

FULL GOVERNING BODY MEETING

TUESDAY, 10 JULY 2018 AT 7PM

Membership

Name	Type	Term expiry date	Attendance
Alison Vaughan	Co-Opted Governor Chair of Governors	15/01/2022	Present
Helen Walsh	Parent Governor Co-Vice-Chair of Governors	19/12/2021	Present
Dianne Bluemink	Co-opted Governor Co-Vice-Chair of Governors	15/01/2022	Present
Paul Beale	Parent Governor	01/09/2020	Present
Katy Jackson	Parent Governor	19/12/2021	Present
Rebecca Goldberg	Parent Governor	20/01/2019	Present
Kay Carter	Parent Governor	25/06/2019	Present
Sophie Papworth	Co-opted Governor	25/03/2022	Present
Mike Greenwood	Co-opted Governor	15/01/2022	Apologies
Fiona Doyle	Co-opted Governor	21/11/2021	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
Sally Eustance	Staff Governor	19/10/2021	Present
Emily Gazzard	Associate Member	N/A	Present
Maria Panayiotou	Associate Member	N/A	Present
Shane Claridge	Associate Member	N/A	Apologies
Adrian Hall	Headteacher	N/A	Present

Also in attendance:

Deborah Smith – Parent Governor (with effect from 1 August 2018)

Hannah Cleary – Clerk

Following the Governors' Day on 22 June 2018; the meeting opened with an interactive session lead by the Headteacher to consider two main areas:

- i. The strengths of the Governing Body;
- ii. Areas for improvement; and
- iii. How to include these in the School Development Plan for 2018/19.

Governors were split into three groups and considered the first area. The feedback on the current strengths of the Governing Body was as follows:

- Data driven
- Diverse range of skills and experience
- Committee structure including frequent rotation of membership and frequency of meetings
- Supportive and caring ethos whilst also offering appropriate challenge and accountability

- Committed and engaged
- Collaborative approach
- Visible to staff and parents
- Frequent monitoring visits

Governors remained in the three group and considered the second are. The feedback on areas for improvement were as follows:

- Continued development of financial skills
- Delegations to other Governors e.g. interviewing for new staff
- Introduction of a Governors section in the school newsletter
- Continue to enhance the links between Governors and staff
- Further contribute to the development of a strategic vision for the school
- Introduction of personal development objectives for Governors
- Develop relationships with other Governing Bodies to share skills and knowledge
- Seek to recruit members with experience of other settings e.g. secondary school governance
- Increase the social diversity of membership
- Partake in more frequent discussions of strategic matters

Governors re-grouped to discuss the School Development Plan 2018/19 and the priorities that were under development:

- i. Mental health and wellbeing
- ii. Great teaching including investment in staff development,. CPD and inclusive practice
- iii. Leadership development including preparing for Ofsted

Governors **agreed** that a Working Group be established to provide strategic input and support for the School Development Plan 2018/19. This Group would meet in the new academic year and feedback to a future Governing Body meeting.

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 and in particular Deborah Smith who had recently been elected as Parent Governor when Kay Carter stood down at the end of July 2018.
- 1.2.1 Apologies were received and accepted from Shane Claridge, Mike Greenwood, and Ally Tansley.

2 Declarations of Interest

- 2.1.1 Annual declaration of interest forms had been completed by all Governors.
- 2.2 There were no new declarations of interest or gifts/hospitality.

3 Late items and order of business

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

4 Minutes of the last meeting

- 4.1 The minutes of the last meeting held on 1 May 2018 were **approved** as a true record and signed by the Chair.
- 4.2 The action log was reviewed and updated accordingly.

5 Membership of the Governing Body and Committee Appointments

- 5.1 The Governing Body were sorry to **note** that Kay Carter, Claire Weir and Rebecca Goldberg had resigned as Governors with effect from 1 August 2018. Governors thanked them for their dedication and support for the school during their terms of office.
- 5.2 One Parent Governor election had already taken place and Deborah Smith elected with effect from 1 August 2018. The second Parent Governor vacancy for Rebecca Goldberg's position would be advertised in the Autumn 2018 term to enable parents of the new intake to put themselves forward.
- 5.3 A potential candidate for the Local Authority Governor role held by Claire Weir had been identified and the Governing Body agreed that the Chair should continue to explore the appointment of this candidate further with the Local Authority.
- 5.4 The Governing Body were very sorry to note that Emel Ali had resigned as an Associate Member. All attendees thanked Emel for her time and participation on the Governing Body.

6. Chair's Report

- 6.1 The Chair thanked Katy Jackson and Kay Carter for supporting the recent Parents Evening with her. Governors noted that parental feedback from such events was either answered via the regular school newsletters and emailed communications; or for more far-reaching issues, discussed at the Communications Committee to develop an action plan that was then implemented. Meetings were also arranged by the school to discuss individual concerns. Feedback was regularly acted on; e.g. the introduction of whole-class music lessons.
- 6.2 The Communications Committee had reviewed and updated the induction information pack provided to new Governors and this now included a financial summary and glossary. Additional information about how to access training and other online information.
- 6.3 The Chair had been featured in the North London Education and Training Supplement following her award of MBE for services to Education. The Governing Body were exceptionally pleased that the Chair's outstanding contributions over many years had been recognised in this manner and expressed their congratulations for such a prestigious and well-deserved honour. It was advised subsequent to the meeting that the Investiture would be held at Buckingham Palace on 21 November.

7. Headteacher's Report

- 7.1 The Headteacher's Report had been circulated in advance of the meeting, as well as reports setting out the end of key-stage data and progress and attainment for 2017/18.
- 7.2 The Headteacher presented the reports as circulated with the agenda.

7.3 The Headteacher's main report provided detailed information in respect of the following areas:

Context (including admissions and attendance);

Staffing Update;

Attendance and punctuality report 2017/18;

Premises development and planned works update;

Governor support;

SEF update; and

Progress against the School Development Plan 2017/18.

7.4 The school were due to be full in all year groups from September 2018. Some year groups were over the Published Admission Number (PAN) due to successful admission appeals for admission into years 2 and 4 from September 2018. Some additional appeals were due to be held for admission into EYFS before the end of term and therefore this year group may end up being over-subscribed if any were successful. The school had mutually agreed with one parent for a current year 1 child to repeat the year (remaining in year 1 for 2018/19) and work outside of their age-appropriate cohort; this year-group was therefore over PAN by one. Two children were due to leave the current year 5 and year 6 although these places were expected to be allocated in advance of the new academic year.

7.5 The report set out changes to staffing including maternity cover and changes to hours. The Governing Body were very pleased to **note** that Emily Gazzard would be working with Lea Valley for 0.2 FTE per week to provide school to school support.

7.6 In depth attendance and punctuality data was provided for 2017/18, including break-downs by term and also for key groups (including vulnerable and disadvantaged groups). The data was positive and showed that attendance was consistent for all pupils, including disadvantaged pupils. Whole school attendance was 96.62% (excluding summer 2 2018). The report also set out key next steps for the next academic year. These included:

- Continue to hold attendance meetings for attendance below 90%
- Continue to send concern letters for attendance below 95%
- Seek Education Welfare support for family's struggling with attendance where monitoring does not show improvement from school level interventions
- Focus on specific group attendance; in particular White and Black Caribbean, Indian and other Asian groups
- Monitor spring term leave requests.

7.7 The report outlined details of the planned premises works and maintenance due to take place over the summer holidays. These would be discussed in detail at the Premises and Health and Safety Committee on 13 July and included:

- Improvements to the medical and internal and external PE storage areas
- Development of the internal teaching space in the Wedge area including window film and dropped ceiling
- Installation of two outdoor pods in the woodland area

- Maintenance to the KS1 and Woodpecker playgrounds
- Installation of fencing to the Spinney area
- Tree works around the Spinney and KS2 playground
- Installation of shelter protection to the Woodpecker classroom and Art Room

7.8 The Governing Body **noted** the detailed update and evaluation provided for the School Development Plan 2017/18 including the evidence of the impact on pupil outcomes resulting from the focus on the four priorities. The Headteacher and SLT would be undertaking a thorough review of the School Development Plan 2017/18 over the summer and outcomes would be used to further inform those priorities already identified for 2018/19.

7.9 The teacher research groups introduced in 2017/18 had proved to be very positive and the September inset days would be used for the leads on each research area to showcase the work they had been doing and how this could be expanded to other areas including using research to support approaches to interventions. The research projects already undertaken had resulted in changes to teaching practice and whole-class approaches. Funds had been set aside to ensure this research work could continue throughout 2018/19 and lead researchers received a TLR following approval of their research proposals by SLT. The impact of the work undertaken was measured using baseline assessments, and other appropriate data such as behaviour incident logs and Target Tracker data. Lead researchers would present their work to Governing Body Committees in 2018/19.

7.10 As per the discussions at the beginning of the meeting, the priorities that were under development for 2018/19 included:

- i. Mental health and wellbeing – whole school level – pupil, parent and staff
- ii. Great teaching including investment in staff development, CPD and inclusive practice
- iii. Leadership development – looking at what's next – impact of provision, key groups – school systems (including preparing for external reviews)

Governors had previously **agreed** that a Working Group be established to provide strategic input and support for the School Development Plan 2018/19. This Group would meet in the new academic year and feedback to a future Governing Body meeting.

7.11 The Governing Body considered the progress and attainment reports that had been circulated in advance of the meeting in detail. As the results had only been released the week before the meeting, further in-depth analysis was due to take place and would be shared with the Governing Body in the Autumn 2018 term. The headlines were as follows:

- The number of children meeting Good Levels of Development (GLD) at the end of EYFS increased to 83.3%;
- The year 1 phonics pass rate was 91.6% and by the end of KS1 increased to 97%;
- The end of KS2 results 2017/18 were very positive and significantly above national in all areas, although there had been minor drops in comparison with

the schools' 2016/17 results. This equated to -1% in Reading and -4% in writing. It was important to note that the score thresholds had increased to reach the expected and Greater Depth levels this year (2017/18) of between 3-4 marks for Maths and Reading. The Spelling Punctuation and Grammar threshold remained broadly the same. All results were broadly in line with predictions and 2016/17 data;

- The results for Maths and the combined scores were equal to previous years;
- The end of KS2 expected results were as follows:

Reading 94%

Spelling, Punctuation and Grammar (SPAG) 90%

Maths 90%

Writing 91.3% (Teacher Assessed)

Reading, Writing and Maths Combined 83.4%

- End of KS2 Greater Depth scores were above 2016/17 in all areas and significantly above the 2016/17 national data. The expected results for Greater Depth 2018/19 were as follows:

Reading 52%

SPAG 51%

Maths 46%

Writing 43.3% (Teacher Assessed)

Reading, Writing and Maths Combined 31%

- There was no data yet available for national or Local Authority results, these would be available in the Autumn 2018 term;
- Progress was expected to be published before the end of the 2017/18 term and would be shared with Governors once available. In addition, more detailed analysis of the 2017/18 data would also be shared including breakdowns for vulnerable groups and by gender.

7.12 The Governing Body **thanked** the Headteacher for providing a detailed report and congratulated all staff for maintaining results above national and local averages. Governors passed on thanks to all for their hard work, dedication and commitment and were very pleased that the school continued to provide such a high standard of education to all pupils.

8. SEND

8.1 The Governing Body **noted** the Inclusion report; Inclusion Data Update Report; and SEND Parent Survey May 2018 Report that had been circulated in advance of the meeting by the Inclusion Lead, Emily Gazzard.

8.2 Governors passed on their thanks and congratulations to Emily Gazzard for her continuing outstanding work in this area.

9. Reports from Committees and Lead Governors

- 9.1 The Governing Body **noted** the Resources Committee and Premises and Health and Safety Committee would be meeting on Friday, 13 July 2018.
- 9.2 The Governing Body **received** an update from the Chair of the Curriculum Committee that had met in June 2018. The Committee had received presentations from the history and Geography Subject Leads and had reviewed Pupil Premium and Sports Premium in detail. The Committee had also received details of the current school to school support and improvement work being provided to other schools.
- 9.3 The Governing Body had already received an update from the Communications Committee meeting under item 6 (Chair's Report).
- 9.4 The Governing Body **received** updates from Lead Governors:
- 9.5 Safeguarding: the next safeguarding visit would take place in the Autumn 2018 term. All visits for 2017/18 had been completed and all items were up to date.
- 9.6 ICT: The Lead Governor for ICT had met with the Headteacher and would be undertaking further work including a presentation on the new classroom TVs in Autumn 2018.
- 9.7 Inclusion: The Lead Inclusion Governor had visited Emily Gazzard at the end of June 2018. The Governing Body were very pleased to congratulate Emily on successfully passing the NSEND Co professional accreditation following an external assessment visit.
- 9.8 Link: An update would be brought to a meeting in the Autumn 2018 term.
- 9.9 STEM: An update would be brought to a meeting in the Autumn 2018 term.

10. Policies

- 10.1 The Governing Body **approved** the following policies and documents:.
- GDPR Policy
 - GDPR Privacy Notices
- 10.2 Maria Panaytiou passed on thanks to Fiona Doyle for her visits to the school to support the implementation of GDPR compliance.

11. Governor Visits

- 11.1 Claire Weir and Ally Tansley had undertaken a visit to the year 5 classes.
- 11.2 Alison Vaughan had visited the school to watch the Choir.
- 11.3 Governors discussed the possibility to undertake visits to other Governing Bodies in the local area to observe and share experience and good practice. Paul Beale agreed to follow this up and provide details to a future meeting.

12. CPD/Skills Audit

- 12.1 Ofsted training for Governors had been delivered at the Governors' day on 22 June 2018 by the Headteacher.
- 12.2 Safeguarding training was due to be delivered by Emel Ali in the Autumn 2018 term.
- 12.3 Governors noted that online safer recruitment training was available.

13. GDPR

- 13.1 Fiona Doyle had visited the school on a number of occasions to provide support in respect of the actions being taken towards full GDPR compliance.
- 13.2 Actions continued to be progressed against the recent audit in order to ensure compliance. The next phases of work would include reviewing Subject Access Requests and staff training. A meeting was also due to be held with RAPSA to ensure they were meeting GDPR obligations. Some parental consent forms remained outstanding and these were being followed up for return.

14. Any Other Business

- 14.1 There were no items of other business.

15. Dates of Future meetings 2018/19

- 15.1 The Governing Body **agreed** the following dates:

Meeting	Date
FGB	Tuesday, 25 September 2018 at 7pm
Resources/Premises and Health and Safety Committees	Friday, 12 October 2018 from 8.30am
FGB	Tuesday, 13 November 2018 at 7pm
Resources/Premises and Health and Safety Committees	Friday, 18 January 2019 from 8.30am
FGB	Tuesday, 22 January 2019 at 7pm
Resources/Premises and Health and Safety Committees	Friday, 22 March 2019 at 8.30am
FGB	Tuesday, 26 March 2019 at 7pm
Resources/Premises and Health and Safety Committees	Friday, 26 April 2019 from 8.30am
FGB	Tuesday, 14 May 2019 at 7pm
FGB	Tuesday, 9 July 2019 at 7pm
Resources/Premises and Health and Safety Committees	Friday, 12 July 2019 from 8.30am

- 15.2 All other Committee meeting dates would be sent at the first meeting of the Autumn 2018 term.

The meeting concluded at 8.25pm.

Rhodes Avenue Primary, London

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

Appendix 1 – Action Log

Date added	Item	Owner	Date for next review
10/07/2018	Parent Governor vacancy to be advertised.	School	Autumn 2018
10/07/2018	Potential LA Governor candidate to be followed up.	Chair	Autumn 2018
10/07/2018	Paul Beale to follow up potential to observe other local GB meetings.	Paul Beale	Autumn 2018
10/07/2018	School Development Plan 2018/19 to be brought to a future meeting for approval.	HT	Autumn 2018
10/07/2018	Working group to meet to discuss SDP priorities.	Working group	Autumn 2018