

NORTH EALING PRIMARY SCHOOL

The first Full Governing Body Meeting for 2014 - 2015 was held on Wednesday 10 December 2014.

<p>Attendees John Popham (JP) Victoria dale (VD) Debbie Keenan (DK) Shirley Kenworthy - Wright (SKW) Andy Beale (AB) Julie Redmond (JR) Lynne Dallow (LD) Jane Ootam (JO) Anna Cox (AC) Sarah Symes (SS) Sally Flowers (SF)</p> <p>Also in attendance: Liza Webber (EW) Sarah Gordon (SG) Judith Anderson (JA) Amanda Foley (AF) - Agenda item 1</p>	<p>Action</p>
<p>Review / Update the Register of Business Interest Forms Carried forward.</p>	<p>Carried forward</p>
<p>Complete the NGA Code of Practice for School Governors AON confirmed that all of the NGA Code of Practice forms had been completed except for CL and JB.</p> <p><u>AON to follow up with CL and JB.</u></p>	<p>AON</p>
<p>1. Children’s Centre Update SKW said that she had invited AF to update Governors about developments at the Children’s Centre in view of previous concerns about the LA control of the Children’s Centre. AF provided a general update:</p> <ul style="list-style-type: none"> • The Locality Lead is Log Cabin Children’s Centre. • The Locality is made up of: <ul style="list-style-type: none"> ○ Log Cabin ○ Grange ○ Jubilee ○ NEPS ○ Hathaway ○ Copley Close • AF is the strategic lead for Central Ealing. • The majority of Children’s Centres are now LA controlled. • The idea is to share ideas across the locality. • The key issue is that the centre cannot offer everything / everywhere. • Were in the process of recruiting an operations manager for the locality but this has been held up by the recruitment freeze. • There is currently no designated centre practitioner as they were unable to recruit. Naomi will cover in the meantime. <ul style="list-style-type: none"> ○ Very positive feedback about Naomi. 	

<p>AF then provided an update on the action plan for the locality:</p> <ul style="list-style-type: none"> • Increase access to Services. • Encourage Nursery Parents to visit the Children’s Centre to see what we can offer. • Transition Class. • Promotions: • Quality Improvement - supported by a consultant. • Increased range of services. • Increased physical activity. • Healthy eating. • Dental hygiene. • Dental check - dentist to visit the centres. • First aid. • Child safety in the home. • Everything is done in English at the present which has not been an issue - if it does become a problem we will try and address this. • Promoting volunteer services. <ul style="list-style-type: none"> ○ SG advised that the school could provide a breakdown of nationalities at the school if required. <p>AF then focused on the data:</p> <ul style="list-style-type: none"> • Data currently provided on a quarterly basis. • Will be looking at historic data compared to current data. • A number of families from other centres are coming to the North Ealing Centre. <ul style="list-style-type: none"> ○ Indicates good quality. <p>AF then addressed 2 year old places</p> <ul style="list-style-type: none"> • Trying to increase 2 year old take up (15 hours per week). • Take up in Central Ealing is low at 35%. <p><u>AF was asked to provide a copy of her presentation for circulation.</u></p> <p><u>SKW asked AF to circulate the Centre timetable to give Governors a flavour of what is being provided.</u></p>	<p>Closed</p> <p>AF</p>
<p>2. Welcome SKW welcomed everyone to the first Full Governing Body of the year.</p>	
<p>3. Apologies For absence Ray Passant (RP) Jackie Blazewicz (JB) Louise Housego (LH) Chantelle Ludski (CL)</p> <p>All other Governors were in attendance.</p>	
<p>4. Authorised / Unauthorised absence The absences for RP, JB, LH and CL were all authorised.</p>	
<p>5. Declaration of Any Other Business (AOB) There was no other business declared.</p>	
<p>6. Declaration of Interest in any Agenda Items There were no declarations of interest in agenda items.</p>	

7. Headteacher's Report

The Headteacher's very detailed report had been pre circulated.

SF said that it was important to give Governors a feel for the scale of change since September:

CPD

There will be a separate appendix detailing CPD in future reports.

There has been a significant amount of CPD already, this excludes internal training.

SCHOOL DATA

Attendance - Jessica in the office has done an incredible amount of work on attendance.

The presence of SLT on the gate has had a good impact.

MOBILITY

28 / 29 joiners since September across Years 1 to 6.

Many of the joiners have no English. The joiners since September had 8 different languages.

There have been 16 leavers who have either gone abroad or to private schools.

NURSERY

The nursery will be full in January for the first time in 3 years.

APPRAISAL

Whilst there had been teething problems with the new system all teachers were on board.

SF said that she has had 1:1's with almost all staff.

- The meetings were appreciated by staff.
- Meetings have been very positive.
- The meetings included a discussion on the vision.
- SF will have met with all staff by the end of next week.

BEHAVIOUR

There has been one racist incident which has been dealt with.

PHONICS

Very positive

EXTERNAL SCRUTINY

SF referred to the John Golding report at appendix 1.

SF advised that the report from the new Link Officer, Mick Pye was awaited.

SF said that there had been a lot of information in her report on this occasion because of feedback to the above reviews.

These reviews state that we are a secure good.

SEF

Overall SF said that she felt happier about the SEF.

The SEF is now more accurate.

The SLT are now drilling down more than before.

MATHS

Getting warning signs from all areas that we need to give maths a bit more focus. Training is scheduled for the first week back.

CURRICULUM and DEVELOPMENT UPDATE

SF thanked JA for this detailed update.

CLASSROOM MONITOR

SKW questioned whether this would be used in parallel with levels?

- SF said no, levels have gone apart from year 2 and year 6 who are still on levels for this year.
- JA advised that she was a member of the Ealing Assessment Working Party.
- JA also reported that feedback indicated that we are ahead of many other schools.
- SF pointed out that we have introduced a lot of change in the last 3 months and that we have to introduce this at the right time.
- SKW suggested that there could be an opportunity to talk to parents at parent consultation evenings in the New Year.
 - SF suggested that these evenings are already too busy and that we may need to run a separate session.

READ / WRITE INC (PHONICS)

- Introduced this term.
- A summary of next steps is included in the Headteacher's report.
- SF stressed that anything that we take on like this must fit with the ethos at NEPS.
- Guidance to be mailed home to parents to help them understand the importance the importance.

PUPIL PREMIUM

- JA advised that Pupil Premium pupils are now referred to as disadvantaged pupils (per DfE).
- SF pointed out that both SEN and Pupil Premium pupils both receive additional funding.
- JP pointed out that we really need to understand the long term trend for Pupil Premium pupils. JP acknowledged that it may be difficult to gather historic data but suggested that we should at least start to provide trend data.

PLACE2TALK

- SKW stressed that this was a really good idea.
- The service has proved very popular and there are sometimes queues.

READING AT LUNCHTIME

- SKW observed that it was a good idea to offer the opportunity at lunchtime.
- Some pupils are targeted for this opportunity.

SCHOOL COMMS

- There has been very positive feedback about School Comms.
- The introduction of School Comms has had a positive impact on the school office.

WEBSITE

Mark Monger has done an incredible job on the new website.
It was agreed that SKW should write to MM and thank him.

CHILDREN’S CENTRE

- See agenda item 1 above.
- Nursery ready sessions are planned.

NEW HIGH SCHOOL REFERENCE GROUP

- LD attended the last meeting.
- JO said that she would attend the next meeting.

PARKING

- The problem has now moved to Woodbury Park Road from Somerfield Road.
- JP suggested targeting comments at kids “It is healthier to walk”.

SDP

To be updated for the next meeting.

OTHER COMMENTS

- SKW observed that attainment was outstanding.
- SKW also observed that progress is not as high as we would have liked.
 - Below our target.
 - It is difficult to measure without levels.
 - SF said that we needed to focus on the disadvantaged to push the overall up.
- DK observed that it was important for Governors to know where the school was and the Headteacher’s report was very important.
- DK questioned whether it would be possible to have **trends / benchmarking for staff sickness at the next meeting.**
- SF stated that it was very important to now actually use all of this work and not just move on.
- SF said that lots of people had contributed to the report.

SKW

Agenda

Agenda

8. Reconstitution of the Governing Body

As agreed at the last meeting SKW updated Governors on the proposal to reconstitute the Governing body as required by the DfE.

- The current Instrument of Government is made up of 16 Governors:
 - Local Authority 3 [JP + 2 vacancies]
 - Community 3 [VD, DK, SKW]
 - Parent 6 [AB, JR, LD, RP, JO, AC]
 - Staff 4 [JB, LH, SS, SF]
- Additionally there are 2 Associate members [EW, CL]
- The proposed Instrument of Government will be made up of 15 Governors:
 - Local Authority 1 [JP]
 - Co-opted 9 [SKW, DK, AB, LD, JB + 4 vacancies]
 - Parent 3 [JO, RP, AC]
 - Staff 2 [SF, SS]

<ul style="list-style-type: none"> • Additionally there will be 4 Associate members [VD, EW, CL, SGent] <p>SKW proposed that we advertise for 3 of the 4 Co-opted vacancies in January</p> <ul style="list-style-type: none"> • Prospective candidates will be asked to complete an application form. Prospective candidates will then be interviewed by members of the Personnel Committee. • The Personnel Committee will then make a recommendation to the FGB possibly at an EFGB. • SKW stressed that the FGB needs to be more representative of the school. <p>SKW advised that our approach to local High School feeder schools had proved successful and subject to approval from Governors Sophie Baker from Brentside High has agreed to join the Governing Body.</p> <ul style="list-style-type: none"> • SB has also agreed to take on the Safeguarding role. • Sarah Gent has agreed to mentor SB. <p>SKW advised that JR had resigned as a parent Governor because she was moving back to Australia in January. SKW thanked JR for everything that she had done for the school and the Governing Body.</p> <p>SKW also advised that LH had decided to stand down as a staff governor.</p> <p>SKW also reported that VD would not be standing for re-election as a Co-opted (formerly Community) Governor but would still support the Curriculum Committee as an Associate Member.</p> <p>Governors fully supported the new Constitution.</p> <p>The following actions were agreed:</p> <ul style="list-style-type: none"> • <u>AON to prepare and submit the new Instrument of Government to the LA.</u> • <u>AON to update Governance Unit re: VD, JR, LH</u> 	<p>AON AON</p>
<p>9. Committee Structure 2014 - 2015</p> <p>SKW reminded Governors that historically we have had 4 committees:</p> <ul style="list-style-type: none"> • Buildings • Finance • Curriculum • Personnel <p>We had recently agreed to amalgamate the Buildings and Finance Committees to form the Finance & Premises Committee.</p> <p>SKW recommended that we now move to a 2 committee structure which would streamline procedures and the number of committee meetings. Additionally the Finance, Premises and Personnel aspects are closely linked:</p> <ul style="list-style-type: none"> • Resources [Finance & Premises + Personnel] • Curriculum <p>JO said that she agreed the principle but had some concerns about the time commitment.</p>	
<p>10. Update on Recruitment of Deputy Headteacher</p> <p>DK advised that Michael Belsito had been appointed as the new Deputy Headteacher</p> <ul style="list-style-type: none"> • Michael Belsito had proved to be a strong candidate at interview 	

<p>DK also advised that Liza Webber had been appointed as the new Assistant Headteacher.</p> <ul style="list-style-type: none"> EW performed very well at the assessment day <p>SF also advised that she had appointed a new class teacher with effect from January.</p>	
<p>11. Agree the minutes of the Full Governing Body Meeting on 9 July 2014: The minutes were agreed as a true and accurate record and were signed by SKW.</p>	
<p>12. Matters arising from the Full Governing Body Meeting on 9 July 2014:</p> <p>a) Chair of Governors - Election to be considered at the March Meeting</p> <ul style="list-style-type: none"> Carried forward <p>b) Vice Chair of Governors - Election to be considered at the March Meeting</p> <ul style="list-style-type: none"> Carried forward <p>c) SF to arrange for someone to update Governors on Assessment</p> <ul style="list-style-type: none"> Closed: Covered in Headteacher's report. <p>d) AON to circulate Governor Role Description</p> <ul style="list-style-type: none"> Closed <p>e) AON to circulate NGA Code of Practice</p> <ul style="list-style-type: none"> Closed <p>f) Formal proposal to next FGB for Reconstitution</p> <ul style="list-style-type: none"> Closed - see agenda item 8 <p>g) VD to provide a website Bio</p> <ul style="list-style-type: none"> Carried forward <p>h) Steering Group to review policy on DBS checks for Governors</p> <ul style="list-style-type: none"> Carried forward <p>i) AON to draft policy re DBS checks for Governors</p> <ul style="list-style-type: none"> Carried forward <p>j) AON to update the summary of committee allocations</p> <ul style="list-style-type: none"> Closed 	<p>Carried forward</p> <p>Carried forward</p> <p>Carried forward</p> <p>Carried forward</p> <p>Carried forward</p> <p>Carried forward</p> <p>Carried forward</p> <p>Carried forward</p> <p>Carried forward</p>
<p>13. Committee Chairs Reports</p> <p>a. Steering Group –16 September 2014</p> <ul style="list-style-type: none"> SKW said that the main focus had been: <ul style="list-style-type: none"> DHT recruitment AHT recruitment Regular reviews with SF The possibility to expand the Children's Centre (no scope). <p>b. Pay Committee - 16 September 2014</p> <p>c. Pay Committee - 23 September 2014</p> <ul style="list-style-type: none"> SKW said that the main focus had been: <ul style="list-style-type: none"> Received a detailed report from Bob Fletcher regarding staff appraisals and recommendations for pay progression. <ul style="list-style-type: none"> Proposal was reviewed and actioned. 	

<ul style="list-style-type: none"> ○ Reviewed the Pay, Capability and Appraisal policies <p>d. Finance & Premises Committee –12 November 2014</p> <ul style="list-style-type: none"> ● AB said that the main focus had been: <ul style="list-style-type: none"> ○ Universal Free School Meals. ○ Review the quotes for the refurbishment of the old library. <ul style="list-style-type: none"> ▪ Currently awaiting a further quote from T Mohan and Co. ▪ Mark Monger has advised T Mohan and Co on the specification. ○ Refurbishment of the Lower Staff Room. ○ Review of the Probity Audit. <ul style="list-style-type: none"> ▪ Only minor issues. ▪ AB took the opportunity to thank SG for this excellent result. <p>e. Personnel Committee –12 November 2014</p> <ul style="list-style-type: none"> ● SKW updated in the absence of RP that the main focus had been: <ul style="list-style-type: none"> ○ Reconstitution of the Governing Body. ○ Planning for the Governor training day in January / February. <ul style="list-style-type: none"> ▪ <u>Date to be agreed.</u> ▪ Possibly the 2nd or 9th of February ▪ SF to suggest suitable date ○ Review of Sarah Gent’s Safeguarding report <ul style="list-style-type: none"> ▪ The Single Central Record was completed. ○ Skills analysis. ○ Children’s Centre - see above. ○ E-Safety Governor <ul style="list-style-type: none"> ▪ SB has agreed to take on this role. ○ The potential High School. ○ Parking issues. <p>f. Curriculum Committee –19 November 2014</p> <ul style="list-style-type: none"> ● <u>Minutes to follow - carried forward.</u> ● DK said that the main focus had been: ● A demonstration of Maths Map. ● Curriculum funding. ● Monitoring Report. <ul style="list-style-type: none"> ○ <u>AON to circulate with the minutes.</u> 	<p>SF</p> <p>Carried forward</p> <p>AON</p>
<p>14.Policies / Documents for adoption All policies / documents had been pre circulated.</p> <p>a) Appraisal Policy</p> <ul style="list-style-type: none"> ● SKW confirmed that this policy had been to staff and unions for consultation. ● SF said that she would be responding to staff by the end of this week. ● SKW took the opportunity to outline the appraisal process. ● SKW also advised that the policy now reflected appraisal tracker. ● The policy was approved on the basis submitted. <p>b) Capability Policy</p> <ul style="list-style-type: none"> ● SKW confirmed that this policy had been to staff and unions for consultation. ● SF said that she would be responding to staff by the end of this week. ● SKW advised that Capability had now been taken out of the Appraisal Policy at the recommendation of HR. 	

- **The policy was approved on the basis submitted.**

c) Child Protection Policy

- SF advised that this was a new policy which reflected the considerable number of changes recently.
 - It was important to update the document.
 - It had been important to make the procedures clearer and staff will be updated at the inset day on 5 January.
 - The policy now reflects a more consistent approach.
- **The policy was approved on the basis submitted.**

d) Children with Medical Conditions Policy

- SF advised that this was a new policy from the Key.
- **The policy was approved on the basis submitted.**

e) Financial Administration Policy

- SG confirmed that we do not provide a petty cash facility - policy to be updated and £10 limit removed.
- **The policy was approved on the basis submitted.**

f) Pay Policy

- SKW confirmed that this policy had been to staff and unions for consultation.
- SF said that she would be responding to staff by the end of this week.
- SKW confirmed that the policy now incorporated the changes to Leadership Pay.
- **The policy was approved on the basis submitted.**

g) Governing Body Standing Orders

- **This was approved on the basis submitted.**

h) Terms of Reference - Steering Group

- **This was approved on the basis submitted.**

i) Terms of Reference - Pay Committee

- **This was approved on the basis submitted.**

j) Private Account to 31 August 2014

- **This was approved on the basis submitted.**

k) School Journey Audited Accounts 2013 - 2014

- **This was approved on the basis submitted.**

l) Childcare Disqualification Criteria

- SF advised that this had only been received from the LA last Friday.
- SF also advised that all staff only have until this Friday to sign.
- The unions are very unhappy about this.
- Most staff have completed
- This will be added to the Single Central Record.
- SF advised that the EHAP had been cross referenced to the SEN Policy.
- SF also suggested that this may come back for a further review.

SKW also suggested that we re-adopt the current terms of reference for the Buildings, Finance and Personnel Committees pending agreement on Terms of Reference for the new Resources Committee.

<p>Approved</p> <p>The Terms of Reference for the Curriculum Committee were adopted.</p>	
<p>15. Review of Director's Report – Autumn Term 2014</p> <p>Item 1: Already dealt with.</p> <p>Item 2: AC questioned how many children are withdrawn from RE.</p> <ul style="list-style-type: none"> • SF will report at the next meeting <p>Item 3: Done</p> <p>Item 4: We are aware of who our link worker is.</p> <p>Item 5: Noted - procedures are in place.</p> <p>Item 6: Noted</p> <p>Item 7: Discussed earlier</p> <p>Item 8: Currently under review</p> <p>Item 9: Complete</p> <p>Item 10: Noted and training scheduled</p> <p>Item 11: Noted and training scheduled</p> <p>Item 12: N/A</p> <p>Item 13: In hand</p> <p>Item 14: Discussed previously</p> <p>Item 15: Already dealt with</p> <p>Item 16: Deadline passed</p> <p>Item 17: Noted</p> <p>Item 18: Noted</p> <p>Item 19: Noted</p> <p>Item 20: Noted</p> <p>Item 21: Noted</p>	
<p>16. Correspondence to Chair of Governors</p> <p>None</p>	
<p>17. Governor's Visit Reports</p> <p>There were none.</p> <p>SKW asked Governors to schedule visits early in the New Year</p> <p>SF asked that all visits be booked via herself.</p> <p>AON to provide SKW / SF with a draft Governor Visit Protocol and visit proforma.</p> <p>It was stressed that Ofsted will be looking for evidence of Governor visits. AON <u>to send copies of previous visit reports to SG to go in a file for Ofsted.</u></p>	<p>AON / SG</p>
<p>18. Any Other Business (as agreed above)</p> <p>There was none.</p>	
<p>22. Date and time of next meeting:</p> <p>Wednesday 25 March 2015 at 7PM</p>	

Meeting closed at 21:25