

NORTH EALING PRIMARY SCHOOL

The 2nd Full Governing Body Meeting for 2016 - 2017 was held on Wednesday 15 March 2017 at 7PM

Agenda items	Action
<p>Attendees: Jackie Blazewicz (JB) Sarah Byrne (SBy) Lynne Dallow (LD) Andrew Dharman (AD) Sally Flowers (SF) Joanne Gravestock (JG) Debbie Keenan (DK) Shirley Kenworthy - Wright (SKW) Dan Lawrie (DL) Liza Webber (EW)</p> <p>Also in attendance: Judith Anderson (JA) Michael Belsito (MB) Sarah Gordon (SG)</p>	
<p>1. Welcome</p>	
<p>2. Apologies For absence <u>Apologies were received from:</u> Andy Akerman (AA) Lutz Johnen (LJ) Nimo Richmond (NR) Usama Siddiqui (US) Sarah Symes (SS)</p> <p><u>No apologies were received from:</u> Sophie Baker (SB)</p>	
<p>3. Authorised / Unauthorised absence The absences for AA, LJ, NR, US and SS were all authorised.</p> <p>The absence for SB was not authorised.</p>	
<p>4. Declaration of Any Other Business (AOB) There were no declarations of other business.</p>	
<p>5. Declaration of Interest in any Agenda Items SBy and DL both declared an interest in respect of the remedial works to the wall behind the Children’s Centre.</p>	
<p>6. Ofsted Report The Ofsted report dated 7 March 2017 had been pre circulated.</p> <ul style="list-style-type: none"> • SF made the following initial observations: <ul style="list-style-type: none"> ○ The report took a long time to be finalised (5 weeks plus). ○ This is considered to be a fair report; 1 query was accepted. ○ The quality of the report reflects the hard work over the last two and a half years. ○ Staff have had a copy of the report. 	

<ul style="list-style-type: none"> ○ Feedback on all of the following areas were very positive: <ul style="list-style-type: none"> ▪ Disadvantaged Pupils. ▪ Displays. ▪ Quality of Books. ▪ Monitoring of Teaching. ▪ Governors. <ul style="list-style-type: none"> ● SF thanked Governors for their preparation and attendance on the day. ▪ Focus on reading and writing. ○ The Inspectors were looking for more focus on Science. <ul style="list-style-type: none"> ▪ We were already addressing this. ○ There were no surprises on the day. ○ It was a very gruelling day. ○ Because the SEF said Good there was no opportunity to sell us as Outstanding. <ul style="list-style-type: none"> ● SKW stated that we should be proud of the outcome especially as the goal posts have changed 5 times since the last inspection. <ul style="list-style-type: none"> ▪ There were no criticisms in the report. ● SG thanked SF for leading everyone through the Inspection. ● SF pointed out that the office staff were amazing on the day. ● SKW observed that this was very different to anything that we had done before. <ul style="list-style-type: none"> ○ The Inspectors arrived with set lines of enquiry based on a trawl of our website. ● The recent Governor visit and the new Security Gate system helped our case re Safeguarding. ● SF pointed out that we have done nothing with staff to celebrate the outcome; there needs to be some form of recognition. <ul style="list-style-type: none"> ○ Possibly do something in the summer term. ○ Could be funded from the Private Fund. ○ APPROVED. ● <u>SKW will write to all staff on behalf of the Governing Body.</u> ● In closing SKW reminded Governors that we have the option in the future to call in a Section 8 (2 Day Inspection). <ul style="list-style-type: none"> ○ We would have to pay. ○ We would need 2 years data. 	SKW			
<p>7. Headteacher's Report The Headteacher's Report was pre circulated, with the exception of the absence data which was circulated at the meeting.</p> <table border="1" data-bbox="132 1787 1066 2074"> <thead> <tr> <th data-bbox="132 1787 1066 1825">Subject / Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="132 1825 1066 1966"> Report Format <ul style="list-style-type: none"> ● SF said that she will be reviewing the format of the report as there had been technology issues this term. </td> </tr> <tr> <td data-bbox="132 1966 1066 2074"> EYFS <ul style="list-style-type: none"> ● EYFS had its first moderation last week. <ul style="list-style-type: none"> ○ The moderation team were very impressed. </td> </tr> </tbody> </table>	Subject / Comments	Report Format <ul style="list-style-type: none"> ● SF said that she will be reviewing the format of the report as there had been technology issues this term. 	EYFS <ul style="list-style-type: none"> ● EYFS had its first moderation last week. <ul style="list-style-type: none"> ○ The moderation team were very impressed. 	
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<ul style="list-style-type: none"> ○ They said that it was good to see us working as a team. ○ They were impressed by the staff's knowledge of the children ○ The 2nd moderation will be in May. 		
<p>Moderation</p> <ul style="list-style-type: none"> ● We are doing moderation with 2 other schools who both use Classroom Monitor: <ul style="list-style-type: none"> ○ Oaklands ○ St Marks 		
<p>Place2be</p> <ul style="list-style-type: none"> ● The support from Place2be has been really valuable. 		
<p>Behaviour</p> <ul style="list-style-type: none"> ● We have reviewed the Behaviour Policy and tightened up a number of areas. ● We have added a Headteacher lunchtime detention. <ul style="list-style-type: none"> ○ This is mainly for boys. ● There have been issues about the lack of support from parents and specifically for a year 6 child. 		
<p>Rights Respecting School</p> <ul style="list-style-type: none"> ● The Rights Respecting School assessment is due next term. 		
<p>Daily Mile</p> <ul style="list-style-type: none"> ● The Daily Mile is very popular. ● Children have asked for a second track. <ul style="list-style-type: none"> ○ A second track would cost c. £500. ○ Could a parent organise a fundraising event? ● Obesity levels are growing. 		
<p>Persistent Absentees</p> <ul style="list-style-type: none"> ● The number of persistent absentees has dropped from 19 to 4. ● The new attendance policy is much tighter. <ul style="list-style-type: none"> ○ SKW suggested making parents aware of the new policy. <ul style="list-style-type: none"> ▪ Newsletters ▪ Website 		
<p>Staff Absence</p> <ul style="list-style-type: none"> ● There has been a significant reduction in Teacher sickness. <ul style="list-style-type: none"> ○ The requirement to phone SF at 6:30AM is a deterrent. ● Back to Work interviews are held (Sickness). ● 3 staff have been referred to Occupational Health. <ul style="list-style-type: none"> ○ 1 found it very helpful. ● We will be stricter with the interpretation of the policy e.g. children sick. <ul style="list-style-type: none"> ○ DK asked if there is a process in the policy. <ul style="list-style-type: none"> ▪ Yes. 		
<p>Internet Safety</p> <ul style="list-style-type: none"> ● SKW asked MB for feedback on Internet Safety Day. <ul style="list-style-type: none"> ○ We had 2 assemblies; KS1 and KS2. ○ There was a focus on sharing of images and information. ○ Teachers were provided with resource materials. ○ It prompted children to ask questions. 		

<ul style="list-style-type: none"> • DK asked if we should be recording online incidents e.g. <ul style="list-style-type: none"> ○ Cyber Bullying ○ Blogging <p>Mobile Phones</p> <ul style="list-style-type: none"> • JG asked if we can stop children being allowed to have Smart Phones in school. <ul style="list-style-type: none"> ○ Restrict them to a basic phone only. ○ DK suggested consulting with other Primary Schools. ○ SG pointed out that a huge number of children walk home alone. ○ JG suggested that we would need to give parents plenty of notice. ○ SF suggested that any change would be from September. <p>Racist Incidents</p> <ul style="list-style-type: none"> • SKW observed that there had been 5 Racist Incidents this term compared to 3 last term. <ul style="list-style-type: none"> ○ SF responded that we are better at reporting now. ○ 1 incident involved a child on the SEN Register. <p>Tracking and Assessment</p> <ul style="list-style-type: none"> ○ SF advised that in view of the fact that Classroom Monitor has let us down on a number of occasions, including Ofsted, that we are looking to move to the 3BM SIMS system. ○ 3BM SIMS is more manageable than Classroom Monitor and will be more cost effective. ○ The intention would be to parallel run in the summer term and go live in September. <p>Pupil Premium Strategy 2016 / 2017</p> <ul style="list-style-type: none"> ○ This includes the new requirements from January. ○ The new strategy will be uploaded to the website. ○ The key areas of focus are: <ul style="list-style-type: none"> ○ PPG pupils with low attendance. ○ PPG Pupils who are also registered as SEN. ○ PPG pupils - most able. <ul style="list-style-type: none"> ▪ There are lots of middle ability. ○ SKW thanked SF for this very comprehensive report. <p>Quality of Teaching Over Time</p> <ul style="list-style-type: none"> ○ Triangulation was finished today. ○ Both Teachers that we were concerned about last time no longer cause concern. ○ SKW noted that a number of Teachers were on a good direction of travel: <ul style="list-style-type: none"> ○ Good > Good with Outstanding Features. ○ Good with Outstanding Features > Outstanding. <p>a) Work / Life balance Policy</p> <ul style="list-style-type: none"> • This represents the NUT's policy on Work / Life Balance. • This will be reviewed at the next quadrant meeting in April. • The guiding Principles are (1) Staff Welfare (2) Staff Recruitment (3) Staff Retention. 	SF	
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<p>8. Governing Body Matters</p> <p>a) Letter to parents re <u>funding</u>.</p> <ul style="list-style-type: none"> • Governors discussed at length whether now was the right time to update Parents on the pressures that schools will be facing as a result of budget cuts e.g. <ul style="list-style-type: none"> ○ Unfunded increases in Pension Contributions and National Insurance. ○ Unfunded Salary increases. ○ The impact of the New National Funding Formula. <ul style="list-style-type: none"> ▪ The above could equate to £350K by 2019. • There has been no guidance from the NAHT so far. • This area will be discussed at the Quadrant meeting in April. • <u>We will consider whether it is appropriate to write to parents at the next meeting</u> <p>b) Committee Membership</p> <ul style="list-style-type: none"> • LJ has said that he would like to Resources Committee. <ul style="list-style-type: none"> ○ Approved. • SKW proposed that AA be elected to the Pay Committee. SKW explained that it was not always possible to make the Pay Committee Quorate <ul style="list-style-type: none"> ○ Approved. ○ <u>SKW to write to AA.</u> <p>c) Governing Body Action Plan</p> <ol style="list-style-type: none"> 1) Complete. 2) Complete. 3) In hand. 4) Complete • <u>DK to identify a SEND Link Governor</u> • <u>DK to identify an EYFS Link Governor</u> 5) 6) In hand to be completed before the next FGB. 7) <u>AON to send SKW an example of the Villiers Governor appraisal form.</u> 8) Ongoing - Ealing Learning Partnership. 9) Being updated - The LA should be preparing a model policy. 	<p>Agenda</p> <p>SKW</p> <p>DK DK</p> <p>AON</p>
<p>9. Agree the minutes of the Full Governing Body Meeting on 07/12/2016 These were agreed as a true and accurate record of the meeting and were signed by SKW.</p>	
<p>10. Matters arising from the Full Governing Body Meeting on 07/12/2016:</p> <p>a) AON to prepare the welcome pack for AA.</p> <ul style="list-style-type: none"> • Closed. • <u>SKW to mentor.</u> <p>b) SF to send a reminder to parents about Parent View.</p> <ul style="list-style-type: none"> • Closed. <p>c) SKW to add Lanyards for Governors to the Action Plan.</p> <ul style="list-style-type: none"> • Closed. <p>d) AA, DL, JB, JG, NR, SBy, SBa to send a picture to AON for the website.</p> <ul style="list-style-type: none"> • <u>AON to follow up with AA, DL, JB, JG, NR, SBy and SB.</u> <p>e) AA, JG, NR, SBy to send a bio to AON for the website.</p> <ul style="list-style-type: none"> • <u>AON to follow up with JG and NR.</u> <p>f) All Governors to tell JG what training they have undertaken.</p>	<p>SKW</p> <p>AON</p> <p>AON</p>

<ul style="list-style-type: none"> • Closed. <p>g) AON to circulate details of Governor Training for 2017 from Gatekeeping.</p> <ul style="list-style-type: none"> • Closed. <p>h) Output from the Governor Visit Day to be considered in detail at the next meeting.</p> <ul style="list-style-type: none"> • Closed agenda item 16(a). 																	
<p>11. Minutes of the Curriculum and Standards Committee Meeting on 08/03/2017 for noting</p> <ul style="list-style-type: none"> • Noted. 																	
<p>12. Minutes of the Resources Committee Meeting on 08/03/2017 for noting</p> <ul style="list-style-type: none"> • Noted. <p>a) Premises Management Contract for approval.</p> <ul style="list-style-type: none"> • Details of the proposal considered by the Resources Committee at their meeting on 8 March were pre circulated. • It was agreed that Ealing Facilities Management (EFM) represented Best Value for Money. • This is for a 3 year contract. <p>APPROVED.</p> <p>b) The Mound.</p> <ul style="list-style-type: none"> • SKW put on record the Governing Body's thanks to the PTA for their donation of £24K for Phase 1. <ul style="list-style-type: none"> ○ The project will be starting over the Easter holidays. 																	
<p>13. Directors Report This was distributed electronically by the LA.</p> <table border="1" data-bbox="129 1216 1182 2063"> <thead> <tr> <th>Item</th> <th>Description / Comments</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Children's Services Achievements <ul style="list-style-type: none"> • Noted. </td> </tr> <tr> <td>2</td> <td>Towards an Ealing Learning Partnership <ul style="list-style-type: none"> • Noted. • SKW advised that she had attended the briefing. </td> </tr> <tr> <td>3</td> <td>2016 Ealing Schools Performance Tables <ul style="list-style-type: none"> • Ealing (Primary) used to be near the top of the table. </td> </tr> <tr> <td>4</td> <td>Primary Assessment and Moderation <ul style="list-style-type: none"> • No new tests before 2018 - 2019. </td> </tr> <tr> <td>6</td> <td>SEND Peer Reviews <ul style="list-style-type: none"> • Noted. </td> </tr> <tr> <td>7</td> <td>Update on Ofsted <ul style="list-style-type: none"> • Noted. • This was based on our experience. </td> </tr> <tr> <td>8</td> <td>Schools Finance Funding for 2017 - 2018 <ul style="list-style-type: none"> • Noted. </td> </tr> </tbody> </table>	Item	Description / Comments	1	Children's Services Achievements <ul style="list-style-type: none"> • Noted. 	2	Towards an Ealing Learning Partnership <ul style="list-style-type: none"> • Noted. • SKW advised that she had attended the briefing. 	3	2016 Ealing Schools Performance Tables <ul style="list-style-type: none"> • Ealing (Primary) used to be near the top of the table. 	4	Primary Assessment and Moderation <ul style="list-style-type: none"> • No new tests before 2018 - 2019. 	6	SEND Peer Reviews <ul style="list-style-type: none"> • Noted. 	7	Update on Ofsted <ul style="list-style-type: none"> • Noted. • This was based on our experience. 	8	Schools Finance Funding for 2017 - 2018 <ul style="list-style-type: none"> • Noted. 	
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9	<p>30 Hour Extended Free Entitlement for Three and Four Year Olds</p> <ul style="list-style-type: none"> • We have looked at the options. • Would require extra staffing / costs. • Not feasible. • We did a survey with parents. <ul style="list-style-type: none"> ○ Positive response. <ul style="list-style-type: none"> ▪ Less positive feedback when parents spoke to us. ▪ Parents want wrap around care from 8AM to 6PM. • We will keep a watching brief. • 103 in Nursery includes 11 April offers who have yet to accept their offers. <ul style="list-style-type: none"> ○ The budget was based on 86 in nursery. 	
10	<p>Prevent and Casey Report</p> <ul style="list-style-type: none"> • MB is now a Prevent trainer. 	
11	<p>Brighter Futures</p> <ul style="list-style-type: none"> • Noted. 	
12	<p>New guidance on Child Sexual Exploitation</p> <ul style="list-style-type: none"> • Noted. • Included in our new Child Protection Policy. 	
14	<p>New and Revised Governor Guidance and Information</p> <ul style="list-style-type: none"> • This has already been circulated to all Governors. • All Governors to review. 	
15	<p>School Websites</p> <ul style="list-style-type: none"> • Everything has been checked. 	
16	<p>Competency Framework for Governance</p> <ul style="list-style-type: none"> • Noted • See also 14 above. 	
17	<p>Recruiting New Governors</p> <ul style="list-style-type: none"> • SGOSS will be continuing to work with Ealing. • Governor Recruitment evening scheduled for 4 May; 17-30 to 19:00. 	
18	<p>GB Year Planner</p> <ul style="list-style-type: none"> • Year planner to be considered at the Steering Group. 	
19	<p>Purchasing Ealing Services for Schools 2017 - 2018</p> <ul style="list-style-type: none"> • Noted. 	
20	<p>Governor Development Updates</p> <ul style="list-style-type: none"> • Noted. 	
<p>14. Policies / Documents for adoption All policies / documents with the exception of Work / Life Balance were pre circulated.</p> <p>a) Child Protection Policy</p> <ul style="list-style-type: none"> • Approved. 		

<ul style="list-style-type: none"> b) Disciplinary Procedure <ul style="list-style-type: none"> • Approved. c) Governors Allowances <ul style="list-style-type: none"> • Approved. d) Grievance Procedures <ul style="list-style-type: none"> • Approved. e) Medical Capability Procedures <ul style="list-style-type: none"> • Approved. f) Mission / Vision Statement <ul style="list-style-type: none"> • Approved. g) Recruitment, Retention and Induction Policy <ul style="list-style-type: none"> • Approved. h) SFVS <ul style="list-style-type: none"> • Approved. i) Work / Life Balance <ul style="list-style-type: none"> • <u>Carried forward.</u> 	Agenda
<p>15. Correspondence to the Chair of Governors There was no relevant correspondence.</p>	
<p>16. Governor Visit Reports</p> <ul style="list-style-type: none"> a) Governor Visit day <ul style="list-style-type: none"> • It was agreed that this was a very valuable day. • The next Governor Visit Day will be arranged for after the SATS. <ul style="list-style-type: none"> ○ This will include a Health and Safety Visit. 	
<p>17. Any Other Business (as agreed above) There were no items of other business.</p>	
<p>18. What have we achieved as a result of this meeting</p> <ul style="list-style-type: none"> • Approved policies. • Reviewed the Ofsted Report. • Reviewed Standards through the Headteacher’s Report. • Approved the SFVS • Approved the maintenance contract. • Gained a greater understanding re Ofsted. • Reviewed the Governor Action Plan. 	
<p>19. Date and time of next meeting: Wednesday 26 April 2017:</p> <p>6PM to 7PM - Training 7PM - Budget 2017 - 2018</p>	