

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 22nd September 2016 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)			James Greenbury (JG)
			Fiona Stewart (FS)
			Michelle Alletson (MA)
			Carolyn Dodds (CDo)
			Danny Langley
			Alka Mathur
			Richard Smith

bold = absent

Apologies: Jolene Gee
Sarah Taunton

Absent without apologies: None

Also attended: Claire Davies
Wendy Norman- Clerk

1.	Apologies and Declarations of Material Interest	Action
1.1	Apologies were received and accepted from the Head Teacher and Associate Members Jolene Gee and Sarah Taunton. The simultaneous Ofsted inspection was the reason for the apologies.	
1.2	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.	
1.3	Governors were informed that Declarations of Pecuniary interest forms would be circulated by email to enable an update of the Register of Interests.	Clerk
2.	Governance	
	<i>Election</i>	
2.1	It was reported that no new nominations had been received for either Chair or Vice Chair of the FGB. As both incumbents were happy to	

	<p>continue in their posts governors unanimously agreed with them continuing in the posts for a further two years.</p> <p><i>At this point new members of staff-Libby Bowles (Yr 5), Dani Mace (Nursery/EY leader) and Laura Tadnam (Reception) joined the meeting to be introduced to the governing body. Governors introduced themselves and welcomed the new staff to Meadlands. The staff then left the meeting.</i></p> <p><i>Membership/Recruitment</i></p>	
2.2	<p>It was reported to governors that there were 2 vacancies for co-opted governors within the GB and that the HT was proceeding with recruiting a staff governor to replace Carley Wheeler who had left the school.</p>	
2.3	<p>Following the 2016 skills audit governors discussed the skills needed in the co-opted posts and these were summarised as financial (contractual/procurement specific)/fundraising/MATs. Governor question:-marketing is important. However Danny Langley's role and experience fulfilled this need.</p> <p><i>FGB terms of reference/committee structure/committee terms of reference</i></p>	
2.4	<p>Chair reported that it had been her intention to outline in detail some slight amendments to the committee terms of reference but had not had time given Ofsted. In summary she proposed that some of the T&A responsibilities regarding whole school view of T&A matters be taken back to FGB for consideration as the agenda was too great for T&A and some of the matters needed to be considered by FGB anyway. There was currently some duplication.</p>	
2.5	<p>Her proposal was that T&A committee would focus on specific groups such as PP/SEND/gender balance/more able pupils etc</p>	
2.6	<p>Governor comment:-Matters should in principle only be considered once so this was wise. Governor comment:-FGB meetings may take longer as a result.</p>	
2.7	<p>Governors agreed the need to focus on detail at the T&A committee and that the end summary may need to flag up more detail for FGB to be aware of but not revisit. It was agreed that the terms of reference would be refined further and considered at committees.</p> <p><i>Committee Structure</i></p>	
2.8	<p>Governors reviewed the two committee structure of the FGB which had been reduced from 3 two years previously. Governors were appraised of the previous structure and asked for feedback on the effectiveness of current format. Governors generally felt the two committees worked well in conducting the GB's business.</p>	
2.9	<p>In addition to the two committees there were also the HT Performance Management Panel and the MAT working group and the difference between these types of bodies was explained. Most business needed</p>	

	to be undertaken through committees to enable transparency and accountability but smaller working groups were effective for very specific matters.																																	
2.10	<p>Governor question:-Food provision is responsibility of school but how is this undertaken? Chair explained that meals were provided by external supplier who is independently assessed for quality and nutrition and hygiene. Supplier had to be Healthy Living registered. Governor question:-who checks? GB agreed that S&R committee would check requirements and report back. H&S/HL governor link should include this in their remit.</p>	S&R committee																																
2.11	<p>The FGB agreed the two committee structure but would review further at next meeting.</p> <p><i>Delegate responsibilities to committees</i></p>																																	
2.12	<p>The FGB agreed to delegate to committees responsibility for the areas of work referred to in their terms of reference.</p> <p><i>Governor link roles</i></p>																																	
2.13	<p>The existing roles were discussed and it was agreed that the following links would occur for 2016-17.</p> <table border="1"> <tr><td>Literacy</td><td>CMcl</td></tr> <tr><td>H&S</td><td>CMcl</td></tr> <tr><td>HL</td><td>CMcl (with DL)</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>PF</td></tr> <tr><td>Science</td><td>Karen</td></tr> <tr><td>Pupil Premium</td><td>CDo</td></tr> <tr><td>Maths</td><td>MA</td></tr> <tr><td>SEN</td><td>MA</td></tr> <tr><td>Safeguarding</td><td>FS</td></tr> <tr><td>SMSC</td><td>YB</td></tr> <tr><td>HL</td><td>DL (with CMcl)</td></tr> <tr><td>Pupil Voice</td><td>AM</td></tr> <tr><td>Pay/Induction/CPD</td><td>AM (with JGr)</td></tr> <tr><td>eSafety/computing</td><td>RS</td></tr> </table>		Literacy	CMcl	H&S	CMcl	HL	CMcl (with DL)	Finance	JGr	Pay/Induction/CPD	JGr (with AM)	Early Years	PF	Science	Karen	Pupil Premium	CDo	Maths	MA	SEN	MA	Safeguarding	FS	SMSC	YB	HL	DL (with CMcl)	Pupil Voice	AM	Pay/Induction/CPD	AM (with JGr)	eSafety/computing	RS
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2.14	<p>Non core subject enrichment would be developed through the SDP rather than through a link governor role. The changes to T&A committee business would allow more time for this.</p>																																	
2.15	<p>Chair outlined that head of Governor Support Services was being invited to visit to advise on action required by link role.</p> <p><i>Governing Body Code of Conduct</i></p>																																	
2.16	<p>The draft Code of Conduct 2016 drafted in accordance with NGA guidelines and which had previously been circulated to governors was agreed and adopted.</p>																																	

3	Minutes of the Last Meeting	
3.1	The Minutes of the last meeting were reviewed. The Minutes of the meeting of Thursday 7th July 2016 were agreed and signed as a true and accurate record subject to the Appendix-(Skills Audit) being amended to reflect that YB is a lawyer not a practising solicitor.	
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	(2.1) Edubase data was being collated in accordance with the statutory requirement and governors supplied the required personal details for completion after the meeting.	
4.3	(5.4) Remaining governor's DBS details had been submitted.	
4.4	(6.6) Numbers of pupils in nursery had been clarified in HT summer report. Summer Opening of nursery had not yet taken place and still needed to be considered.	
4.5	(10.1) Chair had produced GB letter to parents and would circulate to Governors.	
4.6	(12.1) Safeguarding SCL had been signed. <i>Matters arising from the Confidential Minutes are recorded separately.</i>	
5.	Committee Reports	
	Teaching and Achievement	
5.1	The minutes of the T&A committee meeting of 14 th July 2016 were received. The meeting had been timed to be after the receipt of preliminary results.	
5.2	Chair of committee briefly summarised main items:- <ul style="list-style-type: none"> • Excellent results achieved by the school in the preliminary SATS results. School attainment had dramatically improved. • T&A committee was delighted at the tremendous progress made and thanked the HT, SLT and all staff for this achievement. • Effort concentrated in meeting on HT's report-results, interventions in place to achieve results eg for writing 	
6.	School Development Plan/ SEF	
6.1	Due to inspection by Ofsted the HT was unable to be present and deliver her Report to the FGB which was to focus on the updated SEF and SDP. The Chair of FGB explained that the new SDP was based on the work last year on Vision for the school (of FGB, staff etc) and had been through several iterations.	

6.2	Chair outlined the concept behind a “Learning School” and governors discussed what this meant and from where the concept originated. Further detail from the HT at next meeting would be sought.	SMcG
6.3	SDP was termly based rather than two yearly and based on the priorities of the previous Ofsted inspection report.	
6.4	Governor question:- Could a longer context be provided too as it was difficult to see how a termly plan sat within a longer term view?	SMcG
6.5	The long term vision was covered within Priority 1 and the School’s Improvement Partner (SIP) was helping the school to create good learning for all pupils and indeed staff. The Challenge Project was highlighted.	
6.6	Governor question:- What is the action research project? SIP is undertaking this with KS1 leaders and Senior Leadership team (SLT).	
6.7	Chair indicated that rest of Plan looks similar in terms of priorities.	
6.8	Governor question:- First term priority is writing but milestone only relates to spelling. No other milestones? What are the objectives for writing? HT to respond.	SMcG
6.9	Priority 3 relates to SEND and the need to close the gap between SEND and non SEND pupils.	
6.10	Priority 4 related to encouraging confidence in Middle Leaders which would assist in assessing pupil progress throughout the year.	
6.11	Summing up the Chair stated that the first part of SDP related to vision and culture for the school and results and vision had driven the other priorities. The challenge was to “close the gap”, show progress (which was hard bearing in mind the new assessment system). Current SDP is starting point and will be further developed. <i>7.05pm Deputy Head Teacher joined meeting at this point and briefly fed back to FGB her reflections on the Ofsted inspection which had taken place during the day.Governors would be meeting Inspectors the following day.</i> <i>7.10pm-Deputy HT left the meeting.</i>	
7.	Statutory Policies Review-including Financial Regulation Scheme of Delegation	
7.1	Chair reported that financial audit had taken place two weeks ago and the Financial Regulation Scheme of Delegation needed to be agreed by Governing Body. Document to be sent to governors by email after the meeting to confirm their agreement before next S&R meeting on 6 th October.	Clerk All governors
8.	Safeguarding	
8.1	JoG would update the list and it would be signed by the Chair.	JoG/Chair
8.2	Governor question:- How often is the list reviewed and signed?	

	-at each FGB meeting ie 4 times a year. Formerly it was 6 times and it was discussed that the list could be reviewed more frequently especially between the longer gaps between meetings with the suggestion that it be signed at S&R committee meetings.	
9.	Governor Training	
9.1	All governors had attended Level 1 Safeguarding training.	
9.2	Governors were reminded of the new CPD schedule which had been issued by Governor Support and were urged to attend at least one training course during the year related to their governor link role. All governors should have attended the introduction to the governor role training (Getting to Grips with Governance).	All governors
10	Date of Next Meeting	
10.1	The date of next meeting had been agreed as Thursday 5th January 2017 although governors agreed that a meeting sooner may be needed to discuss the detail of the HT report/the outcome of the current Ofsted inspection.	Chair/SMcG

The meeting ended at 7.30pm.

Signed by the Chair _____

Date _____

Summary of Actions

<i>Item number</i>	<i>Action</i>	<i>Responsible governor/ Associate Member</i>
1.3	Circulate and complete Decs of Pecuniary Interest forms	Clerk/All govts
2.10	Research school responsibility re food/ food checks	S&R committee
6.2	Expand on Learning School concept	SMcG
6.4	Longer term SDP outline	SMcG
6.8	Clarification of writing milestones	SMcG
7.1	Circulate and approve Financial Regulation Scheme of Delegation	Clerk/All govts
8.1	Update and Sign SCL	JoG/CMcI
9.2	Governor training	All govts
10.1	Decide FGBnext meeting date	Chair/SMcG

List of documents:-

- FGB Minutes of 7th July 2016
- T&A Committee Minutes of 14th July 2016
- Head Teacher's Summer Report documents July 2016
- SDP 2016-2017 and SEF

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