

Minutes

Full Governing Board

Thursday 20th September 2018 at 7pm at the Junior Site

Present: Andrew Rankin (Chair), Nick Hudson (Vice-Chair), Andrew Burkinshaw, Janette Lawrence, Nina Burich, Rachel von Rietberg, Robert Shrimpton, David Ryder-Mills, Emma Scott, Tabitha White, Vicky Mitchell (Clerk).

Apologies: Jenny Cropper, John Matthews, Lucy Bond

1. Opening Prayer

The Chair opened in prayer.

2. Welcome, Apologies and Declaration of Interest

The apologies were received and accepted. The usual 'declaration of interest' form, pertaining to the meeting was signed.

3. Election of Chair and Vice-Chair

Nominations were invited for the post of the Chair and Vice-Chair, and only the current incumbents, Andrew Rankin and Nick Hudson respectively, were put forward. The vote confirmed that both would remain in post for the forthcoming year, their term of office concluding at the corresponding Full Board meeting of 2019. It was at this point that the Chair raised the matter of who would succeed/beginning to look at a succession plan, given that this could be the last year that he stands as Chair.

4. Forms to sign

The more detailed 'Register of Business' documents, first completed in September 2015, were updated and resigned. Further signatures were acquired to confirm that none of the governors were impeded from serving by the 'Restrictions on Governors', outlined in the School Government Regulations of 1999. Nina Burich, the newly elected governor, was welcomed and agreed to be part of the HR and BI Committees. There were no other changes to the sub-committee membership lists. **Governors were informed that the DfE had recently released a new "Keeping Children Safe in Education" - 2018" Governors were informed that as result of the update the Safeguarding policy at the school had been updated. It was agreed that the policy would be circulated to governors together with the**

Keeping Children Safe in Education. Governors to sign a form to say that they had read and understood the new policy.

5. Minutes and matters arising not on the agenda

The minutes from the last Full Governing Board Meeting were reviewed.

Matters arising included –

- The Head informing the governors that the new system 'Now my Concern' to report and track safeguarding was now in use and should make it easier to report safeguarding incidents. It is a system that is available to all staff to use.
- The Chair provided an update on the progress of the change to admission criteria. The two key areas for potential change is the offer of school places to all staff who join the school. The second, to increase the number of churches listed in the admission criteria so that a broader part of the community could apply for a place based on church attendance, but to cap the church numbers or to incorporate distance. This would provide a greater opportunity for the large Korean community to apply. The admission working group are to meet to finally propose the changes in time to go for consultation in October. [AR](#) to arrange meeting.

The minutes were approved.

6. Safeguarding, bullying and racial incidents

The Chair asked if all new staff had been briefed on safeguarding at school. The Head confirmed that they had. It was reiterated that all governors must read the new Safeguarding Policy and Keeping Children Safe in Education 2018.

The Head informed the governors that a new registration system was being put in place for the signing in of guests, lateness and staff. This would make the system much more robust and would feed into other systems easily. It will provide easy analysis and flag up concerns with attendance.

The Head informed the governors that Alex Roe was now the Safeguarding Lead and she would also be overseeing attendance. In terms of attendance effort have been made to start tracking and monitoring attendance from Reception up in order to identify and address quickly possible poor attendance. This also applies to PPG children. Attendance figures are to be provided at a later date. The Chair asked what the legal requirement was for children to attending school. The Head clarified that children were required to be at school once they turn 5. A governor asked where late attendance became recorded. The Head informed the governors that children are considered late up to 9.30am and non-attending thereafter.

7. Headteacher's Report

The Head went through her report with the governors. The report accompanies these minutes.

Overall comments include –

The start to the academic year has been very smooth. New staff have settled in quickly and those in new leadership roles are keen to make an impact.

There has been a challenging time around the office restructure following consultation with an outside agency. Systems are out of date and don't necessarily work well for a two site primary school. This, together with a member of staff retiring triggered a restructure with new job descriptions and a need to work between the two sites. This has resulted in a resignation and the appointment of new member of staff for communications and to be a PA to the Head teacher. An additional admin role is to be filled by a member of staff who is currently a TA.

Admissions. Where once the infant site was oversubscribed and the junior site was not this has changed with numbers lower in the infants than the juniors. For the next academic year there will be a concerted leaflet drop to the surrounding community to advertise the school and open days. Efforts will be made to watch the announcement and progress of housing developments in the area to see what impact it might have on numbers.

Business Impact – A fire drill took place at the junior site which went very well. The Infant site has postponed until a little later in order to give the nursery and reception children time to settle in.

The governors were asked to review the very recent increase in statutory pay and in line with this agree the proposed increase to the points between pay scales. The governors approved the proposal.

Christian Ethos – Focus is being given to the new SIAMS framework. There is a belief that by implanting this there is an opportunity for every child to maximise their potential. The governors were advised that the RE subject Leader will be on maternity leave after Christmas, but that a staff member is shadowing her in order to step up in her absence.

The governors were advised that the relationship between the church and the school continues to be delicate. There are concerns that recent situations that have arisen could be cause for concern in terms of safeguarding for staff members. A governor asked whether it would be helpful for the governing board to write to the diocese voicing their concerns. It was felt that this would be useful. Another governor asked whether the vicar still had

control over who was appointed to the governing body. It was confirmed that the PCC nominate 5 governors, the vicar is chair of PCC.

At the next Christian Ethos meeting church wardens/PCC members could be invited to attend in order to discuss the situation.

Human Resources – the Head informed the governors that whilst the recruitment of staff for the new academic year has been very successful there is still a need to recruit staff for roles such as 1:1 support for specific children.

The summer data has been great, but the renewed focus is on children obtaining greater depth and for PP children to achieve.

Training for this will now be provided by the Diocese rather than from AfC, although the school still has access to the AfC governor support. This move has seen some financial savings and the diocesan training is a very comprehensive training program.

Rob S is also to come and provide safeguarding training.

The Head asked if governors would come in and talk to teachers about the new approach 'Partnering for success'. This is a new initiative where teachers buddy up and peer assess each other which then provides direction in professional development. The feedback governors provide from these meetings can then be fed into performance management. Governors to meet with teachers, TAs and office staff.

Governors to let Tabitha know who can come in and when.

Pupil Impact – There are staff who have been timetabled to be out of class to provide more support and arrange intervention groups. The school has been frustrated not to receive a EHCP for a particular child who requires a plan urgently. This is probably due to financial implications at the borough. An appeal can be lodged and is better coming from the parent, but there are some parents who are better equipped for this than others.

Recording behaviour still tricky due to the difference in reporting e.g. some staff over report others under report. Behaviour is recorded both in the classroom and the playground. Children who are on the SEN register can be over reported due to their behaviour which is not necessarily bad behaviour, rather behaviour as a result of their conditions. This has been noted and Rob S will be in to provide training for managing behaviour from SEN children.

Please see the section below for details about the summer data.

8. Summer 2018 Data – report, questions and conclusions

Andrew Burkinshaw provided a summary of the summer data collected at the end of the 2017-2018 Academic year. The data can be found with these minutes but the key areas highlighted include –

- Overall the data is good and there has been a marked improvement in attainment at every statutory assessment point.
- The % increase of children achieving expected in Reading, Writing and Maths for KS1 has increased from 27% in 2016 to 80% last year. This is particularly encouraging given that this was area for focus from the Ofsted inspection.
- Our phonics result was 91%, above national, Richmond and Kingston.
- Writing in KS2 is strong, however it is recognised that the approach when assessing writing is still overly cautious, particularly when identifying children working at greater depth.
- Teaching staff are building and implementing a strong moderation cycle. It has shown that attainment is good and progress very good.
- Progress for PP children is also good. Work in this area continues in order for all PP children to make the required progress.

A governor welcomed the results and said that clearly a lot of work has happened in order for there to be significant changes to the results in 2 years.

9. School Improvement Plan

The Head presented the School Improvement Plan (SIP) to the governors. She outlined the key areas – The context in which it has been developed (in light of the new SIAMS framework and comments from the Ofsted Report), the summary, and the priorities for the year. The governors were given a copy each to take and review. A copy accompanies these minutes.

10. Treasurer's Report

The treasurer was unable to attend due to illness so there was no report. However, the Chair thought that nothing had been spent recently and nothing had been collected.

11. Training opportunities for governors

AR has circulated the training opportunities for governors from the diocese. The governors were encouraged to book training when convenient.

12. AOB

There have been changes made to the Safer Recruitment Policy and to the Safeguarding and Child Protection Policy.

The Safer Recruitment Policy no longer refers to Disqualification by Association. This check was required where people worked with children at home and lived/shared their home with other people. The government no longer requires this check.

A draft Safeguarding and Child Protection Policy is now available in light of the recent changes made by the DfE. Governors were asked to review the draft policy and in particular to look at p30 where the policy lists the particular safeguarding areas to the school e.g. the railway crossing, a split site. [Alex/AR](#) to email the policy to governors for review and comment and to provide feedback by Friday 28th September in order to update and approve.

The governors were asked to approve a small change to the Admission Policy. Current numbers for the number of part time and full time nursery spaces is incorrect. The Head proposed that the change should say – 13 Full time spaces and 26 Part time spaces. The governors agreed this change.

The dates for the next FGB and Committees are yet to be decided. This is partly because a suggestion has been made to move some of the meetings from evening to after school. This is making it a little difficult to arrange due to the availability of governors. [AR](#) to send around the new dates after discussions with Tabitha.

The next FGB TBC.

Action Point Summary:

- Alex/AR to email the Safeguarding and Child Protection Policy to governors for review and comment and to provide feedback by Friday 28th September in order to update and approve.
- AR to arrange next Admission Working Group meeting.
- The next Christian Ethos meeting should invite church wardens/PCC members to attend in order to discuss the situation
- Governors to let Tabitha know who can come in to talk to staff members about the 'Partnering for success' initiative.
- AR to send around the new FGB and committee meeting dates after discussions with Tabitha.