

NORTH EALING PRIMARY SCHOOL

The 3rd Full Governing Body Meeting for 2015 - 2016 was held on Wednesday 16 March 2016 at 7PM.

<p>Attendees: Anna Cox (AC) Lynne Dallow (LD) Andrew Dharman (AD) Sally Flowers (SF) Joanne Gravestock (JG) Debbie Keenan (DK) Shirley Kenworthy - Wright (SKW) Dan Lawrie (DL) Jane Ootam (JO) Usama Siddiqui (US)</p> <p>Also in attendance: Judith Anderson (JA) Michael Belsito (MB) Sarah Gordon (SG)</p>	<p>Action</p>				
<p>1. Welcome SKW welcomed JG to her first FGB meeting as a parent Governor.</p>	<p>SKW</p>				
<p>2. Apologies For absence Apologies were received from: Sophie Baker (SB) Jackie Blazewicz (JB) John Popham (JP) Sarah Symes (SS) Liza Webber (EW)</p> <p>No apologies were received from: Andy Beale (AB) Chantelle Ludski (CL)</p>					
<p>3. Authorised / Unauthorised absence The absences for SB, JB, JP, SS and EW were all authorised.</p> <p>The absences for AB and CL were not authorised.</p>					
<p>4. Declaration of Any Other Business (AOB) There were no declarations of any other business.</p> <p>SKW suggested that the <u>Directors Report (Spring edition) be considered at the Budget Setting meeting on 20 April 2016.</u></p>	<p>Agenda</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 SF spoke to her very detailed report which had been pre circulated.</p> <table border="1" data-bbox="129 1944 1179 2049"> <thead> <tr> <th>Page</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>Staffing Changes Mr Wareing is taking on a role as a HLTA.</td> </tr> </tbody> </table>	Page	Comments	8	Staffing Changes Mr Wareing is taking on a role as a HLTA.	
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9	<p><u>School Context - Absence Term to date.</u></p> <ul style="list-style-type: none"> • The use of the Occupational Health referrals and the back to work interviews has helped to reduce some long term sickness. • 3 Staff have been off with stress recently. <ul style="list-style-type: none"> ○ Work / Life balance is a priority. ○ We have been in touch with the Unions re Work Life balance. ○ We need to be proactive. ○ There will be more staff social events e.g. a quiz next week. • Staff have access to sessions with Place2be re issues with specific children and parents. 	
10	<p><u>Outcomes for Children - attainment and progress.</u></p> <ul style="list-style-type: none"> • Governors will find a detailed commentary on the outcomes for children in the curriculum and standards report. 	
11	<p><u>Quality of Teaching, Learning and Assessment.</u></p> <ul style="list-style-type: none"> • When assessing the Quality of Teaching, Learning and assessment we need to try and look at whole classes rather than individual children. • The data excludes most supply teachers. <ul style="list-style-type: none"> ○ Whilst there are issues with marking there are no issues with teaching. 	
12	<p><u>Quality of Teaching, Learning and Assessment.</u></p> <ul style="list-style-type: none"> • SF said that there had been a very good training day in January. <ul style="list-style-type: none"> ○ There was lots of focus on writing including workshops for parents. ○ The impact was phenomenal with positive impact for children and staff. ○ We now need to find time to follow up in staff training sessions. ○ The focus moves to Maths after Easter we will also be maintain focus on writing. 	
14	<p><u>Quality of Teaching, Learning and Assessment.</u></p> <ul style="list-style-type: none"> • US asked if we could get input from other schools on improving the Quality of Teaching. <ul style="list-style-type: none"> ○ SF said that this was not really necessary as it comes from our staff. • DK pointed out that training is delivered to staff and parents in the form of a lesson. 	
15	<p><u>Behaviour and Safety - Child Protection.</u></p> <ul style="list-style-type: none"> • The number of children being actively monitored (for concerns on our radar) has increased because people are now using the system properly. • AD said that it was good to have a low threshold for reviews. • SF added that we now have a very robust process thanks to what MB has implemented. 	
16	<p><u>Behaviour and Safety - Place2Be.</u></p> <ul style="list-style-type: none"> • We currently have 2 volunteer Place2be Counsellors and will have a 3rd after Easter providing 9 1:1 sessions. • Place2talk is on a self referral basis and the main issue is around friendships. <ul style="list-style-type: none"> ○ Issues should reduce over time. 	

	<ul style="list-style-type: none"> ○ Issues are logged on SIMS. ● There has been 1 racist incident - MB met with the parents. 	
17	<p><u>Behaviour and Safety.</u></p> <ul style="list-style-type: none"> ● We are still trying to get the LA to fund the Site Security Upgrade. ● The first meeting of the Safeguarding Group took place in February and a follow up meeting is scheduled for April. <ul style="list-style-type: none"> ○ AD is the Link Governor for this. 	
19	<p><u>Leadership and Management.</u></p> <ul style="list-style-type: none"> ● We are working with 8 other schools on the Good to Outstanding programme. ● SKW questioned if we could apply to the innovation fund for monies to develop the MLE. <ul style="list-style-type: none"> ○ Potential cost c. £10K. ● SKW went on to ask if this is a priority that we should be funding. <ul style="list-style-type: none"> ○ JG suggested that this could be a key PTA project. ● DK questioned whether this could be the same system as we use for online payments? 	
20	<p><u>Pupils' Spiritual, Moral, Social, Cultural Development.</u></p> <ul style="list-style-type: none"> ● SKW proposed that Governor Visits be allocated at the Budget setting meeting on 20 April. 	

- SF stressed that she had received lots of support from the team to build this report.
- SKW thanked SF for her really informative report.
- **SKW requested an update on preparation for SATs**
 - We still do not have the details, like other schools.
 - We have every measure in place that we can.
 - Samples of new tests have been made available.
 - We have been using these as practice tests.
 - We have boosters in place.
 - There has been training for staff.
- SF went on to explain each child will get a blended marking across Reading, Writing a SPaG (Spelling Punctuation and Grammar).
 - DK asked if you can drill down to individual subjects.
 - Yes.
- JA pointed out that Teacher Assessments must be submitted by 30 June.

a) Curriculum & Standards Report

- Noted.

<p>7. Governing Body Matters</p> <p>SKW reported that she had received JP's resignation from the Governing Body as he is in the process of moving away from Ealing.</p> <p>a) Andy Beale</p> <ul style="list-style-type: none"> ● SKW advised that AB was standing down from the Governing Body due to heavy work commitments. ● AB has however indicated that he would be happy to stay on as an Associate Member to support the school where possible. 	
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<ul style="list-style-type: none"> • SKW proposed AB as an Associate Member. <ul style="list-style-type: none"> ○ A vote was taken and AB was elected unanimously. • <u>AON to update LA Records.</u> <p>b) Election of Vice Chair of Governors.</p> <ul style="list-style-type: none"> • Following the resignation of AB it is necessary to elect a new Vice Chair of Governors. • SKW proposed DK - there were no other nominations LD seconded this nomination. <ul style="list-style-type: none"> ○ A vote was taken and DK was elected unanimously. • <u>AON to update LA Records.</u> <p>c) Governor vacancies</p> <ul style="list-style-type: none"> • We have 1 Co-opted Governor vacancy. <ul style="list-style-type: none"> ○ SKW, SF and LD are meeting two prospective candidates (from SGOSS) on 22 March. ○ Following this meeting a recommendation will be made to the FGB. • We now have 1 LA Governor Vacancy. <ul style="list-style-type: none"> ○ SG suggested that Councillor Murray may be interested. SG has subsequently spoken to Councillor Murray who is unable to take this on due to other commitments. ○ <u>AON to approach the LA for nominations.</u> <p>d) Committee membership</p> <ul style="list-style-type: none"> • JG will be joining the Resources Committee. • SKW asked if anyone wished to change Committees. <ul style="list-style-type: none"> ○ No changes were requested. <p>e) Succession planning</p> <ul style="list-style-type: none"> • SKW thanked AD for taking on the role of Safeguarding Governor. • SKW also pointed out that we needed a Link Governor for training who would take on the role previously done by Ray Passant. • It was subsequently suggested that Training Attended should feature as a standing agenda item. <ul style="list-style-type: none"> ○ <u>Governors to forward soft copies of any training materials to AON to upload to the Governor Room.</u> <p>f) Governor room</p> <ul style="list-style-type: none"> • SF asked <u>AON to resend the login instructions for the Governor Room.</u> • <u>AON to create a new folder in the Governor Room for training materials.</u> 	<p>AON</p> <p>AON</p> <p>AON</p> <p>All</p> <p>AON AON</p>
<p>8. Agree the minutes of the Full Governing Body Meeting on 02/12/2015</p> <p>a) Open Minutes.</p> <ul style="list-style-type: none"> • These were agreed as a true and accurate record of the meeting and were signed by SKW. <p>b) Child Protection and Safeguarding.</p> <ul style="list-style-type: none"> • These were agreed as a true and accurate record of the meeting and were signed by SKW. <ul style="list-style-type: none"> ○ It was noted that a number of Governors had missed the Child Protection and Safeguarding Training. ○ <u>AON to contact Tom Galvin / Gill Borg and see if another school might be holding a training session that our Governors could join (AC, JG and DK).</u> ○ <u>AON to upload the PowerPoint presentation from this training to the Governor Room.</u> 	

c) Confidential <ul style="list-style-type: none"> • These were agreed as a true and accurate record of the meeting and were signed by SKW. 	
9. Matters arising from the Full Governing Body Meeting on 02/12/2015: <p>a) SG to benchmark local Outstanding Schools.</p> <ul style="list-style-type: none"> • Closed - this was reviewed in detail at the last Resources Committee meeting. <p>b) All Governors to review available training courses and book as appropriate.</p> <ul style="list-style-type: none"> • Closed. <p>c) AON to recirculate "Keeping Children Safe in Education".</p> <ul style="list-style-type: none"> • Closed. 	
10. Minutes of the Steering Group Meeting on 12/01/2016 for noting <ul style="list-style-type: none"> • Noted. 	
11. Minutes of the Curriculum and Standards Committee Meeting on 09/03/2016 for noting <ul style="list-style-type: none"> • <u>Carried forward.</u> 	Carried forward
12. Minutes of the Resources Committee Meeting on 10/02/2016 for noting <ul style="list-style-type: none"> • Noted. 	
13. Verbal feedback from the Resources Committee Meeting on 16/03/2016 <ul style="list-style-type: none"> • LD advised that there had been a budget setting meeting last week, supported by the LA. <ul style="list-style-type: none"> ○ The Resources Committee were updated at their meeting earlier this evening and the detailed budget will be presented to FGB on 20 April for adoption. 	
14. Policies / Documents for adoption All policies / documents were pre circulated. <p>a) Policy Review Schedule - for noting</p> <ul style="list-style-type: none"> • Noted. • SKW stated that we are now in a really good position with the review of policies. <p>b) Child Protection Policy</p> <ul style="list-style-type: none"> • Approved - <u>subject to a change to the 3rd bullet point under item 15.</u> <p>c) Complaints Procedure</p> <ul style="list-style-type: none"> • Approved. • SKW pointed out that concerns and complaints are 2 very different things. <ul style="list-style-type: none"> ○ Concerns need to be dealt with promptly. ○ Complaints need to be dealt with informally. <p>d) Exclusion of Pupils.</p> <ul style="list-style-type: none"> • Approved. <p>e) Governor Allowances.</p> <ul style="list-style-type: none"> • Approved. <p>f) SFVS Return</p> <ul style="list-style-type: none"> • The SFVS return was circulated at the meeting. 	MB

<ul style="list-style-type: none"> ○ This was approved and signed by SKW. <p>SF took the opportunity to thank MB for everything he had done on the Child Protection Policy and the Complaints Procedure.</p>	
<p>15. Correspondence to the Chair of Governors</p> <ul style="list-style-type: none"> ● JP's resignation - see above. 	
<p>16. Governor's Visit Reports</p> <p>a) Review of the Single Central Record.</p> <ul style="list-style-type: none"> ● SB has completed the termly review of the Single Central Record. <ul style="list-style-type: none"> ○ <u>Report to follow.</u> <p>b) Maths</p> <ul style="list-style-type: none"> ● DL's visit report was pre circulated. ● SKW thanked DL for his report which was a good read. <p>c) Philosophy and Debating Society.</p> <ul style="list-style-type: none"> ● SKW undertook a visit to look at Philosophy in Year 3 and Debating Society in years 4-6. <ul style="list-style-type: none"> ○ <u>Report to follow.</u> <p>d) Safeguarding.</p> <ul style="list-style-type: none"> ● AD undertook a Safeguarding visit earlier today and his report will follow. <ul style="list-style-type: none"> ○ <u>AON to circulate when approved by SF.</u> <p>e) Writing.</p> <ul style="list-style-type: none"> ● DK and JO undertook a joint visit to look at writing. <ul style="list-style-type: none"> ○ <u>Report to follow.</u> 	<p>SB</p> <p>SKW</p> <p>AON</p> <p>DK / JO</p>
<p>17. Any Other Business (as agreed above)</p> <p>Academisation</p> <p>SKW led an initial discussion on Academisation following the earlier announcements earlier today and yesterday.</p> <ul style="list-style-type: none"> ● White Paper to be published tomorrow. ● All schools will be required to become Academies by 2022, and to have an active plan in place by 2020. ● SKW said that she had put out feelers to Sarah Gent about talking to Brentside. ● SF said that she is also talking to Montpelier who are becoming a teaching school. <ul style="list-style-type: none"> ○ We are a named partner. ● DK outlined the possible options: <ul style="list-style-type: none"> ○ Join an Academy Chain. <ul style="list-style-type: none"> ▪ The LA could establish their own chain at arm's length to the council. ○ Become a stand-alone academy - less popular. ○ Establish / join a Multi Academy Trust (MAT). <ul style="list-style-type: none"> ▪ This could be with other Primary Schools. ▪ Or ▪ With A High School(s) plus other Primary Schools. ● Academisation could generate Efficiencies / Back Office savings. ● Whilst we do not need to rush in, the concern could be that if we leave it too late we could have no choice. ● SF made the following observations: <ul style="list-style-type: none"> ○ There are implications for Governance. ○ There are implications for the back office. ○ We will need to consider what a High School could offer us. 	

<ul style="list-style-type: none"> ○ Trust options. ○ It is important that we start thinking. ● SKW advised that under the Academisation model the budget would come from the DfE rather than the LA. <ul style="list-style-type: none"> ○ Budgets would no longer be top sliced by the LA. ○ A MAT could possibly Top Slice. ○ Grants are currently available. ● As a first step it was agreed that we should set up a meeting of the Steering Group and the Senior Team. ● THIS MEETING HAS SUBSEQUENTLY BEEN ARRANGED FOR THURSDAY 14 APRIL 2016 AT 5PM. ● US suggested that we need to look at this as a new opportunity. ● SKW pointed out that Accountability would sit with the Board of Directors of the MAT rather than the LA. ● SKW said that she had papers from Hathaway that she would copy to the Steering Group. 	
<p>22. Date and time of next meeting: Wednesday 20 April 2016 at 6PM:</p> <p>6PM to 7PM e-safety training</p> <ul style="list-style-type: none"> ● The training will be delivered by Mark Robinson from the LA. ● SKW stressed the importance of this training as this is a hot topic. <p>7PM Review of the Development Plan and agreeing the budget for 2016 - 2017 and review the Spring Directors Report.</p>	

Meeting closed at 8:45PM