

NORTH EALING PRIMARY SCHOOL

The third Full Governing Body Meeting for the Academic Year 2013 – 2014
was held on Wednesday 19 March 2014.

Attendees: Bob Fletcher (RF) Louise Housego (LH) Sarah Symes (SS) Anna Cox (AC) Julie Redmond (JR) Ray passant (RP) Hermia Bell (HB) John Popham (JP) Sarah Gent (SG) Also in attendance: Debbie Keenan (DK) Liza Webber (LW) Sally Flowers (SF)	Action
1. Welcome SG welcomed everyone and explained that she would be chairing the meeting as SKW was on holiday.	
2. Apologies For absence Shirley Kenworthy - Wright (SKW) Andy Beale (AB) Jackie Blazewicz (JB) Lynne Dallow (LD) Jane Ootam (JO) Vicki Dale (VD) Judith Anderson (JA) All other Governors were in attendance. 4 Governors who gave apologies were involved in a local community event.	
3. Authorised / Unauthorised absence The absences for SKW, AB, JB, LD, VD and JA were all authorised.	
4. Declaration of Any Other Business (AOB) RF: Strike action 26 March	
5. Declaration of Interest in any Agenda Items None	
6. Update on Recruitment of Headteacher SG advised that the closing date for receipt of applications is 21 March at 12 Noon. Interviews will take place on 31 March and 1 April. There will be an Extraordinary FGB on 1 April at 7PM to hopefully ratify the appointment of a new Headteacher.	

<p>7. Head Teacher's Report</p> <p>RP spoke to his very comprehensive report which had been pre circulated.</p> <p>³⁵₁₇ AB has developed a NEPS dashboard which has been populated by the school - further development is ongoing</p> <ul style="list-style-type: none"> ○ RF advised that pretty much all of the measures were pointing to Outstanding ○ Measure 2 should be captioned "% Behaviour Incidents Logged and Resolved ○ Measure 3 should be captioned "% of lessons good with outstanding features" ○ For measures 2 and 3 the result can only be as good as the SIMS data ○ SF stressed that you also need the anecdotal data as well as the performance measures ○ DK asked whether when you are exceeding targets you revise the targets or carry on exceeding. SF advised that the targets are reviewed annually. <p>³⁵₁₇ RF reported that there are lots of outstanding activities across the school.</p> <p>³⁵₁₇ RF also said that there is lots more evidence than we had two and a half years ago (last OFSTED).</p> <p>³⁵₁₇ Now teaching differently and teaching better</p> <p>³⁵₁₇ Both Big Foot and Fit for Sport have been really transformational.</p> <p>³⁵₁₇ Quantum leaps in EYFS</p> <p>³⁵₁₇ Hardly ever hear a raised voice around the school</p> <p>³⁵₁₇ The things that we have added over the last year have added real value to the school</p> <p>³⁵₁₇ RF said that he had never met children like ours - interested / confident / well behaved and excited about coming to school.</p> <p>³⁵₁₇ Our split of 60% or 70% ethnic minorities gives the school a real drive.</p> <p>³⁵₁₇ We need to maintain the ethos of the school.</p> <p>SG said that the Ofsted Briefing paper was really useful.</p>	
<p>8. Agree the minutes of the last Full Governing Body Meeting on 4 December 2013</p> <p>The minutes were agreed as a true and accurate record and were signed by SG.</p>	
<p>9. Matters arising from the minutes of the Full Governing Body Meeting on 4 December 2013</p> <p>a) Governors to complete the proforma re committee membership. ³⁵₁₇ Closed</p> <p>b) AON to follow up with Councillor Brian Reeves re LA Governor vacancy. ³⁵₁₇ It was agreed not to pursue this in view of the plan to reconstitute the Governing Body which will negate the need for this position.</p> <p>c) HB to complete Training analysis Form ³⁵₁₇ Closed</p> <p>d) <u>AON to establish the costs for Modern Governor</u> ³⁵₁₇ <u>Carried forward</u> ³⁵₁₇ C. £300 on a standalone basis.</p> <p>e) HB to provide website Bio ³⁵₁₇ Closed</p>	<p>AON</p>

<p>f) <u>VD to provide website Bio</u> ³⁵₁₇ <u>Carried forward</u></p> <p>g) <u>Steering Group to review our policy on DBS checks for Governors</u> ³⁵₁₇ <u>Carried forward</u></p> <p>h) Buildings Committee to review issues with narrow path. ³⁵₁₇ Closed</p> <p>i) The Finance Committee to review the IOW surplus and how this can be utilised going forward ³⁵₁₇ Closed</p>	<p>VD</p> <p>SKW</p>
<p>10. Committee Chairs Reports</p> <p>a. Steering Group – 14 January 2014 ³⁵₁₇ Noted</p> <p>b. Buildings Committee – 14 January 2014</p> <p>³⁵₁₇ <u>LIBRARY</u>: RF reminded Governors that the Governing Body had been reluctant to fund any changes without funding being available on a recurring basis for the librarian (£17K). RF has not yet been able to find funding for a librarian especially with the current budget constraints.</p> <ul style="list-style-type: none"> ○ Whilst acknowledging the budget constraints regarding the Librarian SS asked whether it would be possible to get the books now as these are already funded. SF agreed with this recommendation. <p>³⁵₁₇ <u>NEW RESOURCES AREA</u>: RF reminded Governors that the plan was to move the resources to a container however planning have said that this must be removed after 3 years.</p> <p>³⁵₁₇ <u>OLD RESOURCES AREA</u>: RF advised that he was in the process of stripping out the Old Resources Area, additionally:</p> <ul style="list-style-type: none"> ○ New shelving will be installed all round ○ “Weed out” old resources ○ 3 tables in centre of room for interventions plus a desk for 1 or 2 HLTA’s. ○ Internal wall to be demolished - to be checked for asbestos tomorrow ○ RF and the admin team will be stripping out the room on 26 March (strike day) ○ Total cost c. £2.6K ○ Works to be completed over the Easter holiday. <p>³⁵₁₇ <u>LINK AREA</u>: RF reported that there was now less pressure on the link since parents had been diverted around the link.</p> <p>³⁵₁₇ <u>YEAR 1 PLAYGROUND</u>: RF reported that he was negotiating with Parks to remove the bark and replace it with artificial grass.</p> <p>³⁵₁₇ <u>RECEPTION / NURSERY OUTSIDE AREA</u>: RF advised that this area will need some form of weather protection.</p> <p>³⁵₁₇ <u>FIRE INSPECTION</u>: RF reported that there had been a fire inspection</p>	

yesterday and that one of the recommendations was the instatement of a wall between the library and corridor!

- It is hoped that the LA will fund this (£5K / £6K.

c. Curriculum Committee – 12 March 2014

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¹⁷ **It was agreed that the Phase reports would be circulated with the minutes**

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¹⁷ SG explained that the Phase Reports (25 pages) provide an excellent summary. Additionally they provide:

- Details of priorities in each phase
- Progress by group
- Support the pupil progress meetings
- Includes Pupil Premium details which we are required to monitor.

³⁵
¹⁷ RF explained that he was looking at ways of monitoring the impact of each intervention as we must demonstrate value for money; the existing process is very time consuming and it must be simpler.

³⁵
¹⁷ There is lots of work going on in respect of the new curriculum

- Years 3 and 4 are currently trialling the new curriculum
- EW stated that it was not massively different
- It will be easier when everyone is on board.
- The new Curriculum is “evolving”.
- There will be lots of work to do in the summer term
- SF advised that there had been a one day planning session with Martin Burford.
- SG confirmed that money had been allocated in the budget for the New Curriculum.

³⁵
¹⁷ We are receiving some really positive feedback about the Big Write

- SF advised that everyone was involved
- SF also said that they were trying to approach the harder to reach parents.

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¹⁷ Sports Premium has been extended to 2020.

d. Finance Committee – 26 February 2014

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¹⁷ The Like for Like budget is currently £46K over allocated budget

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¹⁷ The Wish List budget would take us to £115K over allocated budget

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¹⁷ We have managed to save £95K this year

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¹⁷ Carry forward is c. £80K

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¹⁷ Next Finance Committee meeting is 1 April after the EFGB.

e. Personnel Committee – 26 February 2014

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¹⁷ DK is now Vice Chair

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¹⁷ Headteacher recruitment

- Took advice from the LA
 - Removed “hands on” from the advert
 - Increased remuneration package - up to an additional 25% for the right candidate with experience.

³⁵
¹⁷ Governor training

- Group training worked well
- Annual training session proposed
- If we are asking staff to undertake CPD we should “practice what we preach”

³⁵
¹⁷ Reconstitution

- Small working party to be formed
- One member from each category of Governor

AON

<ul style="list-style-type: none"> ○ <u>Volunteers to advise AON</u> ³⁵/₁₇ Staff Restructure <ul style="list-style-type: none"> ○ Will not take place until the new Headteacher is in post. ³⁵/₁₇ Children's Centre <ul style="list-style-type: none"> ○ Is taking a lot of Management Time ○ Advisory Board meeting this coming Monday ³⁵/₁₇ Policy Documents <ul style="list-style-type: none"> ○ A number of policies have been reviewed ³⁵/₁₇ Road Safety <ul style="list-style-type: none"> ○ There have been reports of parents (?) doing 3 point turns in Somerfield Road ○ Not illegal but dangerous. 	All
<p>11. Reporting of Racist Incidents RF reported a nil return. There have been no racist incidents for 7 terms.</p> <p>JP asked whether the fact that there had been no incidents was worrying - RF advised that the school was very diligent about this and that he was confident that any incident would be reported.</p> <p>SG pointed out that the issues are well embedded in SMSC which has had a positive impact.</p>	
<p>12. Policies / Documents for adoption AON explained the new Policy Review process.</p> <p>RF recorded his thanks to Sarah Gordon for the work she had done on bringing the policies up to date.</p> <p>All policies had been pre circulated.</p> <ul style="list-style-type: none"> a) Policy Review Schedule ³⁵/₁₇ Noted. b) Complaints Procedure ³⁵/₁₇ Approved as submitted. c) Disciplinary Procedure* ³⁵/₁₇ Approved as submitted. d) Exclusions procedure* ³⁵/₁₇ Approved as submitted. e) Freedom of Information Publication Scheme* ³⁵/₁₇ Approved as submitted. f) Governors Allowances ³⁵/₁₇ Approved as submitted. g) Grievance Procedure* ³⁵/₁₇ Approved as submitted. h) Interim Bank Reconciliation - Private A/C ³⁵/₁₇ Noted. i) Interim Bank Reconciliation - School Journey Account 	

<p>³⁵₁₇ Noted.</p> <p>j) Medical Capability Procedure* ³⁵₁₇ Approved as submitted.</p> <p>k) Schools Code of Conduct* ³⁵₁₇ Approved as submitted.</p> <p>l) Statement of Behaviour Principles ³⁵₁₇ Approved as submitted.</p> <p>* = LA Model Policy / Procedure</p>	
<p>13. Review of Director's Report – Spring Term 2014</p> <p>1. Noted</p> <p>2. Noted - SF observed that we had set some high targets</p> <p>3. Noted</p> <p>4. Not used</p> <p>5. We currently cater for a maximum of 340 meals. This could increase to 420 additionally there are 2 new classes to come on board. A meeting is planned with David Shailes from the LA to review procedures. It is thought that the kitchen is big enough and that there is sufficient staff.</p> <p>6. Already done.</p> <p>7. Noted</p> <p>8. Date has passed</p> <p>9. Done</p> <p>10. Plan is to stay with the existing system.</p> <p>11. It was agreed that the existing <u>SEN policy will be reviewed when the new guidelines are embedded</u> and that in the meantime the existing policy would be renewed for 6 months.</p> <p>12. One family at NEPS.</p> <p>13. Agreed</p> <p>14. <u>Governors were encouraged to look at available training courses as soon as the new Directors Report is issued.</u> ³⁵₁₇ SG reported that she would be attending Pupil Premium training next week.</p>	
<p>14. Governor training RP sought feedback on the recent in house Governor Training. ³⁵₁₇ Very good ³⁵₁₇ Worthwhile ³⁵₁₇ RP proposed that we do something similar once a year ³⁵₁₇ <u>Governors to make suggestions in the autumn term for early January 2015.</u></p>	<p>All</p>

<p>15. Correspondence to Chair of Governors None</p>	
<p>16. Governor's Visit Reports AB said that he had visited years 5 and 6 and that his <u>report would follow.</u></p>	<p>AB</p>
<p>17. Any Other Business (as agreed above) RF reported that he had been advised that 24 out of 27 teachers would be striking on 26 March which would make it very hard to run the school. Parents will be told tomorrow that the school will be closed on 26/3. Governors agreed.</p>	
<p>18. Date and time of next meeting: 01/04/2014 (7PM) EFGB - Headteacher Recruitment 30/04/2014 (7PM) 2014 - 2015 Budget 09/07/2014 (7PM) Full Governing Body</p>	

Meeting closed at 20:48