

FULL GOVERNING BODY MEETING

TUESDAY, 11 JULY 2017 AT 7PM

Membership

Name	Type	Term expiry date	Attendance
Alison Vaughan	Co-Opted Governor Chair of Governors	15/01/2018	Present
Helen Walsh	Parent Governor Co-Vice-Chair of Governors	20/12/2017	Present
Dianne Bluemink	Co-opted Governor Co-Vice-Chair of Governors	15/01/2018	Present
Paul Beale	Parent Governor	01/09/2020	Apologies
Katy Jackson	Parent Governor	20/12/2017	Present
Rebecca Goldberg	Parent Governor	20/01/2019	Present
Kay Carter	Parent Governor	25/06/2019	Present
Lucia Glynn	Co-opted Governor	15/01/2018	Present
Mike Greenwood	Co-opted Governor	15/01/2018	Apologies
Emel Ali	Co-opted Governor	15/01/2018	Present
Samantha Perkins	Co-opted Governor	25/01/2020	Present
<i>Ally Tansley</i>	<i>Co-Opted Governor</i>	<i>31/08/2021</i>	<i>N/A (appointed 11/07/2017)</i>
Claire Weir	Local Authority Governor	26/11/2019	Present
Shane Claridge	Staff Governor	31/08/2017	Present
Maria Panayiotou	Associate Governor	08/05/2021	Present
Adrian Hall	Headteacher	N/A	Present

Also in attendance:

Hannah Cleary – Clerk

Minutes (For the action log, see Appendix 1 attached to the minutes)

1. Welcome and apologies for absence

- 1.1 The Chair welcomed everyone to the meeting.
- 1.2 Apologies were received and accepted from Paul Beale and Mike Greenwood.

2. Declarations of Interest

- 2.1 There were no new declarations of interest.

3. Late items and order of business

- 3.1 There were no late items nor changes to the order of business.

4. Membership

4.1 The Chair advised Members that there had been a good level of interest in the Co-Opted Governor vacancy that had arisen upon the resignation of Oliver Beach.

4.2 The Headteacher and Chair had undertaken a shortlisting exercise based on the desired skills agreed by the Governing body at its' last meeting. Interviews of prospective shortlisted candidates had taken place and it was recommended that the Governing Body appoint Ally Tansley as Co-Opted Governor.

4.3 The Governing Body unanimously **appointed** Ally Tansley as Co-Opted Governor with effect from 1 September 2017 and for a term of four years.

5. Minutes of the last meeting

5.1 The minutes of the last meeting that took place on 9 May 2017 were **approved** as a true record and signed by the Chair.

5.2 The action log was reviewed and updates provided on the matters arising:

5.3 The Headteacher provided an update on the ongoing overheating issues in the Learning Village and confirmed that 4 extractor fans had recently been fitted and had made an immediate positive impact on temperature. It is hoped a further further 2 extractor fans would be fitted following the monitoring of temperatures. The Local Authority had met all associated costs and would also be meeting the costs of some minor repairs to render the fans watertight.

5.4 The Headteacher also provided an update on the replacement of tarmac with $\frac{3}{4}$ g astro-turf in the KS1 playground area that would be used as a multi-sports pitch. Several other local schools had been visited to view different types of astro-turf as part of the selection process to identify the best option for the school. Line markings would be carried out once the astro-turf had been installed.

6. Chair's Report

6.1 The Chair advised Members that she had recently attended a Chair's Forum that had provided a useful update on future funding and legislation.

6.2 The Governing Body discussed the role, succession planning and appointment process for the Chair of the Governing Body.

6.3 The Governing Body **agreed** that expressions of interest for the role of Chair of the Governing Body in 2017/18 should be submitted to the Clerk by 9am on 21 July 2017.

6.4 The arrangements for electing a Chair, succession planning arrangements and shadowing would be discussed at the next FGB meeting in September 2017.

7. Headteacher's Report

7.1 The Headteacher presented the report as circulated with the agenda.

7.2 The report provided information current numbers on roll, attendance, behaviour and exclusions, planned premises works, significant school dates and progress against the School Development Plan priorities.

7.3 The Governing Body was very pleased to note the overall attendance for September 2016 to June 2017 was 97.01%. The Headteacher advised that new systems were in place to monitor and continue to support excellent attendance and there would be a renewed focus on punctuality from the new academic year.

7.4 The results of the recent EYFS, Year 1 and KS2 tests had been released and were awaiting verification. Early indications showed that attainment and progress across all groups had been excellent and outstanding. Results would be shared with parents at the upcoming parents evening.

7.5 The Governing Body was exceptionally pleased with the results and achievements made by staff and children at Rhodes Avenue Primary and asked that sincere thanks and appreciation for all their hard work and effort be acknowledged. The Chair advised that all staff had been written to in this manner.

7.6 The Headteacher provided an update for staffing in September 2017.

7.7 There would be eight new joiners: five class Teachers, a Deputy play Centre Manager, a Teaching Assistant and a Child Specific Teaching Assistant.

7.8 Three staff were reducing their hours.

7.9 Two staff were leaving and the Governing Body passed on congratulations.

7.10 There were a small number of vacancies in the school that included Play Workers, SMSA's and Child Specific Teaching Assistant roles.

7.11 One member of staff had recently gone on maternity leave and the Governing Body passed on congratulations on the birth of her son.

7.12 The 'meet the teacher' day had taken place on 11 July and had been well attended and very successful.

7.13 A survey of all parents was currently out for completion; the results would be shared with the Communications Committee in the new academic year.

7.14 This survey supported the theme of parental involvement and engagement that would be included as part of the School Development Plan 2017/18. Part of this work would include continuing to arrange parenting classes that had proved popular and successful.

7.15 The Headteacher provided an update on the planned premises works for the summer holidays that included:

- Playground development

- KS1 play surface

- Playground markings

- Multi – play Surface on the KS1 grass area

- Climbing equipment to be installed

- Multi – play surface area in the Nursery with play equipment

- Wildlife area to be planted – woodland walk

- Development of internal teaching space – the wedge

- Sliding doors will be added to the library area

- Fans have been installed into the Learning Village

- Replace path bricks with Tarmac by Woodpecker building

7.16 The Governing Body were very pleased to note that the school had been re-awarded the Inclusion Quality Mark (IQM) for a further 3 years. Governors asked that thanks be passed on to all staff involved in supporting this worthwhile work.

7.17 The Governing body noted the report provided by the Local Authority School Improvement Partner that had been undertaken in early May 2017 and had focussed on topic books across the curriculum. The report had been very complimentary and there were no areas identified for improvement.

8. SEND

8.1 The Governing Body noted the Inclusion Report circulated by Kay Carter.

8.2 Kay Carter advised that Emily Gazzard and the Inclusion Team had worked very hard to manage the transition to ECHPs and as a result had proved had been much less onerous than expected. The Governing Body thanked Emily and the Team for their efforts in supporting the transitional arrangements.

8.3 Kay Carter also praised the installations in the artspace area.

8.4 The Governing Body **agreed** that a basic summary of the SEND/Inclusion interventions would be provided in the Inclusion Report annually.

8.5 The Headteacher outlined the recent changes to SEND funding and provision.

9. Reports from Committees and Lead Governors

9.1 The Chair of the Resources Committee provided an update to Members on the topics considered at the last meeting. This included the anticipated 2017/18 carry-forward, month 2, budget re-profile and increase in income from lettings and nursery provision.

9.2 The Chair of the Premises and Health and Safety Committee updated Governors in respect of the ongoing overheating issues and the planned programme of works for the summer holidays.

9.3 The Chair of Curriculum Committee advised that the last meeting had been postponed as it had not been quorate. The next meeting would be arranged for the Autumn 2017 term.

9.7 The Chair of the Communications Committee advised that the last meeting had been postponed due to scheduling issues. The school prospectus and parent survey results would be reviewed at the next meeting that would be arranged for the Autumn 2017 term.

9.8 The Chair of the Future of the School Committee advised that the meeting had been cancelled due to scheduling issues and the next meeting would be arranged for the Autumn 2017 term.

9.9 The Lead Governor for Safeguarding confirmed that there were no current issues. Safeguarding training for new members of staff had been arranged.

9.10 The Lead Governor for ICT advised that options were being considered in relation to the replacement/upgrade of white boards. Funds were already allocated in the budget for this purpose.

9.11 The Lead Governor for Inclusion referred to the update given in item 8.

9.12 The Link Governor reminded Governors how to locate and access available training opportunities. Details of available training would continue to be circulated to all Members and a training log was under development.

9.13 The Lead Governor for Assessment had met with the Headteacher to review assessment data and results; another meeting would be arranged for the Autumn 2017 term.

9.14 The Lead Governor for STEM was not present at the meeting but had attended the school to discuss the current activities taking place to support STEM. A further meeting had been arranged for the Autumn 2017 term.

10. Policies

10.1 The Governing Body **approved** the following policies:

10.2 Governors Allowances Policy

10.3 The Governing Body **noted** the Trips and Visits Risk Assessment, Lock Down Policy and Emergency Plan.

11. Governors Visits

11.1 The Chair explained that Governors should try and visit the school at least twice per academic year.

11.2 Such visits should be arranged in advance with details given of the nature of the visit; these details should also be provided to the Link Governor.

11.3 The Governors Day that had taken place on 30 June 2017 had been well attended and successful. All Members found the day to have been informative and interesting and thanked staff for their collaboration.

12. Governor Training

12.1 Governors **noted** that details of training opportunities were circulated regularly and reminded of how to access courses.

13. Dates of Future meetings 2017/18

13.1 The Governing Body **agreed** the following dates:

Meeting	Date
Resources/Premises and Health and Safety Committees	Friday, 15 September 2017 from 8.30am
FGB	Tuesday, 19 September 2017 at 7pm
Resources/Premises and Health and Safety Committees	Friday, 10 November 2017 from 8.30am
FGB	Wednesday, 22 November 2017 at 7pm
Resources/Premises and Health and Safety Committees	Friday, 12 January 2018 from 8.30am
FGB	Tuesday, 16 January 2018 at 7pm
Resources/Premises and Health and Safety Committees	Friday, 23 March 2018 at 8.30am
FGB	Monday, 26 March 2018 at 7pm
Resources/Premises and Health and Safety Committees	Friday, 27 April 2018 from 8.30am

Rhodes Avenue Primary, London

FGB	Tuesday, 1 May 2018 at 7pm
Resources/Premises and Health and Safety Committees	Friday, 6 July 2018 from 8.30am
FGB	Tuesday, 10 July 2018 at 7pm

The meeting concluded at 8.50pm.

Signed..... Date.....

Appendix 1 – Action Log

Date added	Item	Owner	Date for next review
11/07/2017 (carried over from 28/03/17 meeting)	Governors to visit a MAT to see how arrangements work in practice.	All Governors	Autumn 2017
11/07/2017 (carried over from 28/03/2017 meeting)	Advertising Policy to be circulated by Shane Claridge.	Shane Claridge	Autumn 2017
11/07/2017 (carried over from 28/03/2017)	Terms of reference for the Future of the School Committee to be brought to a future meeting for approval.	Lucia Glynn	Autumn 2017
11/07/2017 (carried over from 28/03/2017)	Paul Beale to explore the potential to support a visit to the science park in Stratford.	Paul Beale	Autumn 2017
11/07/2017 (carried over from 28/03/2017)	Lucia Glynn to update the skills audit results with the training suggestions and recirculate this to all Members.	Lucia Glynn	Autumn 2017
11/07/2017	Expressions of interest for the role of Chair of the Governing Body in 2017/18 should be submitted to the Clerk by 9am on 21 July 2017.	All Members	21 July 2017
11/07/2017	Electing a Chair, succession planning arrangements and shadowing to be discussed at	Clerk	Autumn 2017

Rhodes Avenue Primary, London

	the next FGB meeting in September 2017		
11/07/2017	Basic summary of SEND/Inclusion interventions to be provided in the Inclusion Report annually	Inclusion Governor	Summer 2018