then think about funding otherwise it is a never ending conundrum.</p>	
7.24	<p><b>Governor question:-</b> Is a MAT (Multi Academy Trust) working group still needed? Conversations still taking place on this at HT level. No need for working group of governors presently but this can be set up as required. Present reference to MAT to be removed from SDP.</p>	
7.25	<p><b>Governor question:-</b> Does MAT not attract extra funding? Only for consultant needed to assist in setting one up.</p>	
7.26	<p><b>Governor question:-</b> How will the 'Dream Factory' be created? Ideas being worked upon.</p>	
7.27	<p><b>Governor suggestion:-</b> Possibly use Input from companies' Corporate Social Responsibility commitments and skills from partner links such as business management from St Mary's University students for example.</p>	
7.28	<p>The HT thanked governors for the comments and concluded by stating that the starting point would be looking at existing resources which could be optimised eg music from links with Kingston Academy.</p>	
8.	<p><b>Safeguarding</b></p>	
8.1	<p>JoG would update the list and it would be signed by the Chair.</p>	JoG/Chair
9.	<p><b>Governor Training</b></p>	
9.1	<p>Governors were reminded that all governors needed Level 1 Safeguarding training which Deputy HT could deliver to a group if that was sought or it could be undertaken on-line.</p>	Govs

<b>9.2</b>	Governors were reminded of the new CPD schedule which had been issued by Governor Support and new governors were informed about the Getting to Grips with Governance courses running this year. A summary of the most relevant courses coming up was provided by the clerk. It was agreed that governors would review the list and take up training relevant to their committee and link roles.	Govs
<b>10</b>	<b>Date of Next Meeting</b>	
<b>10.1</b>	The date of next meeting was agreed as <b>Thursday 25<sup>th</sup> January 2018</b>	

The meeting ended at 8.00 pm.

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

Date \_\_\_\_\_

### Summary of Actions

<i>Item number</i>	<i>Action</i>	<i>Responsible governor/ Associate Member</i>
1.3	Remaining Declarations of Pecuniary Interest forms to be sent to Clerk Clerk to update Register of Interests	Govs Clerk
3.5	Chair to write to parents re parent governor elections	CMcl
6.3	Performance Pay Panel to report back to S&R committee	CMcl
7.17	Govs comments on SDP to HT/HT to circulate reviewed SDP by 18 <sup>th</sup> January 2018	Govs/ HT
8.1	SCL for safeguarding to be reviewed and signed	JoG/CMcl
9.2	Govs to review training needs	Govs

List of documents:-

- FGB Minutes of 13th July 2017
- T&A Committee Minutes of 6<sup>th</sup> July 2017
- S&R Committee Minutes of 29<sup>th</sup> June 2017
- SEF 2017-18
- SDP/Vision 2017-18

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