

FULL GOVERNING BODY MEETING

TUESDAY, 19 SEPTEMBER 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	Present
Katy Jackson	Parent Governor	20/12/2017	Present
Rebecca Goldberg	Parent Governor	20/01/2019	Present
Kay Carter	Parent Governor	25/06/2019	Present
<i>Vacancy</i>	Co-opted Governor	N/A	N/A
Mike Greenwood	Co-opted Governor	15/01/2018	Present
Emel Ali	Co-opted Governor	15/01/2018	Present
Samantha Perkins	Co-opted Governor	25/01/2020	Present
Ally Tansley	Co-Opted Governor	31/08/2021	Apologies
Claire Weir	Local Authority Governor	26/11/2019	Present
<i>Vacancy</i>	Staff Governor	N/A	N/A
Maria Panayiotou	Associate Member	08/05/2021	Present
Shane Claridge	Associate Member	18/09/2021	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 Ally Tansley.

2. Declarations of Interest

- 2.1 Annual declaration of interest forms were completed by all attendees.
- 2.2 Outstanding forms would be sent to Members for completion at their earliest opportunity.

3. Late items and order of business

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

4. Election of Chair and Vice-Chairs of the Governing Body

4.1 The Clerk took the Chair and sought nominations from eligible Members.

RESOLVED:

- i. Alison Vaughan was unanimously re-elected as Chair of the Governing Body with immediate effect and for a term of 12 months;
- ii. Dianne Bluemink and Helen Walsh were unanimously re-elected as joint Vice-Chairs of the Governing Body with immediate effect and for terms of 12 months.

4.2 Alison Vaughan re-took the Chair for the duration of the meeting.

5. Membership of the Governing Body and Committee Appointments

5.1 The Chair advised Members that Lucia Glynn (Co-Opted) had resigned from the Governing Body on 29 August 2017.

5.2 All attendees agreed that Lucia had been a valued Member of the Governing Body and thanked her for all her dedication and commitment during her term of office. The school would arrange for flowers to be sent to Lucia as gesture of thanks.

5.3 The Co-Opted vacancy that resulted from Lucia's resignation would be advertised with an emphasis on candidates with financial/accountancy skills.

5.4 The Governing Body noted that Shane Claridge's term as Staff Governor had ended on 31 August 2017. In order for other members of staff to be given the opportunity to participate on the Governing Body, Shane confirmed that he would not be standing for the role when it was advertised.

5.5 In order to retain valuable skills and experience on the Governing Body, particularly in relation to ICT and Communications, it was **agreed** that Shane Claridge be appointed as an Associate Member for a term of 4-years and with immediate effect.

5.6 The Governing Body **established** four Committees and **appointed** Members as follows:

5.7 Resources Committee

Dianne Bluemink (Chair)
Shane Claridge
Alison Vaughan
Samantha Perkins
Maria Panayiotou
Paul Beale
Adrian Hall

5.8 Premises and Health and Safety Committee

Dianne Bluemink
Shane Claridge
Alison Vaughan
Samantha Perkins
Maria Panayiotou

Paul Beale (Chair)
Adrian Hall

5.9 Curriculum Committee

Ally Tansley
Helen Walsh (Chair)
Claire Weir
Emel Ali
Mike Greenwood
Rebecca Goldberg
Adrian Hall

5.10 Communications Committee

Alison Vaughan (Chair)
Kay Carter
Mike Greenwood
Shane Claridge
Katy Jackson
Adrian Hall

5.11 Terms of Reference would be taken to the first meeting of each Committee for review and approval.

5.12 The Future of the School Committee was placed on hold pending further legislative developments in relation to the future of education provision. The Governing Body **agreed** to establish an informal Future of the School Working Group that would meet on an ad-hoc basis if required. Membership would be agreed if it became necessary to establish the working group.

5.13 The Governing Body **appointed** Members to the following Lead Member roles:

Safeguarding: Katy Jackson

ICT: Shane Claridge

Inclusion: Kay Carter

Link: Katy Jackson and Maria Panayiotou

Assessment: Helen Walsh

STEM: Paul Beale

6. Minutes of the last meeting

6.1 The minutes of the last meeting that took place on 11 July 2017 were **approved** as a true record and signed by the Chair.

6.2 The Governing Body **noted** that the overheating issues had been mitigated following the installation of fans. The area was now watertight.

6.3 Katy Jackson **agreed** to action the skills audit item.

7. Chair's Report

7.1 The Chair advised Members that the Headteacher's Performance Management Review had been scheduled for Wednesday, 18 October 2017 at 9am-12pm.

7.2 The Governing Body **appointed** the following Members to the Review Panel:

Alison Vaughan

Helen Walsh

Dianne Bluemink

Plus an independent external advisor.

7.3 The Governing Body **agreed** that succession planning would be discussed at the summer term 2018 meeting.

8. Headteacher's Report

8.1 The Headteacher's Report (the report) Funding Formula Summary and update on Primary Assessments had been circulated in advance of the meeting.

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

8.3 The report provided detailed information in respect of the following areas:

Context (including admissions);

Attendance and Punctuality;

Staffing Update;

Achievement and Progress;

Premises Development;

Engagement with parents and carers;

Significant school dates;

Secondary School Destinations; and

Priorities for 2017/18.

8.4 The Governing Body was very pleased to note the overall attendance for the 2016/17 academic year was 97.04%. The Headteacher advised that new systems were in place to monitor and continue to support excellent attendance and there was a renewed focus on punctuality.

8.5 The Headteacher confirmed that the school had increased to three-form entry from September 2017 and was fully staffed. Two year groups had admitted more than the Published Admission Number; a total of 3 above PAN in years 1 and 2.

8.6 The breakfast and after-school clubs were now able to offer up to 100 places and take-up had been very successful. Additional staff had been engaged to support the increase in provision.

8.7 A number of new staff had started with the school: 4 class teachers, ITT student, PPA teacher, 2 child specific LSAs, 2 SMSAs, 2 playworkers and a site team member.

8.8 The Headteacher provided an update on the premises works that had taken place over the summer holidays:

The wedge has been converted to an additional teaching space.

The lower library now has doors to create an additional teaching space.

KS1 classrooms and corridors have been painted

The Sports Hall has been painted

The dining hall has been painted

The Key stage 1 playground has been re-developed – resurfacing and the addition of play equipment

The Nursey outdoor areas have been transformed – new surfacing and equipment

The Year 1 classrooms now have a shelter for outdoor continuous provision.

Playground markings have been added – chess – hop scotch, a road, football/netball and hockey pitch.

Planting areas have been built by the staffroom and in the KS1 playground.

8.9 The Headteacher confirmed that some additional space was still required for small quiet areas and options were being explored with RAPSAs.

8.10 The Governing Body noted that the new KS1 playground was an excellent addition to the school.

8.11 The Governing Body asked that thanks be passed on to the Site Manager and team for their hard work over the summer holidays and during the past academic year.

8.12 The Headteacher confirmed that the school remained in the top 5% for progress nationally and in the upper (top) quartile for all result areas within London.

8.13 One key area of focus for 2017/18 was EYFS. A review of the data was being undertaken to ascertain the reasons why there had been a drop in progress and attainment.

8.14 The Headteacher confirmed that the School Development Plan 2017/18 was currently being in draft form – a copy was circulated before the meeting. Governors were asked for their input before the next meeting. A discussion was had around the leadership strand with objectives being set for school to school support and succession planning for the Governors.

8.15 The Governing Body were pleased to note that Emel Ali was an Improvement Champion and would be supporting other schools with CPD and improvement.

8.16 The Headteacher confirmed that he was attending the Schools Forum as the west area representative.

8.17 A report of the outcomes from the School Development Plan 2016/17 had been presented at the last meeting on 11 July 2017.

8.18 Governors asked a number of questions:

Q: Are you able to provide the context for the EYFS cohort?

A: This cohort was admitted to the school with lower baseline attainment than the previous cohort; in addition, there are a large number of summer-born boys; a significant number of children with EAL; a number of mid-year joiners; and SEND. The cohort has required more support overall and an in-depth analysis of the data would highlight any other areas that required additional focus.

Q: What is being done immediately to provide support in EYFS and for the previous cohort?

A: The teachers for both of these year groups are outstanding and interventions and support are already in place. The needs of individual children and classes are being considered carefully to ensure that tailored and appropriate support is in place for the full range of abilities. Class teachers are researching the best methods of support and intervention and these are being discussed and reviewed regularly with the senior leaders to make sure that these approaches are having the desired positive impact.

Q: How will the removal of the requirement to report teaching assessments impact results and provision?

A: All subjects will continue to be teacher assessed; there will be no requirement to share the data, nor will there be any external moderation activities. Additional sessions for parents to receive information about the approach to teaching and assessment have been arranged.

Q: Is there any budget impact due to the new funding formula?

A: The school may receive some additional income from the 30-hours of nursery places although the criteria for other funding aspects was also changing such as SEND, EAL LAC and FSM, some of which were less beneficial than others. Updates would continue to be provided to Governors.

8.19 The Governing Body were very pleased to note the good results and progress that had been achieved in 2016/17 and thanked the Headteacher for providing such a detailed report.

9. Policies

9.1 The Governing Body **approved** the Lock Down Policy. The Headteacher confirmed that parents had been made aware of the lock-down arrangements. A year 5 trip had recently been postponed following an incident in London and the subsequent risk assessment.

9.2 The Governing Body **approved** the Safeguarding Policy.

9.3 The Governing Body **noted** that the Advertising Policy would be taken to the Communications Committee for review.

9.4 Shane Claridge **agreed** to provide policy schedules for the FGB and Committees for the current academic year.

10. Governors Visits

10.1 Governors were reminded to update their biographies and photographs if they wished.

11. Governor Training

11.1 Governors **noted** that this item would be called CPD on future agendas.

12. Dates of Future meetings 2017/18

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

Meeting	Date
Communications Committee	Tuesday, 3 October 2017 at 7pm
Curriculum Committee	Tuesday, 10 October 2017 at 7pm
Resources/Premises and Health and Safety Committees	Friday, 10 November 2017 from 8.30am
Communications Committee	Tuesday, 14 November 2017 at 7pm
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
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
19/09/2017	Advertising Policy to be reviewed by Communications Committee	Communications Committee	22 November 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
19/09/2017	Katy Jackson to update the skills audit results with the training suggestions and recirculate this to all Members.	Katy Jackson	22 November 2017
11/07/2017	Basic summary of SEND/Inclusion interventions to be provided in the Inclusion Report annually	Inclusion Governor	Summer 2018
19/09/2017	Flowers to be sent to Lucia Glynn.	School	Autumn 2017
19/09/2017	Succession planning to be discussed at the summer term 2018 meeting.	FGB	Summer 2018
19/09/2017	Shane Claridge to provide policy schedules for the FGB and Committees for the current academic year.	Shane Claridge	Autumn 2017

Rhodes Avenue Primary, London

19/09/2017	Governor Training item to be renamed CPD.	Clerk	22 November 2017
-------------------	---	-------	------------------