

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 5th January 2017 at 6.00pm

Constitution, Membership and Attendance

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

bold = absent

Apologies: Fiona Stewart
Penny Frost
Karen Harrison
Yolanda Bryant

Absent without apologies: None

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

1.	Apologies and Welcome	Action
1.1	Apologies were received and accepted from Fiona Stewart, Penny Frost, Karen Harrison and Yolanda Bryant.	
1.2	The Chair opened the meeting by congratulating the HT and staff on the Ofsted inspection report, the raising of standards and attainment and Ofsted's 'Good' grading of the school. Governors were thanked for their contribution to improving the school.	
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 disclosed.	
3.	Minutes of the Last Meeting	

3.1	The Minutes of the last meeting were reviewed. The Minutes of the meeting of Thursday 22 nd September 2016 were agreed and signed as a true and accurate record.	
4.	<p>Matters Arising</p> <p>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:-</p> <p>4.2 (2.10) S&R committee had researched the school's responsibility regarding food provision/ food checks and all procedures were being met.</p> <p>4.3 (7.1) Financial Regulation Scheme of Delegation had been circulated and approved.</p>	
5.	<p>Head Teacher's Report</p> <p><i>Recap of Ofsted inspection findings</i></p> <p>5.1 The HT presented governors with an audiovisual presentation which had been shared with parents and summarised the Ofsted Inspector's findings which included:-</p> <ul style="list-style-type: none"> • An improving school • A 'Good' school • A caring school community • Improved Early Years provision <p>5.2 The HT also stated that Ofsted had given the school clear targets for the future which were to:-</p> <ol style="list-style-type: none"> i) work on the <i>progress</i> of its pupils and ii) to <i>challenge</i> them further. <p>5.3 The HT reported that these targets had been taken on board by the SLT and all staff.</p> <p><i>Progress</i></p> <p>5.4 HT explained that while children were all individuals and progress could be defined in different ways the school's definition was:-</p> <p>" all children, whatever their starting point, are successful in achieving their personal, aspirational and end of year targets".</p> <p>5.5 The school's target was to be in the top 15% nationally for progress measured across all core subjects for all children and to stay in that position.</p> <p>5.6 HT explained to GB how teaching staff had knowledge of children's progress:-</p> <ul style="list-style-type: none"> • Book marking 	

	<ul style="list-style-type: none"> • Lesson observations/staff tracking children's progress and highlighting to SLT • Data (compiled from marking,tests,progress meetings interventions) which fed into teacher planning <p>5.7 Senior Leadership Team were tracking progress through:-</p> <ul style="list-style-type: none"> • Books/Moderation of marking • Childrens Voice • Observations • Termly progress meetings (half termly for Closing the Gap (CtG) pupils) • Reports <p>5.8 Governing Body was tracking progress through reports, visits, data provision and its questioning.</p> <p>5.9 Parents could monitor progress through:-</p> <ul style="list-style-type: none"> • Friday 'Book looks' • Parent teacher meetings • End of term progress reports • End of year reports <p>5.10 The HT then showed the GB slides which indicated the detailed KS2 outcomes data at the end of 2015-2016. This showed that progress was above national average in all subjects for all significant groups. By the end of KS2 the school was in the top 5% of schools nationally for progress measures in reading, top 15% for writing and the prediction is top 20% for maths.</p> <p>5.11 HT reported on where the school would head next and referred to the differing nature of different cohorts of pupils. The school's focus was on building teacher confidence over the new assessment system in order to maintain the school's and children's progress.</p> <p><i>Challenge</i></p> <p>5.12 HT outlined the Challenge project which had been created to address this Ofsted target. Three staff (Sarah Taunton, Laura Tadman and Dani Mace) were driving the project whose aims were to:-</p> <ul style="list-style-type: none"> • Define 'challenge' • Improve staff skills in questioning, purpose of praise, and asking more openended questions • 'Stretch' more children • Create outstanding behaviour for learning <p>5.13 The measures for these would be greater numbers of outstanding lessons, outstanding behaviour for learning with more children absorbed and more open ended tasks being set.</p> <p>School Vision</p>	
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5.14	Much work had been undertaken on developing the school vision and the Chair was thanked for her work in collating the input from staff, parents, children and the governing body.	
5.15	An audio visual presentation of the proposed Vision was shown to the GB which was read by one of the pupils. HT indicated that the pupils had responded very positively to it when show the film earlier in the day.	
5.16	The Vision was fundamentally to have high aspirations but remain a caring school whose pupils should be encouraged to be self-motivated, resilient and curious.	
5.17	<p>Governors were then invited to ask questions on any part of the HT report.</p> <p>Governor question:- Was the Vision video to go on school website? Possibly if the photos were updated and data protection checked.</p> <p>Governor question:- Future targets are high but are they high enough given great achievements already? Yes- the cohorts differ and targets are aspirational but potentially achievable and standards need to be maintained not just achieved.</p> <p>Governor question:-Do governors agree with the Vision? The FGB unanimously agreed the Vision statement.</p> <p>Governor question:- Where will the Challenge Project lead the school? It will raise standards. Many teachers are excellent-others are less experienced and need support by feedback, work with peers and School Improvement Partner Chris Byrne. HT also seeks furtherance of independent learning through open-ended tasks.</p> <p>Governor comment:- Research project previously referred to makes sense as it is iterative with reviews of approach and adaptations.</p> <p>School Development Plan (SDP)</p>	
5.18	<p>The HT explained that the SDP now had a termly focus and referred to SDP autumn term actions which included-</p> <ul style="list-style-type: none"> • Launch of Challenge action research project • Finalising the school vision • Success of furtherance of language in the Eys • Completion of spelling policy & phonics training for new staff • Development of in-house assessment tracker launched • Staff training on supporting PPG children, Guided Reading & Safeguarding • Development of staff new to leadership roles • Continuation of high standard of moderation 	
5.19	<p>HT explained main SDP objectives in Spring term</p> <ul style="list-style-type: none"> • At least 85% children on track making good progress • Development of shared writing • Maintain standards already achieved 	

	<ul style="list-style-type: none"> • Continue Challenge project • Behaviour for learning and outdoor provision <p>Full School Progress Report</p>	
5.20	HT explained that the assessment policy had been developed to make classroom practice and teaching planning stronger. Following Ofsted inspection school collated all information relating to pupils including Target Tracker system in order to produce a specific in house tracking system suited to the school's needs. It had been based on the Assistant HT's system created to monitor progress of SEND children.	
5.21	Using an anonymised example of the tracking system sheet which had been circulated previously the HT explained to governors how it worked. A termly target of progress for each child was set and monitored and the HT confirmed that the end of year target may be increased but never decreased as the pupil moved through the year. Closing the Gap (CtG) children would have more steps of progress through the year. HT explained that CtG pupils could be SEND, higher achievers, Pupil Premium children so interventions would be very fluid.	
5.22	Targets were deliberately aspirational.-School wants to be within top 15% of schools nationally for progress.	
5.23	Governor comment:- The system is very welcome and responds to many questions asked by governors in the past. System suits individual monitoring.	
5.24	Governor question:- Did Ofsted inspection stimulate creation of this system? HT confirmed this was the case but that it became a tool to collate all existing data and assist SLT and teaching staff. Cohort and individual trends could be more easily monitored.	
5.25	HT wishes a further review of school's practice to be undertaken by a lead Ofsted inspector-this had been programmed.	
5.26	Governors were happy that the system had been introduced and that more able children were also identified and being stretched.	
5.27	Governor question:- Are more able children identified by overall performance. No, HT confirmed it was by subject.	
5.28	Governor question:- Why had this form of system not been present previously? Deputy HT explained that previously similar data existed but on 4 different databases. Also much more detail on tracking was needed-all significant groups in last 3 years.	
5.29	Governor question:- The system appeared excellent –could it be marketed to other schools? Possibly but it suited a one form entry school.	
5.30	Chair suggested that teachers' experience of the system be monitored at end of summer term and reviewed by T&A committee.	

5.31	HT outlined how termly progress meetings were undertaken. These were preceded by half day with external moderator and involved SLT with staff with HT/Assistant HT then discussing information which had been gathered. Trends in significant groups discussed as well as individuals.	
5.32	HT talked governors through the Year 3 summary progress sheet which had been previously circulated. FADE reports relating to reading, writing ,maths and early years prepared by subject leaders were linked into this.	
5.33	Information from all data gathering and consideration fed into reports prepared by HT to FGB.	
5.34	Regarding significant groups the HT summarised that English as an additional language (EAL) pupils were a strong cohort across the school. SEND and PP pupils varied between cohorts as did the progress generally in Reading.	
5.35	The FGB commended the HT for her extensive work in putting together the comprehensive HT report.	
5.36	Governor question:- In terms of pupil progress monitoring and discussion what was the time taken given the primary need to be teaching? HT was very sensitive to the need for balance and the time and effort of teachers into both aspects of their role and explained timing impact on MLT and individual teachers. However most work in establishing the current system was by the SLT with greatest impact on HT, Assistant HT and ST. System was now in place and focus would be on teaching going forwards.	
	<i>Key School Matters</i>	
5.37	Chair invited HT to outline the staff retention incentive related to fulfilling overseas teaching roles during the summer break. This had been considered as additional performance related pay was controlled.This scheme had been enthusiastically received and three members of staff were to go to Africa India and Nepal next summer.	
5.38	Governor question:- What was this to cost? Each staff member was to receive £1600-1700 to join the scheme LRTT plus a contribution to the flight cost. Other expenses to be paid for by the teacher. The funding had come from additional income raised by the school and from reserves not previously expected.	
5.39	The Deputy HT was then invited to share the success of the In Safe Hands project which involved the project being used a best practice example of interagency safeguarding actions by the legal firm Farrer and Co. AC may be needed for a skype interview in sharing her experience of the project with schools in Chile and Brazil.	
5.40	The FGB congratulated the Deputy HT on this success.	
6.	Committee Reports	

	<p>Teaching and Achievement</p> <p>6.1 The minutes of the T&A committee meeting of 8th December 2016 were received.</p> <p>6.2 The terms of reference changes made at T&A committee were explained to governors and the FGB agreed them. CD had been appointed as Vice Chair of the committee.</p> <p>6.3 The Vice Chair of the committee briefly summarised the main changes to the terms of reference and the main focus of the committee would be:-</p> <ul style="list-style-type: none"> • Progress and attainment of significant groups • Curriculum • Social moral spiritual cultural (SMSC) <p>6.4 The main items discussed at the meeting were summarised as:-</p> <ul style="list-style-type: none"> • Received literacy, science and maths action plans • Athletics programme discussed • Maths achievement significantly higher at KS1 and KS2 • School was a science hub for borough Silver mark currently attained-gold to be aimed for in a few years. • Challenge project • Assistant HT had presented data on SEND/PP- upward trend for pupil progress for PP pupils • Equalities action plan updated • Governor visits took place regarding equalities and maths. <p>Safety and Resources Committee</p> <p>6.5 The minutes of the meeting of 15th December 2016 were received. There were no material changes to the terms of reference of the committee and the FGB ratified them. AM had been appointed Vice Chair of the committee</p> <p>6.6 The Chair summarised the main points discussed:-</p> <ul style="list-style-type: none"> • Financial situation with reference to the circulated Budget Monitoring statement Start of year reserves had moved down from £154 000 2015-16 to £112 000 at start of 2016-17. The forecast had been for this to reduce to £44 000 by start of next school year. The budget was expected to break even this year with £104 000 forecast to be the start of year reserves for 2017-18. • Reasons for the better than expected position were successful cost cutting and filming income. • This allowed extra expenditure on extra support for Yrs 2 and 6 and contribution to teaching staff overseas teaching experience. • S&R committee had set up a separate Fund Raising Working Group to raise ideas for fundraising for one off capital projects and more recurring expenditure. 	
7.	Safeguarding and Single Central List Update	

7.1	Chair would be signing the list following the meeting.	Chair
8.	Governing Body Membership and Training	
8.1	It was reported to governors that Sarah Taunton had been elected as a staff governor filling the vacancy left by Carley Wheeler and that there remained 2 vacancies for co-opted governors within the GB. An interested party had applied to become a governor but the Chair had not been able to meet him due to his repeated unavailability. The Chair had concluded he would not have time to devote to the GB.	
8.2	Other parties interested in potentially becoming co-opted governors were discussed. It was agreed that the clerk would contact Governor Support again and parent interest be canvassed as well as the website inviting expressions of interest. Potential governors with financial and fundraising were still the priority following the summer 2016 skills audit.	Clerk
8.3	All governors had attended Level 1 Safeguarding training.	
8.4	Governors were reminded of the new CPD schedule which had been issued by Governor Support and were to be emailed by the clerk with details of online training.	Clerk
8.5	Governors were thanked for returning the Declarations of Material Interest forms of which only two remained to be completed.	AC/CMcl
9.	Date of Next Meeting	
9.1	The date of next meeting had been agreed as Thursday 27th January 2017.	

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>
5.30	T&A committee to review staff use of pupil tracking system	T&A committee
8.2	Clerk to contact Gov Support	Clerk
8.4	Clerk to circulate details of training	Clerk
8.5	Completion of Decs of Pecuniary Interest forms	AC, CMcl

List of documents:-

- FGB Minutes of 22nd September 2016
- T&A Committee Minutes of 8th December 2016
- S&R Committee Minutes of 15th December 2016
- Head Teacher's Report documents Jan 2017

- SDP Spring Term Plan 2016-2017
- Year 3 summary statement
- Sample Tracking Statement
- Budget Monitoring Statement 07/12/16
- Assessment Guide for Parents
- School Vision
- Closing the Gap data Oct 2016

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