

NORTH EALING PRIMARY SCHOOL

The 2nd Full Governing Body Meeting for 2015 - 2016 was held on Wednesday 2 December 2015 at 7:45PM

Attendees:	Action
<p>Judith Anderson (JA) Sophie Baker (SB) Michael Belsito (MB) Andy Beale (AB) Jackie Blazewicz (JB) Lynne Dallow (LD) Andrew Dharman (AD) Sally Flowers (SF) Shirley Kenworthy - Wright (SKW) Dan Lawrie (DL) Chantelle Ludski (CL) Jane Ootam (JO) John Popham (JP) Usama Siddiqui (US) Sarah Symes (SS) Liza Webber (LW)</p> <p>Also in attendance: Gill Borg (GB) - Agenda Item 1 Sarah Gordon (SG) Tracey Lerman (TL) - Agenda item 2 Liz Waterhouse (LW) - Agenda item 2</p>	
<p>1. Welcome Prior to the main meeting there was a Child Protection and Safeguarding training session led by Gill Borg.</p> <ul style="list-style-type: none"> • See separate minutes. 	
<p>2. Presentation by Place2Be</p> <ul style="list-style-type: none"> • TL has been with Place2Be for 17 years and is the cluster manager for 12 schools. • LW is the local Project Manager. • Place2Be is delighted to be represented in NEPS - NEPS was an easy school to start in. • We only received 4 negative consents from parents, this compares to typically 30 in other schools. • Place2Be are in 250+ schools with c. 100K children. • Place2Be trained 300+ schools last year. • Staff training is provided including at INSET days. • Place2Be provide support for Children, Parents and Staff. • DL asked if we are recording data. <ul style="list-style-type: none"> ○ TL confirmed that Place2Be provide a detailed report at the end of each year. • TL added that next year they will also be able to provide: <ul style="list-style-type: none"> ○ Access to an Educational Psychologist. ○ Group work for children with low self esteem. • SF said that the relationship was very positive: <ul style="list-style-type: none"> ○ Very smooth transition. ○ They are very supportive. ○ They are also flexible. ○ We will need an additional day next year. 	

<ul style="list-style-type: none"> ○ It is good to be a Place2Be school. ● AD asked if it was possible to track individual progress <ul style="list-style-type: none"> ○ Yes, this is part of the annual report. ○ Qualitative feedback. ● US asked what the cost of the service is. <ul style="list-style-type: none"> ○ SG said that the cost from September to March (2 days per week) is £15K. 	
<p>3. Apologies For absence Apologies were received from: Anna Cox (AC) Debbie Keenan (DK)</p> <p>All other members were in attendance.</p>	
<p>4. Authorised / Unauthorised absence The absences for AC and DK were both authorised.</p>	
<p>5. Declaration of Any Other Business (AOB) SKW: The Director's Report. SF: Keeping Children Safe in Education.</p>	
<p>6. Declaration of Interest in any Agenda Items There were no declarations of interest in any agenda items.</p>	
<p>7. Headteacher's Report The Headteachers Report was pre circulated.</p> <ul style="list-style-type: none"> ● SF stated that her Headteacher's Report is now in line with the new Ofsted Framework. <p><u>Staffing Changes - Page 8</u></p> <ul style="list-style-type: none"> ● SF reported that recruitment is currently very challenging. <ul style="list-style-type: none"> ○ 10+ teachers were observed for the year 6 position but none were up to standard. ○ There is an extreme shortage of year 6 teachers in London. ● LD asked if there was a specific reason why teachers were resigning. <ul style="list-style-type: none"> ○ SF said the main thing was Work / Life Balance. ● This is a very challenging time for the SLT and wider leadership team; the current Phase Leaders and SLT have been working very hard. ● AD gave feedback on the interview process for the SENCO role - his report has subsequently been circulated. <p><u>Quality of Teaching, Learning and assessment - Page 11</u></p> <ul style="list-style-type: none"> ● There were 2 teachers graded as RI, one has experienced health issues and the other has a challenging cohort. ● Overall 92% was good or better. ● There was an issue with the data - with the additional data available after the Pupil Progress meetings this week will see more teaching graded as outstanding. <p><u>School Development Priorities - Page 21</u></p> <ul style="list-style-type: none"> ● SF said that she found this very helpful. ● To be rolled out in January. ● Links to Learning Values. <p><u>Curriculum Reports - Page 22</u></p> <ul style="list-style-type: none"> ● SF stated that this is what we think the data looks like. 	

- Our school improvement officer, Mick Pye(MP) earlier today said that we are a long way down the line compared to other schools.

Pupil Premium - Page 26

- Interventions are being evaluated and used at Pupil Progress meetings
- We are looking at the possibility of workshops for parents of pupils that are considered to be “vulnerable”.

CPD - Page 29

- There has been a lot of training, including a lot of internal training.
- There has also been a lot of Leadership training - important that we invest in this.
- Feedback from staff has been really encouraging.

- **US asked how much the training budget is.**

- SG advised that it is £19K.

- **SKW asked if the SMSA's will be joining the Child Protection training.**

- SF confirmed that they will be.
- MB will arrange any necessary mop up.

- **AD asked when training is done.**

- Either Twilights or INSET days.
- Training for support staff is currently provided during the day although other options are being considered.

- Support Staff are now on the same appraisal cycle.
- LD will be undertaking a Health and safety visit before Christmas.
- SF stated that the work on site security needs to happen urgently and as soon after Christmas as possible.
 - Whilst the additional gates from the Pitshanger Lane entrance have been installed they will need an intercom.
 - The gates in Woodbury Park Road also need addressing - cost c. £13K?
- SKW provided feedback from the meeting with Mick Pye (MP) earlier today:
 - The work on Learning Values is Brilliant.
 - MP was very positive about Philosophy.
 - The impact of the work on writing has seen a step change - this is a key priority for boys.
 - More work is required on disadvantaged pupils.
 - There is a focus on boys writing in pupil progress meetings.
 - Need to look at the use of tablets to update classroom monitor to save staff time and improve efficiency.
- SKW thanked SF for her very detailed and comprehensive report which provided Governors with a good picture of what is happening in the school.
- SF added her thanks to the SLT and admin team for their support in producing the report.

School Monitoring Report - Autumn 2015

- Noted.

Sports Premium

- The report which had been pre circulated was developed with Fit for Sport.
- SF reported that the new PE lead is very engaged and is very enthusiastic.
- **DL asked about the parental feedback on sport.**
 - Very positive.
- The Willow tree partnership provides an online evaluation model.

8. Agree the minutes of the Full Governing Body Meeting on 08/07/2015

These were agreed as a true and accurate record of the meeting and were signed by

SKW.	
<p>9. Matters arising from the Full Governing Body Meeting on 08/07/2015:</p> <p>a) SKW to speak to RP.</p> <ul style="list-style-type: none"> • Closed - RP has subsequently stood down as a Governor. <p>b) SF to pass on the Governing Bodies congratulations to staff re summer results.</p> <ul style="list-style-type: none"> • Closed. <p>c) SKW to write to all staff re summer results.</p> <ul style="list-style-type: none"> • Closed. <p>d) JB to pass on the Governing Bodies congratulations to staff in EYFS.</p> <ul style="list-style-type: none"> • Closed. <p>e) AON to follow up with Governors where Register of Business Interest forms are still awaited.</p> <ul style="list-style-type: none"> • Closed - All forms have now been received and the statutory return posted on the school website. <p>f) SG to benchmark local Outstanding Schools.</p> <ul style="list-style-type: none"> • <u>Carried forward</u> • To be addressed in the Spring Term. <p>g) All Governors to identify areas where funding may be required.</p> <ul style="list-style-type: none"> • Closed. • SLT will be presenting ideas to the next Resources Committee meeting for consideration as part of the budget process. • The Budget Setting meeting with the LA is scheduled for 10AM on 24 February 2016 - the meeting will last for c. 3 hours. <ul style="list-style-type: none"> ○ <u>All members of the Resources Committee are encouraged to attend.</u> <p>h) End of Journey Statement for School Residential to autumn FGB.</p> <ul style="list-style-type: none"> • This was reviewed by the Resources Committee and has come to FGB for sign off. • The End of Year accounts were circulated. • Attendance of both trips was very high last year: <ul style="list-style-type: none"> ○ Isle of Wight Kingswood Centre: 83 out of 90. ○ Marchant's Hill PGL Centre: 54 out of 60. • APPROVED. • Governors also authorised the two 2016 Residential Trips: <ul style="list-style-type: none"> ○ Year 5: Isle of Wight Kingswood Centre, 9 - 13 May 2016. ○ Year 6: Marchant's Hill PGL Centre, 4 - 8 July 2016. <p>i) US to book New Governor Training.</p> <ul style="list-style-type: none"> • Closed - US has attended. <p>j) Minutes of the Curriculum & Standards Committee carried forward.</p> <ul style="list-style-type: none"> • Closed. <p>k) Governors to attend PREVENT training if possible.</p> <ul style="list-style-type: none"> • SKW will be attending shortly. <p>l) SF to pass on the Governing Bodies congratulations to Mark Monger.</p> <ul style="list-style-type: none"> • Closed. 	<p style="text-align: center;">Carried forward</p> <p style="text-align: center;">Resources Committee</p>

<p>10. Minutes of the Full Governing Body Meeting on 14 October 2015 These were agreed as a true and accurate record of the meeting and were signed by SKW.</p> <ul style="list-style-type: none"> • SKW cautioned that we will have to monitor the budget planning very carefully next year following the announcement that consultation will start in January on the new National Funding Formula. The implications are that London will lose out. 	
<p>11. Minutes of the Steering Group Meeting on 15/09/2015 for noting.</p> <ul style="list-style-type: none"> • Noted. • We are looking at alternative forms of funding and the best use of any spare space around the site. • We have purchased 12 tablets (Hudl's) for EYFS. <p>a) Terms of Reference for adoption.</p> <ul style="list-style-type: none"> • ADOPTED 	
<p>12. Minutes of the Curriculum and Standards Committee Meeting on 18/11/2015 for noting</p> <ul style="list-style-type: none"> • Noted • The School Monitoring Report was circulated with the Headteacher's Report and cross referenced in this report. <p>a) Terms of Reference for adoption.</p> <ul style="list-style-type: none"> • ADOPTED. 	
<p>13. Minutes of the Resources Committee Meeting on 14/10/2015 for noting</p> <ul style="list-style-type: none"> • Noted <p>a) Terms of Reference for adoption.</p> <ul style="list-style-type: none"> • ADOPTED <p>b) Statement of Internal Control for noting.</p> <ul style="list-style-type: none"> • This has been APPROVED and Signed. 	
<p>14. Policies / Documents for adoption</p> <p>a) Policy Review Schedule - for noting</p> <ul style="list-style-type: none"> • Noted. <p>b) Financial Administration Policy</p> <ul style="list-style-type: none"> • ADOPTED <p>c) Terms of Reference - Pay Committee</p> <ul style="list-style-type: none"> • This was ADOPTED subject to one minor change: Inclusion of "and Vice Chairs" under General Considerations 2. 	
<p>15. Correspondence to the Chair of Governors SKW advised that there was no relevant correspondence.</p>	
<p>16. Governor's Visit Reports</p> <p>a) English & Phonics</p> <ul style="list-style-type: none"> • Noted. <p>b) Monitoring</p> <ul style="list-style-type: none"> • Noted. • EW gave a detailed overview of the assessment process. 	

<p>c) Review of the Single Central Record</p> <ul style="list-style-type: none"> • SB has reviewed the Single Central Record. • Visit Report subsequently circulated. 	
<p>17. Any Other Business (as agreed above)</p> <p><u>Director's Report</u></p> <ul style="list-style-type: none"> • SKW reported that this had been reviewed at the Steering Group. • The recommended Safeguarding Board is in the process of being set up and the Governing Body will be represented by AD and SB. <ul style="list-style-type: none"> ○ The first meeting will be on Friday 15 January 2016 at 2PM. • SKW encourage <u>all Governors to review the published training courses and to book on to relevant courses.</u> • SKW said that she had booked to attend the GB Self Evaluation course. <p><u>Keeping Children Safe in Education</u></p> <p><u>AON to recirculate the "Keeping Children Safe in Education" e-mail and ensure that all Governors acknowledge that they have received it and read it.</u></p>	<p>All</p> <p>AON</p>
<p>22. Date and time of next meeting: Wednesday 16 March 2016 at 7PM</p>	