

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 27<sup>th</sup> April 2017 at 5.45pm

**Constitution, Membership and Attendance**

<b>PARENTS -2</b>	<b>LA-1</b>	<b>STAFF-2</b>	<b>COOPTED -10</b>
<b>Charlotte McIntyre (CMcl)</b>	Penny Frost (PF)	Sophie McGeoch (SMcG)	Karen Harrison (KH)
		<b>Sarah Taunton (ST)</b>	James Greenbury (JG)
			Fiona Stewart (FS)
			Michelle Alletson (MA)
			Carolyn Dodds (CDo)
			<b>Danny Langley (DL)</b>
			Alka Mathur (AM)
			Richard Smith (RS)

bold = absent

**Apologies:** Charlotte McIntyre  
Danny Langley  
Sarah Taunton

**Absent without apologies: None**

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

<b>1.</b>	<b>Apologies</b>	<b>Action</b>
<b>1.1</b>	Apologies were received and accepted from Charlotte McIntyre, Danny Langley, Sarah Taunton and Claire Davies. The meeting was chaired by Vice Chair of FGB James Greenbury.	
<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 Carolyn Dodds informed the GB of her role as parent governor of Greycourt School given that MATs were on the agenda.	
<b>5.0</b>	<b>Bee Hive Proposal</b>	
<b>5.1</b>	This agenda item was taken next and governors were shown the wildlife garden and site of the proposed beehive. They were given an introduction to the project by parent Laure Thevenon and, back in the	

	meeting venue, the Deputy Head Teacher (DHT).	
5.2	A Lottery funded “Learning through Landscapes” grant of £800 had been applied for successfully by School Business Manager, half of which had paid for bee friendly planting in the wildlife area. Aim was for schools to create green links with bee friendly habitats to educate pupils as well as help save UK bee populations and hence pollination of food sources.	
5.3	Wildlife area had been created over 23 years ago and Roger Howard had looked after it on voluntary basis. Wildlife area a unique aspect of the school. In 2016 had won the Richmond in Bloom First Prize Award.	
5.4	The proposal to add a bee hive with 2 colonies of bees was then outlined, with Roger and Laure trained as beekeepers by British Bee Keeping Association.	
5.5	The benefits-educationally and socially (as well as 500 jars of honey) were set out and also the potential problems-health and safety.	
5.6	The deputy HT explained that <ul style="list-style-type: none"> <li>• a full risk assessment would be carried out (CLEAPSS)</li> <li>• many schools had bee hives in their grounds already</li> <li>• ‘quiet’ (safer) bees would be selected for safety.</li> <li>• a physical barrier (net fence) would be erected on the playing side of wildlife area and bees fly up from hives before flying laterally</li> <li>• all staff would be trained in appropriate actions relating to bee stings (as currently the case)</li> <li>• children would be educated in being aware of bees and the hazards.</li> </ul>	
5.7	School Public Liability Insurance covered claims to £5m.	
5.8	LT explained that children were already very interested, it would be progressive and would teach children many things as part of the curriculum.	
5.9	Governors’ views were then sought on the proposal.	
5.10	<b>Governor comment:-</b> appreciate educational benefits but as parent of anaphylactic child-would not be in favour due to added risk which seems contrary to removal of foods from school which could cause such attacks.	
5.11	<b>Governor comment:-</b> Had concerns over H&S especially since not all allergies are known in young children. However have discovered through research that 7-8 people in vicinity who can control swarms and site for hives is in good location. Balance needs to be made between benefits and risk.	
5.12	<b>Governor comment:-</b> Concern is how any bee sting may be dealt with ie recognition of problem and speed of response is critical. Would an incident be seen/reported? Deputy HT explained that pupils in school	

	are hyperallergenic and the procedure in place (successfully) for that pupil would be rolled out so that level of attention applied to whole school. Protocol would be established.	
5.13	<b>Governor question:-</b> Do neighbours need to be consulted? To be checked but probably not required but school plans to anyway.	
5.14	<b>Governor question:-</b> What is increased risk of hive being in school grounds as opposed to being local?	
5.15	It was agreed that Deputy HT would find out additional risk of stings, use of epipen protocol, experience of Charlton Primary School's bee hives and speak with staff/parents.	AC
5.16	Governors held mixed views on whether in favour of proposal or not. Governors agreed that a subgroup of governors would review extra information being gathered and report back to FGB.	CMc/CD o/LT
<b>3.</b>	<b>Minutes of the Last Meeting</b>	
3.1	The Minutes of the last meeting were reviewed. The Minutes of the meeting of Thursday 5th January 2017 were <b>agreed</b> and signed by the Vice Chair as a true and accurate record.	
<b>4.</b>	<b>Matters Arising</b>	
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	(5.30) Chair was to meet staff next Tues regarding use of pupil tracking system  (8.2) Clerk had contacted governor support.  (8.4) Clerk had circulated e-training details.  (8.5) All Declarations of interest forms had been received.	Chair

<p><b>6.</b></p> <p><b>6.1</b></p> <p><b>6.2</b></p> <p><b>6.3</b></p> <p><b>6.4</b></p> <p><b>6.5</b></p>	<p><b>Committee Reports</b></p> <p><b>Teaching and Achievement</b></p> <p>The minutes of the T&amp;A committee meeting of 7<sup>th</sup> March 2017 were received.</p> <p>The Chair of the committee briefly summarised the matters discussed which focused on:-</p> <ul style="list-style-type: none"> <li>• pupil progress</li> <li>• curriculum (especially reading and writing)</li> <li>• pupil premium</li> <li>• EY</li> </ul> <p>The chair reiterated how pleased the committee was with the progress and attainment being reported.</p> <p><b>Safety and Resources Committee</b></p> <p>The minutes of the meeting of 23<sup>rd</sup> February 2017 were received.</p> <p>The Chair summarised the main points discussed:-</p> <ul style="list-style-type: none"> <li>• Financial position of the school and context</li> <li>• Safeguarding</li> </ul> <p>Each of these areas were then discussed further under other agenda items.</p>	
<p><b>7.</b></p> <p><b>7.1</b></p> <p><b>7.2</b></p> <p><b>7.3</b></p> <p><b>7.4</b></p> <p><b>7.5</b></p> <p><b>7.6</b></p>	<p><b>School Financial Overview and Fundraising</b></p> <p>Vice Chair of GB gave a presentation on the financial position of the school within the local and national context for school funding.</p> <p>In summary national funding formulas have changed and almost all schools will receive less in future years.</p> <p>Locally the LA is in deficit partly due to spiralling costs of SEND provision with children educate doubt of borough. A growth fund to build new provision in borough was reducing budget for existing schools.</p> <p>The minimum funding guarantee meant that Meadlands funding per pupil would reduce by no more than 1.5% pa (not taking into account inflation)</p> <p>Vice Chair outlined the cost pressures on the school including increased pay and pension costs and contribution of £5 000pa (forming the apprenticeship levy) and stated that with these and inflation impact the true position of the school funding was -3% for next year equating to about £30 000.</p> <p>Referring to Meadlands specific budget the reserves were now at 8-</p>	

	10% of budget.	
7.7	In 2015-16 reserves were £112 000 at year end. School aimed reduce this to £44 000 at 2017 year end but actually almost a breakeven was now predicted ( £111 000) due to very careful cost control, some over run of income from previous years and fund raising of £20 000 from PTA.	
7.8	Reserves would however now erode through future years.	
7.9	<p>Actions proposed to be taken to manage the situation were outlined:-</p> <ul style="list-style-type: none"> <li>• Fill available school places (income of up to £5 000 per pupil), especially afternoon nursery</li> <li>• Grants</li> <li>• Continued microscopic cost control</li> <li>• Care of staff structures/vacancies</li> <li>• Continued support from PTA</li> </ul>	
7.10	HT outlined how reorganising staff structure could save costs. Apart from one known staff vacancy from September HT was confident of good staff retention. Changes to timing of support staff may also occur. Most of budget is statutory responsibility. Staffing had more flexibility but school still wanted to go from ' Good' to 'Outstanding'.	
7.11	Possibility of being a wraparound care provider was being looked at and 68 families had voiced an interest.	
7.12	Savings may also be possible if school joined a MAT.	
7.13	HT recorded her thanks for the important work undertaken by JGr, RS and AM in the working party on school funding.	
7.14	<p><b>Governor question:-</b>What key things will reduce the reserves from current £111 000 to £67 000 next year?</p> <p>HT answered:-</p> <ul style="list-style-type: none"> <li>• Roofing (£12-18 000), replacing rotten decking and outdoor furniture, fencing off bin area, repairing Multi use games area, security on doors, carpet replacement where needed. Ingenium redecoration</li> <li>• Curriculum related expenditure eg Education psychologist (v high numbers of SEND pupils), LAMDA and ELSA support and retention of staff.</li> </ul>	
7.15	<b>Governor question:-</b> Teaching staff costs have changed in budget over last couple of years-please explain. HT responded that different costs as pay rose by 1% and pension costs had increased.	
7.16	Vice Chair asked for any further questions on the budget and then <b>Governors AGREED</b> the draft budget being put forward for 2017/18 and 2018/19.	
	<b>Fundraising</b>	
7.17	RS gave a presentation of the work of the fundraising working group	

	with the exception of communication details which would be reported on by DL at a future date.	
7.18	RS presented a schedule which had been previously circulated, showing the ideas which had been put forward by different governors, the School Business Manager and Clerk.	
7.19	Ideas fell into two categories-providing ongoing income and funding one off projects.	
7.20	RS drew attention to the target funders of each idea, the benefits and 'pain points' of each and what the 'next steps' needed to be. Allocating who would lead each idea forward was not discussed at this stage.	
7.21	<p>Current front runner ideas were:-</p> <ul style="list-style-type: none"> <li>• Matchfunding contributions from parent employers</li> <li>• A Voluntary Fund</li> <li>• A childminding app</li> <li>• Laptop security strap development</li> </ul>	
7.22	The last two of these were referred to in greater detail by the Vice Chair.	
7.23	Governors discussed the ideas being put forward and regarding nursery providing wraparound care.	
7.24	<b>Governor question:-</b> Would the nursery need to be upgraded for this to be possible. HT confirmed it would but upgrade likely anyway. Extension to hours/weeks would potentially be possible.	
7.25	<p>Other ideas discussed by governors included local business sponsorship, use by Richmond Adult College, shopping websites, Money form s106 agreements related to new developments eg from development of Ham Close. These would need to be accessed through Neighbourhood Forum.</p> <p>Governors agreed that whatever is done must complement the actions of the school and PTA.</p> <p><i>Voluntary Fund</i></p>	
7.26	Governors discussed the possibility of a Voluntary Fund. Many were in support when emails had been circulated on the issue but many too were concerned and had highlighted the very sensitive issues raised.	
7.27	RS explained that a VF would be optional regular parent contributions, potentially giftaided. They were common in community schools. In view of sensitivity of VF communication of the principals and purpose would be key.	
7.28	<b>Governor comment:-</b> such contributions were more common in past but done through Parents Associations not schools and used for extras not teaching.	
7.29	<b>Governor comment:-</b> VF should be spent on tangibles to be more	

	accepted.	
7.30	<p>Research from other schools showed RS that:-</p> <ul style="list-style-type: none"> <li>• VF should be separated from staff (who don't know who contributes)</li> <li>• parents were never "targeted";</li> <li>• purpose should be confirmed showcased afterwards</li> <li>• PTA should manage the funds;</li> <li>• Communication Plan very important- and could be delivered through year group parents' meetings.</li> </ul>	
7.31	<b>Governor comment:-</b> PTA already does a lot.-maybe a separate new role within it should manage the VF?	
7.32	Governors then had lengthy discussion on the merits or otherwise of using Fund to support teaching and TA work, leadership training, staff retention schemes such as LRTT (Limited Resource Teacher Training). Governors were divided on whether the VF should be used for these purposes although all these schemes were supported.	
7.33	<b>Governors discussed</b> the extra curricular activities such a fund could support eg Coding Club, music support, equipment and materials. Some of the latter , more tangible items were already supported by the PTA.	
7.34	The possibility of using some VF funds to invest in business development to increase funds was also raised.	
7.35	RS concluded by outlining the audience for the fundraising and putting forward the Next Steps which would be to reflect on FGB feedback, consult with Friends of Meadlands, engage with parents and invite ideas and participation.	
7.36	Vice Chair invited any further feedback. Governor suggested greater use of school hall out of hours. Deputy HT outlined that her skills in Safeguarding audits could be used on consultancy basis earning the school fees but requiring her to take some time away from school.	
7.37	RS was thanked for presenting the working group's feedback.	
8.	<b>Head Teacher's Report</b>	
	<b><i>Recap of Ofsted inspection findings</i></b>	
8.1	The HT had circulated a comprehensive HT report prior to the meeting and gave a presentation on it to governors.	
	<i>School Characteristics</i>	
8.2	HT reported healthy school roll-207 pupils out of capacity 210 Reception-Yr6. 6 vacancies in Yr1 to be advertised in Newsletter.	
8.3	Proportion of PP, SEN and EAL pupils in school was considerably higher than Richmond and in most cases national averages. HT proud of inclusive school but it brought its challenges. 3 children were on	

	<p>protection plans. Safeguarding 'need ' had grown in last term and good links were established between school's well trained staff and social services.</p> <p><i>Effectiveness of Leadership and Management</i></p> <p><b>8.4</b> HT highlighted that the SDP reflected the School Improvement Partner's spring term report and aimed to take the school from Good to Outstanding. The focus was on two aspects- a culture of challenge and ensuring high standards of teaching. The first of these was being led by middle leaders and will run over several years. Emphasis in summer term was to embed marking approach and standard.</p> <p><i>Quality of teaching, Learning and Assessment</i></p> <p><b>8.5</b> HT reported that most teaching was consistently good. Two staff had received extra help (planning, coaching, weekly review etc) to achieve this and 'Good' teachers were being assisted to get to 'Outstanding' through sharing of best practice and the Challenge project.</p> <p><b>8.6</b> HT reported that the other two priorities- Success of Early Intervention and Assessment Cycle actions were on target.</p> <p><b>8.7</b> HT reported on staff vacancies and possible actions depending on who filled the posts.</p> <p>Regarding curriculum events two were held in last term. Not a good turnout for reading as for maths. Second afternoon session was held for parents of children who were falling behind where packs were distributed and event was a success.</p> <p><i>Personal development, behaviour and welfare</i></p> <p><b>8.8</b> This area of school was Good with Outstanding features in the SEF. All classes were ready for learning. Deputy HT had completed a review of Behaviour Policy with more detailed protocol.</p> <p><b>8.9</b> Of school club attendees, 10% were PP grant children. Jess Bunker would be checking inclusivity of clubs.</p> <p><b>8.10</b> Regarding school attendance 4 classes were below target. Issue was being discussed with teachers.</p> <p><i>Outcomes for Pupils</i></p> <p><b>8.11</b> Termly progress meetings had taken place and Target Tracker had been updated as well as Meadlands own pupil tracker.</p> <p><b>8.12</b> Key aspects:-</p> <ul style="list-style-type: none"> <li>• EYs and KS1 making good progress.</li> <li>• KS2 progress more variable depending on cohort and subject</li> <li>• Progress in Yr 3 and 4 below target</li> <li>• EYs, KS1 and Yr 6 on target to achieve end of year attainment goals.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Fewer children in KS 2 achieving ARE and EARE in writing than other subjects.</li> </ul> <p>8.13 HT commented that many pupils in Yr3 are only just below expected progress and will get there by year end. Post SATS tests the additional help will move from Yr 6 to assist Yrs 3 and 4. Assistant HT and SENCO looking at how to target SEN pupils. More able/higher achiever (HA) pupils performing well. Trends in small school alter swiftly. Reading greatly improved and now more support for writing. Interventions working well.</p> <p>8.14 Regarding <i>Significant Groups</i> key aspects were:</p> <ul style="list-style-type: none"> <li>• SEN progressing well in maths, less well in reading and writing</li> <li>• PPG children have good starting points in EY and progress better in maths than other subjects.</li> <li>• Not enough PPG children making expected attainment or progress in reading writing or maths across KS” with exception of Yr6.</li> <li>• PPG without SEN pupils progress better and attain higher than PPG children with SEN.</li> <li>• PPG without SEN pupils on track to achieve ARE in reading and writing.</li> <li>• On average PPG children irrespective of SEN making less than expected progress. Yr 3 a focus class.</li> <li>• EAL pupils perform well across the school. Reading is a focus for EAL children.</li> <li>• HA pupils perform well across school. 70% on track to achieve EARE</li> </ul> <p>8.15 Regarding significant groups the data would be analysed in greater detail in T&amp;A committee meeting on 18<sup>th</sup> May</p> <p>8.16 <b>Governor question:-</b> Are there PPG children who are HA? Yes and they are given support under Closing the Gap (CtG).</p> <p>8.17 <b>Governor question:-</b>Over last 2-3 years progress has improved but is school still accelerating? With tests only at certain times it is difficult to say but it is true that more middle ability children are attaining more highly.  <b>Governor suggestion:-</b> Some form of assessment of progress now compared with the past.</p>	
9.0	<b>SDP Review</b>	
9.1	Due to the full agenda this item was deferred to the next meeting.	SMcG
10.	<b>Academies/MAT update</b>	
10.1	The MAT was still being promoted by Achieving for Children. Conversations were continuing. HT meeting HT of Greycourt following week. HT had emailed other local primary school’s HTs.	
10.2	<b>Governor suggestion:-</b> Maybe if go into MAT with Greycourt-go in with other primary schools to have more clout and Articles of Association to	

	reflect primary schools? Cannot see benefits accruing to primary only MATS due to smaller scale.	
<b>11.</b>	<b>Membership of the Governing Body</b>	
11.1	Membership review was reported to governing body by clerk. Chair's letter to parents regarding parent governor vacancy awaited. Clerk to register co-opted vacancies with SGOS and Inspiring Governance.	Chair Clerk
<b>12.</b>	<b>Safeguarding and Single Central List Update</b>	
12.1	FS gave the safeguarding update. It had been judged "effective" by Ofsted. Informally it was regarded externally as excellent. Safeguarding was a credit to Deputy HT and SLT.	
12.2	The audit in January had picked up on Ofsted Report's findings. External audit stated it went beyond what Ofsted had required. Parents had been consulted by FS and RS.	
12.3	The audit form had been worked through and many things had moved on from previous time.	
12.4	<p><b>Key aspects of audit:-</b></p> <ul style="list-style-type: none"> <li>• Safeguarding was effective</li> <li>• Child protection policies had been updated</li> <li>• Online safety policy created</li> <li>• Safeguarding action plan created and shared with community (In Safe Hands)</li> <li>• All SLT were level 3 trained</li> <li>• FS was level 2 trained</li> <li>• All governors were level 1 trained.</li> <li>• Deputy HT was on LSCB</li> <li>• Relationships worked well between safeguarding agencies.</li> </ul>	
12.5	<p><b>Areas for attention included:-</b></p> <ul style="list-style-type: none"> <li>• Parental engagement with EAL pupils' parents</li> <li>• Further on-line guidance</li> <li>• Cyberbullying</li> <li>• Guidance re transgender/intersex issues.</li> </ul>	
12.6	<p><b>Governor question:-</b> Any significant issues? No.</p> <p><b>Governor question:-</b> No of cases? Deputy HT spends 2 days out of 3 on safeguarding. 1 child protection plan in place currently.</p> <p><b>Governor question:-</b> Are pupils happy on transfer to Greycourt School? Pilot project taking place until February monitoring success of transition.</p>	
12.7	Vice Chair would be signing the Single Central List following the meeting.	Vice Chair
<b>13.</b>	<b>Governor Compliance and Training</b>	
13.1	Governors were reminded of the training opportunities available and the guidance from Governor Support suggesting governor refresher training	

	every three years.	
<b>14.</b>	<b>Date of Next Meeting</b>	
<b>9.1</b>	The date of next meeting had been agreed as <b>Thursday 13th July 2017.</b>	

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>
5.15	Reserch bee sting risk,use of epipen protocol,Charlton School's experience/talk with parents	AC
5.16	Working group to research bee proposal	CMcl/CDo/LT
5.30	Meeting with staff re pupil tracking system	Chair
11.1	Letter to parents re parent governor vacancy	Chair
11.1	Register school as having governor vacancies	Clerk
12.7	Sign Single Central Safeguarding List	Vice Chair

#### List of documents:-

- FGB Minutes of 5<sup>th</sup> January 2017
- T&A Committee Minutes of 7<sup>th</sup> March 2017
- S&R Committee Minutes of 23<sup>rd</sup> February 2017
- Head Teacher's Report April 2017
- SDP Spring Term Plan 2016-2017
- SIP Post Ofsted Inspection Report 27<sup>th</sup> March 2017
- School Budget Plan 24<sup>th</sup> April 2017
- Budget Monitoring Statement 24.04.17
- School Funding Schedule of Ideas 2017

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