

NORTH EALING PRIMARY SCHOOL

The 2nd Full Governing Body Meeting for 2017 - 2018 was held on Wednesday 14 March 2018

MINUTES

Agenda items	Action
<p>Attendees: Jackie Blazewicz (JB) Sarah Byrne (SB) Andrew Dharman (AD) Sally Flowers (SF) Joanne Gravestock (JG) Debbie Keenan (DK) Shirley Kenworthy - Wright (SKW) Lutz Johnen (LJ) Usama Siddiqui (US) Sarah Symes (SS) Liza Webber (EW)</p> <p>Also in attendance: Judith Anderson (JA) Michael Belsito (MB) Sarah Gordon (SG)</p>	
<p>1. Welcome SKW apologised to MB for the confusion regarding his Prevent Presentation which has now been rescheduled for 3 May at 6:30PM.</p>	
<p>2. Apologies For absence Apologies were received from: Andy Akerman (AA) Lynne Dallow (LD) Debbie Keenan (DK)</p> <p>No apologies were received from: Dan Lawrie (DL) Nimo Richmond (NR)</p>	
<p>3. Authorised / Unauthorised absence The absences for AA, LD and DK were authorised.</p> <p>The absences for DL and NR were not authorised.</p>	
<p>4. Declaration of Any Other Business (AOB) SF: Confidential Item SG: SFVS</p>	
<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>	

Page	Subject / Comments
2	<p>Nursery Admissions</p> <ul style="list-style-type: none"> • NOR is currently 87. • We would normally have 100 applications for September by now. • We currently only have 50; hopefully this number will grow?
2	<p>EAL / PPG</p> <ul style="list-style-type: none"> • Numbers are increasing at a time where interventions are reducing due to budget cuts. • Classroom Teachers and Support Staff are feeling the strain.
2	<p>SEND</p> <ul style="list-style-type: none"> • The number of EHCP's is also growing.
3	<p>Attendance</p> <ul style="list-style-type: none"> • We asked the LA last week to issue our first fines for term time absence. <ul style="list-style-type: none"> ○ We do not receive the money from the fines.
4	<p>Staff Absence</p> <ul style="list-style-type: none"> • We have tightened up procedures re staff absence. • We hold back to work interviews.
5	<p>Outcomes for pupils</p> <ul style="list-style-type: none"> • Concerns were expressed about the Year 1 and Year 3 data at the Curriculum & Standards Committee. • Interventions are in hand. • There should be a different picture when we get the June data.
6	<p>Curriculum</p> <ul style="list-style-type: none"> • We have spent 2 / 3 hours with the Link Officer to review the curriculum. • Children in years 3 – 6 were interviewed as part of the process. • Governors will have the opportunity to work with JA at the Governor Day on proposed changes to the curriculum. <ul style="list-style-type: none"> ○ The curriculum will be more enquiry based. ○ We will pilot a few things in summer 2.
9	<p>SEN Update</p> <ul style="list-style-type: none"> • This details the amount of support and the cost. • There has also been lots of staff CPD. <p>SKW asked if the SENCO needs support from the admin team?</p> <ul style="list-style-type: none"> • There is admin support in the afternoon.
10	<p>Behaviour and Safety</p> <ul style="list-style-type: none"> • We have received support from: <ul style="list-style-type: none"> ○ The Primary Behaviour Unit ○ Health ○ SAFE • SF pointed out that parents often need help at home.
12	<p>Vapes</p> <ul style="list-style-type: none"> • The dangers of Vapes was explained to children.

12	<p>Child Protection</p> <ul style="list-style-type: none"> • We are currently monitoring 160 children with CP issues. • 7 / 8 Pink Slips (concerns) have been raised in the last 24 hours. 	
13	<p>Domestic Violence</p> <ul style="list-style-type: none"> • Ealing is a hot spot for domestic violence. 	
14	<p>Place2Be</p> <ul style="list-style-type: none"> • It is really helpful that we have Place2Be. 	
16	<p>Science</p> <ul style="list-style-type: none"> • An enormous amount of work has been done around Science. <ul style="list-style-type: none"> ○ Thanks to Mrs Brulea. • We are monitoring Science this term: <ul style="list-style-type: none"> ○ Book Looks ○ Displays 	
17	<p>Triangulation</p> <ul style="list-style-type: none"> • We have adopted a new approach to triangulation. • We did not consider that there was much benefit in looking again and again at our strong staff. • We are doing a lot before the review i.e. before going into lessons: <ul style="list-style-type: none"> ○ Book Looks ○ Data • SLT are joined by someone from the year group. <ul style="list-style-type: none"> ○ Peer Group Development. • We have added a professional discussion. • Teachers get more feedback than before. <ul style="list-style-type: none"> ○ This provides indicators of where to go for development. • There is also a focus on how Teachers are working with certain children. • As a result of this new approach Teachers tend to be more relaxed, rather than doing a “show lesson”. 	
17	<p>Rights Respecting Award (RRA)</p> <ul style="list-style-type: none"> • SKW congratulated SF on achieving the RRA – Silver award. • The Inspector commented on how much the children knew. • SF will be following up with staff in May. • Apply for the Gold Award in 2019? 	
18	<p>WLTA</p> <ul style="list-style-type: none"> • SF will be delivering Leadership Training in the summer term. 	
18	<p>Schools Direct</p> <ul style="list-style-type: none"> • 2 staff have applied. <ul style="list-style-type: none"> ○ 1 did not get through ○ 1 is about to be interviewed. • We will need to review our Pay Policy as we do not currently allow for Unqualified Teachers. 	
19	<p>ELP</p> <ul style="list-style-type: none"> • We have set up our own cluster with the other 5 WLTA schools: <ul style="list-style-type: none"> ○ Montpelier ○ St Gregory’s ○ Southfields 	

- Lady Margaret
- St Mark's
- We will be undertaking Peer Reviews initially.
- It is going to take a lot of work to get it off the ground.

SKW observed that we are ahead of the game, adding that the principles for the WLTA and ELP are the same.

The ELP priorities are:

1. Increase Greater Depth at KS1
 - Ealing are bottom of the table across London.
 - Hounslow are 4th.
2. Improve Higher Standards at KS2.
3. Improve Progress and Attainment of Disadvantaged learners.
4. Black and Caribbean Learners.
5. Improve attendance etc. for SEND pupils.

The key thing is for schools with challenges to learn from other schools.

A Governor will be joining the ELP Board in September.

In most cases groups of 12 schools will work in clusters and within the clusters they will work in groups of 3.

- As referenced above this is not the model that we will be adopting.

There will be separate Primary and High School Clusters.

- There will be 5 cluster leads in Primary.
 - These will need to be released by their school for 12 days per annum.
 - The cluster leads (their schools) will be compensated £6K per annum.
- An individual will also be appointed (3 days per week) to “lead the cluster leads”.

US asked if this will give us a “pressure group” to put pressure on the LA?

- Not at this stage.

US observed that the RRA Award was very encouraging.

The following reports were also pre-circulated:

- School Achievement Data Spring 2018.
- Place2Be Termly Activity Report (Autumn Term).
- Flow chart for Year Group Reviews.
- CPD.
- Rights Respecting Schools Assessment Report.
- Children's Centre Timetable.
- School Clubs Timetable.

a) EYFS Numbers

Statistics for 2015-2016, 2016-2017 and 2017-2018 were pre-circulated.

<p>Existing capacity is 100; 2 x 25 AM and 2 x 25 PM.</p> <ul style="list-style-type: none"> • September 2015: 68 • January 2016: 90 • September 2016: 77 • January 2017: 84 • April 2017: 92 • September 2017: 68 • January 2018: 81 • April 2018: 81 <ul style="list-style-type: none"> ○ Additionally 14 places offered and 7 accepted. <p>b) Mobile Phone Policy</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> <p>c) Work / Life Balance Policy</p> <ul style="list-style-type: none"> • This was pre-circulated. • Approved. 	
<p>7. Governing Body Matters</p> <ul style="list-style-type: none"> • Staff Governor <ul style="list-style-type: none"> ○ SS has been re-elected as the Staff Governor. • Associate Member <ul style="list-style-type: none"> ○ EW indicated that she would like to continue as an Associate Member – Agreed. a) Governing Body Vacancies • 1 x Co-opted Governor <ul style="list-style-type: none"> ○ Ideally someone with SEND / HR skills. ○ <u>SKW to follow up with SGOSS for feedback from this evenings Governor Recruitment event.</u> • JG advised that there is a vacancy on the PTA for a Governor who is a parent to sit on the Board. <ul style="list-style-type: none"> ○ <u>JG will provide details for circulation.</u> ○ The commitment is 1 meeting per term. b) GDPR • SG advised that this is a really big piece of work for the school. <ul style="list-style-type: none"> ○ Parents will now have to opt in, rather than opt out. ○ We will need to look at the way that we work. ○ A number of schools are looking at outsourcing the Data Controller officer role. ○ SG will be attending training on 28 March. ○ SG will be leading for the school with a task force. ○ NR will be involved. ○ We must have an action plan in place by 25 May 2018. • LJ observed that a number of policies will need to be updated. 	 <p style="text-align: center;">SKW</p> <p style="text-align: center;">JG</p>
<p>8. Agree the minutes of the Full Governing Body Meeting on 13/12/2017 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 13/12/2017:</p> <p>a) Mobile Phone Policy</p> <ul style="list-style-type: none"> • Closed. • See agenda item (b). <p>b) Work / Life Balance Policy</p> <ul style="list-style-type: none"> • Closed. • See agenda item 6(c). <p>c) AON to send paperwork to SF for Staff Governor election</p> <ul style="list-style-type: none"> • Closed. <p>d) SG to register NEPS with Aspiring Governance</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> <p>e) AON to circulate copies of Governor Job Descriptions from other schools</p> <ul style="list-style-type: none"> • Closed. <p>f) DL to provide a photograph for the website</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> <p>g) NR to provide a bio for the website</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> <p>h) EYFS Policy</p> <ul style="list-style-type: none"> • Closed. • See agenda item 11(c). <p>i) Governor Visit Day to be scheduled</p> <ul style="list-style-type: none"> • Closed. • 6 June 2018. <p>j) NR to book for GDPR training</p> <ul style="list-style-type: none"> • Closed. <p>k) SG to investigate feasibility for providing child care at future meetings</p> <ul style="list-style-type: none"> • Closed. • Governors should let SG know one week in advance if they require child care. 	<p>SG</p> <p>DL</p> <p>NR</p>
<p>10. Committee Minutes for noting:</p> <p>a) Curriculum and Standards – 07/03/2018</p> <ul style="list-style-type: none"> • <u>To follow.</u> <p>b) Resources – 07/03/2018</p> <ul style="list-style-type: none"> • <u>To follow.</u> • SG reported that the projected carry forward is £134K. • We set 2 budgets this morning for consideration at the meeting on 2 May. • Budget preparation 2018 – 2019 <ul style="list-style-type: none"> ○ The proposed budget for 2018 – 2019 together with the SDP will be presented / discussed at the meeting on 2 May 2018. <ul style="list-style-type: none"> ▪ Like for Like. ▪ More savings • SKW advised that only 22 schools completed the consultation on funding. <ul style="list-style-type: none"> ○ What we put forward has been included. • Pupil numbers are up by 2 compared to last year 	<p>AON</p> <p>AON</p>

<ul style="list-style-type: none"> • There are lots of hidden cuts, including: <ul style="list-style-type: none"> ○ Salary increases ○ Increased pension contributions for support staff • LJ asked if there was any data on demographic movement? <ul style="list-style-type: none"> ○ 3% reduction in Ealing <ul style="list-style-type: none"> ▪ BREXIT ▪ Lower Birth Rate 	
<p>11. Policies / Documents for adoption The following documents / policies were pre-circulated.</p> <p>a) Child Protection Policy</p> <ul style="list-style-type: none"> • Approved. <p>b) DBS Policy</p> <ul style="list-style-type: none"> • Approved. <p>c) EYFS Policy</p> <ul style="list-style-type: none"> • Approved. <p>d) Governor Allowances Policy</p> <ul style="list-style-type: none"> • Approved. <p>e) Governor Visit Protocol</p> <ul style="list-style-type: none"> • Approved. <p>f) Harassment & Bullying Policy</p> <ul style="list-style-type: none"> • Approved. <p>g) SFVS</p> <ul style="list-style-type: none"> • Approved. 	
<p>12. Correspondence to the Chair of Governors There has been a letter of complaint which was dealt with by DK in SKW's absence.</p>	
<p>13. Governor Visit Reports <u>Single Central Record (SCR)</u></p> <ul style="list-style-type: none"> • AD reviewed the SCR this morning, there were no issues. <p><u>Health & Safety</u></p> <ul style="list-style-type: none"> • AA's Health & Safety visit report was pre-circulated. 	
<p>14. Any Other Business (as agreed above) <u>Confidential Item</u></p> <ul style="list-style-type: none"> • See separate confidential minutes. <p><u>SFVS</u></p> <ul style="list-style-type: none"> • See agenda item 11(g). <p><u>Director's Report to Governors.</u></p> <ul style="list-style-type: none"> • This is available in the Governor Room. • <u>Governors were asked to consider available training courses.</u> 	All
<p>15. What have we achieved as a result of this meeting</p> <ul style="list-style-type: none"> • We received detailed feedback from the Headteacher through the Headteacher's 	

<p>Report.</p> <ul style="list-style-type: none">• Approved policies.• Approved SFVS.• Received an update on budget planning.	
<p>16. Date and time of next meeting: Wednesday 2 May 2018: 18:30 – Prevent Training 19:00 – FGB</p>	

Meeting closed at 20:38