

NORTH EALING PRIMARY SCHOOL

The 1st Full Governing Body Meeting for 2017 - 2018 was held on Wednesday 13 December 2017 at 7PM

MINUTES

Agenda items	Actions				
<p>Attendees: Andy Akerman (AA) Jackie Blazewicz (JB) Sarah Byrne (SB) Andrew Dharman (AD) Sally Flowers (SF) Debbie Keenan (DK) Shirley Kenworthy - Wright (SKW) Lutz Johnen (LJ) Nimo Richmond (NR) Sarah Symes (SS) Liza Webber (EW)</p> <p>Also in attendance: Judith Anderson (JA) Michael Belsito (MB)</p>					
1. Welcome					
<p>2. Apologies For absence Apologies were received from: Lynne Dallow (LD) Joanne Gravestock (JG) Dan Lawrie (DL) Usama Siddiqui (US)</p>					
<p>3. Authorised / Unauthorised absence The absences for LD, JG, DL and US were all authorised.</p>					
<p>4. Declaration of Any Other Business (AOB)</p> <ul style="list-style-type: none"> • Data Protection (GDPR) • Prevent Training • Childcare for Governor meetings • School Residential 					
<p>5. Declaration of Interest in any Agenda Items There were no declarations of interest in any agenda items.</p>					
<p>6. Headteacher's Report The Headteacher's Report was pre-circulated.</p>					
<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Page</th> <th style="text-align: left;">Subject / Comments</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td> <p><u>Ofsted</u></p> <ul style="list-style-type: none"> • Our last inspection was nearly a year ago. <ul style="list-style-type: none"> ○ We are keeping on top of the recommendations. ○ There has been lots of work on Science and the Science Curriculum is now on the MLE. </td> </tr> </tbody> </table>	Page	Subject / Comments	1	<p><u>Ofsted</u></p> <ul style="list-style-type: none"> • Our last inspection was nearly a year ago. <ul style="list-style-type: none"> ○ We are keeping on top of the recommendations. ○ There has been lots of work on Science and the Science Curriculum is now on the MLE. 	
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2	<p><u>School Context</u></p> <ul style="list-style-type: none"> • We will have 85 children in Nursery from January. • We have 3 vacancies in Reception. • There are a few vacancies in year 3, this is not unusual as some children move to the private sector. • Years 5 and 6 are quite full. • We have had 30 in year admissions of whom c. 16 are EAL. <ul style="list-style-type: none"> ○ Montpelier have had 62 in-year admissions. ○ We may need to reconsider the level of EAL support next year. • AD asked why mobility is increasing. <ul style="list-style-type: none"> ○ BREXIT and specifically people returning to Poland. ○ Parents planning for Secondary School Choice. • It was noted that we may need to arrange an additional Steering Group meeting in the spring to review the number on roll. <ul style="list-style-type: none"> ○ 8AM Wednesday 28 February 2018. 	
3	<p><u>Attendance</u></p> <ul style="list-style-type: none"> • SEN attendance is improving. • SKW questioned the trend with “other Asian”. <ul style="list-style-type: none"> ○ SF said that this was not related to religious observation. ○ SF will arrange for Jessica to help run a report to establish the reasons. • SF advised that 3 families with high achieving children will be taking extended holidays at Christmas. <ul style="list-style-type: none"> ○ Any fines would not worry these families. 	
7	<p><u>Phonics</u></p> <ul style="list-style-type: none"> • We have received very positive feedback. <ul style="list-style-type: none"> ○ SF took the opportunity to tank EW. 	
9	<p><u>Sports Grant</u></p> <ul style="list-style-type: none"> • SKW asked if we are planning to go for the Sports Mark? <ul style="list-style-type: none"> ○ SF advised that we currently have the Silver Mark and that we are going for the Gold Mark. ○ SF subsequently confirmed that we already have the Gold Mark. 	
14	<p><u>Behaviour and Safety</u></p> <ul style="list-style-type: none"> • We recently ran 2 sessions for parents and only had 7 parents attend across the 2 sessions. <ul style="list-style-type: none"> ○ We subsequently tried a stall at parent evenings which was more effective and reached a lot more parents. 	
20	<p><u>Child Protection Issues</u></p> <ul style="list-style-type: none"> • We have spent a phenomenal amount of time supporting 6 families. <ul style="list-style-type: none"> ○ Police have been on site every Monday; there have been a couple of nasty scenes. • One CP case can take 30 hours; some longer. • AD asked if SLT get support. <ul style="list-style-type: none"> ○ They tend to support each other. • SB asked if we could perhaps move the school reception to the house? <ul style="list-style-type: none"> ○ Ideally yes. ○ No on cost grounds. 	

24	<p><u>West London Teaching School Alliance (WLTA)</u></p> <ul style="list-style-type: none"> • The WLTA newsletter was circulated at the meeting. • WLTA have been responsible for setting up the January Headteacher's Conference. • SF has been trained to train Senior Leaders. • We have been asked to host some training at NEPS. • A member of staff is going via Schools Direct to train as a teacher; 1-year course. 	
24	<p><u>Ealing Learning Partnership (ELP)</u></p> <ul style="list-style-type: none"> • A discussion paper was pre – circulated. • The Council will provide 571K subject to matched funding from schools. • SF advised that whilst there were a number of issues to be resolved, there is significant Headteacher involvement on the ELP Board. • SKW recommended signing up for 1 year and reviewing the service during year 1. • SF also recommended joining up for a pilot year and then looking at the options. <ul style="list-style-type: none"> ○ SF added that she would prefer to have the Link Officer. • As of 12 December, 30% of schools have signed up. • Governors agreed unanimously to join for 1 year. 	
	<p><u>Staffing</u></p> <ul style="list-style-type: none"> • SF advised that EW will be moving from Nursery to Year 6 in January to cover for a teacher who is leaving. 	

SF took the opportunity to thank all staff who had contributed to the Headteacher's Report. SF also thanked everyone for their support while she was away.

SKW reiterated the thanks of the Governing Body.

The School Achievement Data Report – Autumn 2017 was pre-circulated.

The Pupil Premium Strategy 2017 – 2018 was pre-circulated.

Triangulation Reports

- 3 examples of anonymised triangulation reports were pre-circulated for information.

Training Courses

- Details of training courses attended in the autumn term were pre-circulated.

Clubs

- Details of School Clubs were pre-circulated:
 - School Clubs: Open to everyone.
 - School Clubs: By invitation.
 - Private Clubs.
 - Breakfast and after School Club.

Vision for our disadvantaged families

- SF advised that there had been a session at the Leadership Day about the vision for our disadvantaged families.
 - This will be reviewed at the January INSET day.

- SF said that whilst it is easy to say that we are good at inclusivity, does it apply to all?
 - How welcoming are we?
- SF added that we also need to look at the wider community to avoid comments like “I do not want my child sitting with that child”.

Rights Respecting

- There will be a visit on 12 January 2018 to assess us for our first award; this will be fairly challenging.

a) Demonstration: 3BM

JA provided an update on 3BM School Support:

- There are Purple sheets for Reading, Writing, maths and Science. When a child achieves a goal, teachers can record this on the excel sheet.
 - 3BM calculates the grade that children are at and this is then input to SIMS so that we can then analyse the data.
- JA then showed an example of the year 5 purple sheets.
 - E = Emerging (Red)
 - D = Developing (Yellow): where we would expect the child to be at Easter
 - S = Secure
 - M = Mastered
- JA then showed screen shots from SIMS
 - Column 1: Starting Point.
 - Column 2: Children with no data.
 - Column 3: Target for year end.
 - Column 4: Attainment at the end of the autumn term.
 - Column 5: Points of Progress; There are no additional points for Mastered.
- SB asked if the reports were RAG Rated?
 - No.
- SKW asked SS and EW how they were finding the 3BM package?
 - SS: Good.
 - SS: We are using this as a planning tool.
 - SS: There were too many parameters with Classroom Monitor.
 - EW: Good planning tool.
- SKW then asked if there was a need for admin support?
 - SF suggested that there may be a need for Admin Staff to support EYFS.

b) Update: Mobile Phone Policy

- **This has been carried forward to the Spring meeting.**

Agenda

c) Update: Work / Life Balance Policy

- **This has been carried forward to the Spring meeting.**

Agenda

d) Place2Be Annual Outcomes Report.

- The report was pre-circulated.

7. Governing Body Matters

a) Governors with their Term of Office Ending This Year

<ul style="list-style-type: none"> • Sarah Symes: Staff Governor 16/12/2017 • Liza Webber: Associate Member 16/12/2017 <ul style="list-style-type: none"> ○ <u>AON to send the necessary paperwork to SF for the election.</u> <p>b) Governing Body Vacancies</p> <ul style="list-style-type: none"> • 1 x Co-opted Governor <ul style="list-style-type: none"> ○ SKW suggested that we needed to identify the skills that are needed: <ul style="list-style-type: none"> ▪ SF: Safeguarding, HR, Compliance, SEND ▪ AD: Finance; this will become increasingly important. • It was also suggested that we look for a potential Associate Member who could potentially take on a full Governing Body role when there is another vacancy. • <u>SKW asked SG to register us with Aspiring Governance. SKW will forward the contact details.</u> <p>c) Governor Role Description</p> <ul style="list-style-type: none"> • <u>AON to circulate copies of Governor Job Descriptions from other schools (LEPS / PPS) for comment.</u> 	<p>AON</p> <p>SG</p> <p>AON</p>
<p>8. Agree the minutes of the Full Governing Body Meeting on 05/07/2017 These were agreed as a true and accurate record of the meeting and were signed by SKW.</p>	
<p>9. Matters arising from the Full Governing Body Meeting on 05/07/2017:</p> <p>a) Demonstration: 3BM.</p> <ul style="list-style-type: none"> • Closed – see agenda item 6 (a). <p>b) Update: Mobile Phone Policy.</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> <p>c) AA, DL, NR, SB to provide a photograph for the website.</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> • Photograph still required from DL. • We now have the remaining photographs. <p>d) NR to provide a bio for the website.</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> <p>e) Work Life Balance Policy carried forward.</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> <p>f) AD to review the Single Central Record (Summer Term).</p> <ul style="list-style-type: none"> • AD confirmed that he had reviewed the SCR in the summer term and that there were no issues. • AD also advised That he had also reviewed the SCR this term and again there were no issues. 	<p>Agenda</p> <p>DL</p> <p>NR</p> <p>Agenda</p>
<p>10. Committee Minutes for noting:</p> <p>a) Curriculum and Standards – 15/11 /2017</p> <ul style="list-style-type: none"> • The minutes were pre-circulated. • Noted. <p>b) Resources – 15/11/2017</p> <ul style="list-style-type: none"> • The minutes were pre-circulated. • Noted. 	

<p>c) Ealing Learning Partnership</p> <ul style="list-style-type: none"> • See agenda item 6. <p>d) 3 Year budget update</p> <p>SKW provided an update on the 3-year budget:</p> <ul style="list-style-type: none"> • We have responded to the LA NFF (National Funding Formula) consultation. <ul style="list-style-type: none"> ○ Only 20 schools responded! • The big issue was additional SEND Funding. • It was clear that there had been a lack of transparency. • The LA projection for overall NFF funding in 2018 – 2019 is that Ealing schools will gain 7.8M. <ul style="list-style-type: none"> ○ 8 schools lose out; we are one of them. • We have proposed a change to the MFG (Minimum Funding Guarantee). <ul style="list-style-type: none"> ○ If there is no change to the LA proposal the most that we would lose is 23K. ○ The issue for us is the level of deprivation ○ SKW pointed out that the DfE has said that no school will be worse off and there is therefore the possibility that we may not lose out, but not gain as much as other schools. • We should be notified of our budget allocation in January. <ul style="list-style-type: none"> ○ We will then update the 3-year plan. 	
<p>11. Policies / Documents for adoption</p> <p>Policies / documents b) – k) were all pre-circulated.</p> <p>a) EYFS.</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> <p>b) Financial Administration Policy.</p> <ul style="list-style-type: none"> • Approved. • AA observed that this policy was entirely appropriate. <p>c) Guidance on Management of Absence.</p> <ul style="list-style-type: none"> • Approved. <p>d) Guidance for Managing Redundancies in Schools.</p> <ul style="list-style-type: none"> • Approved. <p>e) Harassment & Bullying Guidelines.</p> <ul style="list-style-type: none"> • Approved. <p>f) Probation Procedures.</p> <ul style="list-style-type: none"> • Approved. <p>g) Whistleblowing Policy.</p> <ul style="list-style-type: none"> • Approved. <p>h) Terms of Reference Curriculum & Standards Committee.</p> <ul style="list-style-type: none"> • Approved. <p>i) Terms of Reference Pay Committee.</p> <ul style="list-style-type: none"> • Approved. <p>j) Terms of Reference Resources Committee.</p> <ul style="list-style-type: none"> • Approved. 	<p>Agenda</p>

Confidential Item

At this point all Staff Governors / Observers left the meeting.

See separate confidential minutes.