

The London Borough of Richmond upon Thames

Meadlands Primary School

Minutes of the meeting of the Governing Body held at the school on  
Thursday 13th July 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)	Karen Harrison (KH)
		<b>Sarah Taunton (ST)</b>	James Greenbury (JG)
			Fiona Stewart (FS)
			Carolyn Dodds (CDo)
			<b>Danny Langley (DL)</b>
			Richard Smith (RS)
			<b>Alka Mathur (AM)</b>
			<b>Michelle Alletson (MA)</b>

bold = absent

**Apologies:** Michelle Alletson  
Sarah Taunton  
Danny Langley  
Alka Mathur

**Absent without apologies: None**

**Also attended:** Alex Colclough-Deputy Head Teacher  
Wendy Norman- Clerk

<b>1.</b>	<b>Apologies and Welcome</b>	<b>Action</b>
<b>1.1</b>	Apologies were received and accepted from Michelle Alletson, Sarah Taunton, Alka Mathur and Danny Langley.	
<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 CDo declared her role as a governor at Greycourt given that MATS was on agenda (CDo not on Trust's board however). All governors were happy for CDo to be present during that item's discussion.	
<b>3.</b>	<b>Minutes of the Last Meeting</b>	
<b>3.1</b>	The Minutes of the last meeting were reviewed. The Minutes of the meeting of Thursday 27 <sup>th</sup> April 2017 were <b>agreed</b> and signed as a true	

	and accurate record.	
<b>4.</b>	<b>Matters Arising</b>	
	<b>Bee Proposal</b>	
<b>4.1</b>	Deputy HT reported back to FGB on the areas she had investigated further following questions raised at previous FGB meeting ie <ul style="list-style-type: none"> <li>- Increased risk of anaphylaxis by having hives on site?</li> <li>- Bee sting response (H&amp;S)</li> <li>- Neighbour notification</li> <li>- Increased risk if hives within school as opposed to adjacent gardens</li> </ul>	
<b>4.2</b>	Deputy HT had spoken with the school nurse, received feedback from a former parent governor who had visited Charlton Primary School (which had had school bee hives for 8 years) and also discussed the proposal further with Governor Support at AfC and those responsible for the wildlife area within school.	
<b>4.3</b>	She summarised the feedback as follows:-	
<b>4.4</b>	School nurse indicated the risk can be managed through the annual epipen training given to staff and that there would be no additional risk of bee hive being on site as opposed to being in a neighbouring garden.	
<b>4.5</b>	AfC had responded that in spite of first wondering why a school would want to introduce an additional risk to the site, the Safety Plan was in place and fit for its purpose.	
<b>4.6</b>	Parent governor had reported that Charlton PS was small with little outdoor area but bee hives had not increased risk (approx. 5 stings per year and no anaphylactic events). They had plenty of trained volunteers to deal with hives. Time commitment was 1 hour per week March-October following a winter training course.	
<b>4.7</b>	Costs- £200pa on bee food, medicine £150 to buy new colony if one dies/disappears £5000 set up cost inc observation hive (with part of that cost being very generously donated by a parent)	
<b>4.8</b>	Two hives were proposed at Meadlands-approx 30-70,000 bees per hive. Charlton School had three hives and in a good year could sell honey for about £700 (less cost of packaging).	
<b>4.9</b>	A parent survey on the proposal had a good response with 184 responses ( 168 in favour and 16 against).	
<b>4.10</b>	The Deputy HT was thanked for all her work in looking into the proposal and questions were invited.	
<b>4.11</b>	<b>Governor question:-</b> How long is bee theory course? 10 weeks and Laure Thevenon, Roger and Yolanda Barnes would initially undertake this.	

<p>4.12</p> <p>4.13</p> <p>4.14</p> <p>4.15</p> <p>4.16</p> <p>4.17</p> <p>4.18</p>	<p><b>Governor question:-</b> If anaphylaxis occurs can an epipen be used on child without their own? No this is not allowed and an ambulance would need to be called. However this may change in future as with current practice of having generic inhalers in school to cope with increased asthma attacks.</p> <p><b>Governor question:-</b> How does bee sting rate at Charlton PS compare with Meadlands-similar, a child had been stung that day in school.</p> <p><b>Governor comment:-</b> In favour of proposal in theory but given some parents are against (for possibly strong reasons) it seems a major thing to impose. There would be a very low probability of a very high risk event occurring-the worst kind of risk.</p> <p><b>Governor comment:-</b> Why bring the potential risk into school?Against the proposal.</p> <p>Two governors restated their concern particularly in light that no generic epipen could be used. In law this probably would constitute assault if one were used.</p> <p>HT commented that without the FGB Chair's support she did not feel comfortable going ahead with proposal at present.</p> <p>Concluding the item it was decided that the project would be deferred until such time as circumstances changed at which point the HT would ask the FGB to consider again.</p>	
<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p>	<p><b>Committee Reports</b></p> <p><b>Teaching &amp; Achievement</b></p> <p>The minutes of the T&amp;A committee meeting of 18th May 2017 were received and the key points discussed at the meeting of 6<sup>th</sup> July were reported on.</p> <p>The chair summarised the key points:-</p> <ul style="list-style-type: none"> <li>• Quality of teaching</li> <li>• Comprehensive Early Years (EY) report-80% had made GLD (good level of development compared with 71% nationally and 78% borough)</li> <li>• Closing the Gap (inc More Able) data had been detailed from HT. Use of SENCO in teaching had been positive. Governor request: Can Headline figures to be provided? Yes</li> <li>• Chair of T&amp;A, although not present at the meeting had submitted a report on her governor visit to EY.</li> </ul> <p><b>Safety &amp; Resources</b></p> <p>The minutes of the S&amp;R committee meeting of 25th May 2017 were received and the key points discussed at the meeting of 29<sup>th</sup> June were reported on.</p> <p>The Chair summarised the main issues discussed:-</p>	<p>SMcG</p>

5.5	<ul style="list-style-type: none"> <li>• Safeguarding/behaviour had been a more significant issue recently. Deputy HT and Safeguarding Governor were fully on top of issue.</li> <li>• H&amp;S audit had focused on previous actions undertaken.</li> <li>• Financial update-year was break-even.</li> <li>• Fundraising update-some match funding from parents, parental contributions would be sought in autumn term</li> <li>• School Business Manager (SBM) had been very efficient over use of school's resources inc out of hours use of school hall. School being entrepreneurial. Wrap around care being introduced from Jan 2018.</li> </ul> <p><b>Governor question:-</b> What would be impact of public sector pay review if it moves to greater than 1%? This would depend on whether extra CG funding assisted with any increase over 1%.</p>	
6.	<p><b>Head Teacher's Report</b></p> <p><b>School View</b></p> <p>6.1 The HT had circulated prior to the meeting a comprehensive and detailed Summer Report together with End of Year Data. Tabled at the meeting were also the Subject Leaders' Annual Reports to Governors.</p> <p>6.2 The HT referred to Ofsted's focus on 'Progress' and 'Challenge' and stated that this remained the key for the future. That vision was now embedded in school's work.</p> <p><i>School Characteristics</i></p> <p>6.3 HT outlined key factors influencing school's work in recent months-some children from very complex backgrounds this year so that some balance of work had shifted towards that with safeguarding the absolute priority.</p> <p>6.4 In addition the staffing had altered with some new staff at beginning of year, almost all taking on new year groups, some needing extra support and one senior teacher leaving mid year with his Yr 6 class being very ably taken over by ST.</p> <p>6.5 Overall HT reported that staff had worked as a team, competently filled gaps and pushed forwards.</p> <p>6.6 SBM had shown strong performance in increasing school admissions developing a good relationship with borough over admissions.</p> <p>6.7 Numbers were rising in nursery. Double the number were signed up for Sept 17-18 (morning and afternoon) than at same time last year.</p> <p>6.8 Most of Yr 6 were transferring to Greycourt School in September with good transition procedures in place and extra support for vulnerable children.</p>	

	<i>Leadership and Management-SEF Rating-GOOD</i>	
6.9	<p>HT thanked Jolene Gee and James Greenbury for their rigour concerning the budget.HT explained where savings had been made eg revised staffing structure, better use of resources, change of contractors/contracts.</p> <p>New investment had been made in outdoor equipment, development of reception class and an extra teacher for Yr6 for two terms which had positively impacted SATS results.Career development for staff had also been improved.</p> <p>HT explained the more costly projects for 2017-18</p> <ul style="list-style-type: none"> <li>• The Dream Centre-computing hub</li> <li>• The Minsitry of Sound –greater facilities for music</li> <li>• Developing EY outdoor space.</li> </ul>	
6.8	HT explained that School Improvement Partner Chris Byrne was leaving AfC and school had new and good replacement. However relationship with CB would continue on private contract basis as he had deep and useful experience for guiding the School.	
6.9	<p>Continuing professional Development (CPD) was still available through AfC but credits had been reduced. This di dnot present a problem as some previously “bought” training could now be done inhouse or in tandem with other schools. Examples of shared expertise/projects:-</p> <ul style="list-style-type: none"> <li>• Review of school with Greycourt</li> <li>• Science project with Greycourt</li> <li>• Maths project invitation from Kingston Academy</li> </ul>	
6.10	Safeguarding was a big strength of the school with outstanding leadership involving both rigour and innovation. HT thanked Deputy HT and also safeguarding link governors.	
6.11	Meadlands was a beacon school for safeguarding whose experience was being shared elsewhere. Main issues arose from domestic abuse, alcoholism and mental health.	
6.12	H&S audit had been succesfully undertaken and H&S policy updated. H&S to be focus of INSET training.	
	<i>Quality of Teaching, Learning and Assessment-SEF-GOOD</i>	
6.13	Current SEF Rating was GOOD. HT explained how she wanted to get to Ofsted Outstanding.	
6.14	Teaching staff would be encouraged and trained to be more innovative and teaching less from schemes and less experienced staff would be supported to achieve good/outstanding lesson observations.	
6.15	Senior Leaders would continue to help with model lessons and team teaching, encourage rigour and there would continue to be termly/half termly meetings on attainment. Four book looks per term on different subjects.	

6.16	HT informed governors of the successful career development of several individual teachers which governors commended. Also the high level of safeguarding training achieved by staff. 5 teachers were trained to level 3 with all senior leaders to level 2 and all staff to level 1.	
6.17	<p>HT summarised the key successes</p> <ul style="list-style-type: none"> <li>• Excellent SATS results (discussed under item 6.23)</li> <li>• Enrichment activities flourishing including school achieving Gold Mark for sport and 90 pupils attending O2 Music event (double previous year) and drama strength through involvement with LAMDA and many school trips and visitors to school.</li> </ul>	
6.18	<p>HT expressed ambition to achieve Outstanding status for the school and above Rischmond figures through teaching being creative, challenging and questioning.</p> <p><i>Personal Development, behaviour and welfare -SEF-OUTSTANDING</i></p>	
6.19	HT reported that year had presented some pupil behavioural challenges but these had been dealt with effectively way and improvement had occurred. She was proud that Meadlands was a fully inclusive school.	
6.20	Attendadance was above AfC targets and school had effective absence procedure with absence follow up with parents within two hours. Increasing home education within Borough affected attendance figures as children oftenh still on school roll.	
6.21	Governors discussed behaviour for learning in connection with Ofsted inspection comments.	
6.22	<p><b>Governor question:-</b> What did parent/pupil survey show? Most comments related to bullying and homework.</p> <p><i>Outcomes for Pupils-SEF GOOD/OUTSTANDING</i></p>	
6.23	HT report contained full school attainment and progress data.	
6.24	HT headlined that EY attainment had risen again on previous year and 80% children had made a Good Level of Development (compared with 76.9% in 2016).	
6.25	In KS2 the success of 2016 was built upon with the exception of reading, significantly higher figures in other subjects than 2016 especially in maths where school performed fifth best in Borough.	
6.26	HT outlined EY to KS1 progress data which showed figures for reading was higher than last year, writing had dipped and maths was similar for expected progress.	
6.27	Regarding KS1-KS2 pupils making more than expected progress,reading writing and maths were all up on 2016 figures.	
6.28	HT reported that SATS KS2 results were very good.	

6.29	All results were similar to or higher than 2016 with exception of reading which showed a slight dip. Maths was significantly higher with 94% reaching level 4+(84% in 2016) and 48% reaching level 5+ (16% in 2016)	
6.30	<b>Governor question:-</b> With writing showing sustained results would it continue to be a focus within the SDP? Yes because other year groups need that concentration to continue.	
6.31	<b>Governor comment:-</b> Reading had dipped but school was in top 10% for reading last year. HT stated that although there was a dip in those achieving level 4, those reaching level 5 had risen to 38% compared with 28% in 2016. This was due to differing cohorts and swift teacher reaction to children's varied needs, sharing with parents etc.	
6.32	Teachers would be preparing action plans over summer/early next year to create outstanding teaching/booklooks so that for all significant groups (including the More Able) closing the gap intervention should achieve success by time pupil is in Yr 6.	
6.33	<b>Governor comment:-</b> KS2 exceeding progress data is data to show Ofsted at future inspection given question on progress which was previously raised.	
6.34	<b>Governor question:-</b> How can school keep exceeding progress? Each year presents staff with the teaching challenge to do this-strong team helps to achieve it.	
6.35	<b>Governor question:-</b> Does the Challenge project help with this? Yes together with Closing the Gap measures.	
6.36	<b>Governor question:-</b> How long does Challenge project have to run? 18-24 months. Action Plan being formed for 2017-18. Needs constant re-emphasis to counterbalance other needs.	
6.37	<b>Governor question:-</b> What parental feedback has there been to the results? None yet as data has not yet been shared with parents. Governors being informed first. Joint letter to parents from HT and Chair of FGB next week.	
6.38	The HT then showed governors an audiovisual presentation of the enrichment activities within school.	
6.39	Governors recorded their pleasure over the successful academic results and enrichment programme and thanked the HT, SLT and all staff for their commitment and hard work to bring about the success.	
	<b>MAT update</b>	
6.40	There was little to report. Approaches were being made by by two secondary academies and primary federations also being investigated within Richmond and Kingston Boroughs.	

<p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p><b>School Development Plan Review</b></p> <p>Much of the content of SDP review had been covered within the HT report however as it was termly based it would be rolled forward and reviewed at start of Autumn term.</p> <p><b>Governor Comment:-</b> Although it is termly could there also be a three year overarching plan/vision? After discussion it was agreed there would be a set of objectives for a three year period established.</p> <p>Deputy HT commended HT on her leadership at the school with which <b>governors agreed.</b></p>	<p>SMcG</p> <p>SMcG/ Chair</p>
<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p> <p>8.5</p> <p>8.6</p> <p>8.7</p> <p>8.8</p>	<p><b>Governance</b></p> <p><i>Membership</i></p> <p>Chair reported there had been two recent governor resignations- Michelle Aletson and Danny Langley. Clerk clarified that this meant there was now one parent governor vacancy and four co-opted vacancies.</p> <p>A discussion took place around how to recruit the skills required. The GB remained strong but additional governors with skills in fundraising, financial, business, marketing would be welcomed.</p> <p>Chair of FGB had drafted a letter to parents regarding governor recruitment and amendments to the draft she had circulated were suggested. Letter to be sent to parents next week with a view to recruitment at start of Autumn term.</p> <p>Clerk would now be able to submit governor requirements to SGOSS and Inspiring Governance as well as update LA on governor vacancies and recruitment.</p> <p><b>Governor Comment:-</b> Greater diversity within the GB membership as a goal would be beneficial and <b>governors agreed.</b> One suggestion was a coopted member from Richmond Understands Independent Living (RUILS) with whom the School has links</p> <p><i>Governor Link/Succession Planning</i></p> <p>Governors agreed that recruitment should take place before reviewing the membership of the committees (T&amp;A had lost three members since March) succession planning and governor link roles.</p> <p>For time being existing chairs and vice chairs would remain in post.</p> <p>Clerk reminded GB that PF's term of office ended on 3<sup>rd</sup> September 2017 (ie before next FGB meeting). PF confirmed she would be happy to continue as a governor but not as Chair of T&amp;A committee. FGB endorsed her to commence a new term of office. <b>Governors agreed.</b> Clerk to advise LA.</p> <p><i>Terms of Reference of Committees</i></p>	<p>Chair</p> <p>Clerk</p> <p>Clerk</p> <p>Chair of S&amp;R cttee</p>

8.9	It was agreed that committee terms of reference would be reviewed and agreed at first meetings of Autumn Term. S&R committee would refer to the creation of and delegation to the Fundraising working group within its terms of reference.	Chair/HT
8.10	The Chair had circulated a list of proposed meeting dates which was then discussed. Timing was discussed especially in connection with external key dates and also with FGB meetings proposed to occur within one week of some committee meetings and the availability of committee Minutes which governors commented was sometimes an issue already.	
8.11	Dates to be confirmed post meeting.  <i>Governor compliance/training</i>	
8.12	Governors were reminded of the CPD schedule which had recently been circulated by AfC and encouraged to sign up. HT invited governors to attend the Level 2 Safeguarding INSET training for staff scheduled for 5 <sup>th</sup> September 9-11am.	
<b>9</b>	<b>Governor Report to Parents</b>	
9.1	The Chair would be preparing a summary report to parents linked to the letter seeking new governors. <b>[Is this correct Charlotte-I haven't seen the final letter and cannot remember what was said!]</b>	Chair
<b>10</b>	<b>Safeguarding and Single Central List update</b>	
10.1	The Chair would be reviewing and signing the updated list after the meeting.	Chair
<b>11.</b>	<b>Governor Training</b>	
11.1	This item was discussed under item 8.12.	
<b>12.</b>	<b>Date of Next Meeting</b>	
12.1	The date of next meeting would be <b>Thursday 12<sup>th</sup> October 2017</b> (to be confirmed) at 6pm	Chair

The meeting ended at 8.15pm.

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

Date \_\_\_\_\_

### Summary of Actions

<i>Item number</i>	<i>Action</i>	<i>Responsible governor/ Associate Member</i>
5.2	Headline figures re Closing the Gap	HT
7.1	SDP annual review	HT
7.2	SDP three year vision	Chair/HT

8.3	Chair letter to parents re governor vacancies	Chair
8.4	Clerk to register vacancies with Inspiring Governance and SGOSS	Clerk
8.8	Clerk to advise LA on membership	Clerk
8.9	S&R terms of Ref to include Fundraising group delegation	Chair S&R committee
9.1	Governor Report to Parents	Chair
10.1	Sign Safeguarding SCL	Chair
8.1/12.1	Dates of meetings to be confirmed	Chair/HT
15.1	Determine date of next meeting	Chair

List of documents:-

- FGB Minutes of 27th April 2017
- T&A Committee Minutes of 18<sup>th</sup> May and 6th July 2017
- S&R Committee Minutes of 25<sup>th</sup> May and 29<sup>th</sup> June 2017
- Head Teacher's Summer report
- Subject Leaders' Annual Reports-EY,Mathematics, Writing, Science, PE, PSHE, ELSA, SMSC, healthy Living, Music, Spanish, Art and Design
- School Development Plan
- Pupil Survey
- Provisional SATS summary results sheet 2017

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