

NORTH EALING PRIMARY SCHOOL

The third Full Governing Body Meeting for 2014 - 2015 was held on Wednesday 25 March 2015 at 7PM.

Attendees:	Action
<u>Staff Governors:</u> Sally Flowers (SF) Sarah Symes (SS) <u>Parent Governors:</u> Ray Passant (RP) <u>Local Authority</u> N/A <u>Co-opted</u> Sophie Baker (SB) Jackie Blazewicz (JB) Lynne Dallow (LD) Andrew Dharman (AD) Debbie Keenan (DK) Shirley Kenworthy-Wright (SKW) Dan Lawrie (DL) Usama Siddiqui (US) <u>Associate Members</u> Chantelle Ludski (CL) Liza Webber (LW) <u>By Invitation</u> Judith Anderson (JA) Michael Belsito (MB) Sarah Gordon (SG)	
1. Welcome Andrew Dharman (AD) Daniel Lawrie (DL) Sophie Baker (SB) Usama Siddiqui (US)	
2. Apologies For absence Apologies were received from: Andy Beale (AB) Anna Cox (AC) Vicki Dale (VD) Jane Ootam (JO)	
3. Authorised / Unauthorised absence The absences for AB, AC, VD and JO were all authorised.	
4. Declaration of Any Other Business (AOB) SKW: Election of Chair and Vice Chair.	
4(a). Election of Chair of Governors ³⁵ ₁₇ SKW said that she would be happy to stand again. ³⁵ ₁₇ There were no other nominations. ³⁵ ₁₇ A vote was taken and SKW was elected unanimously.	
4(b). Election of Vice Chair of Governors ³⁵ ₁₇ AB had said prior to the meeting that he would be happy to stand again. ³⁵ ₁₇ There were no other nominations.	

<p>³⁵ ¹⁷ A vote was taken and AB was elected unanimously.</p>	
<p>5. Declaration of Interest in any Agenda Items ³⁵ ¹⁷ There were no declarations of Interest in any agenda items.</p>	
<p>6. Headteacher's Report The Headteacher's Report was pre circulated.</p> <p><u>Page 5</u> ³⁵ ¹⁷ US asked if staff appraisal was distributed amongst staff.</p> <ul style="list-style-type: none"> ○ SF confirmed that it is, in line with the staffing structure. ○ SF also observed that it will need to be reviewed in the future. <p>³⁵ ¹⁷ SF confirmed that all mid-term reviews; teaching and support are completed.</p> <p>³⁵ ¹⁷ There are 3 long term absences:</p> <ul style="list-style-type: none"> ▪ 1 teacher. ▪ 2 classroom support staff. ○ SF has met with Occupational Health and issues will be addressed next term; the intention is to ensure that we support people. ○ The plan is to enhance the standard absence management policy. ○ Counselling has been arranged through Care First. <ul style="list-style-type: none"> ▪ SF observed that there is lots of pressure in schools nationally. <p><u>Page 6</u> ³⁵ ¹⁷ There are some attendance issues in Nursery.</p> <p><u>Page 7</u> ³⁵ ¹⁷ There has been a significant uptake in nursery thanks to support from the office staff.</p> <p><u>Page 8</u> ³⁵ ¹⁷ Child Protection systems have been overhauled.</p> <ul style="list-style-type: none"> ○ The policy has also been reviewed. ○ Staff have been trained in the new systems. <p>³⁵ ¹⁷ All pink slips are referred to the Designated Officer immediately.</p> <p>³⁵ ¹⁷ The 70 hours spent on investigations is conservative.</p> <p>³⁵ ¹⁷ There have been some very challenging situations:</p> <ul style="list-style-type: none"> ○ An acrimonious family split. ○ A parent bereavement (2 children in school and 1 child who left recently). <p><u>Page 9</u> ³⁵ ¹⁷ The team are keen to move from CLIPS to Place2Be.</p> <p><u>Page 12</u> ³⁵ ¹⁷ This will be addressed at the FGB on 29 April (Governor training).</p> <p><u>Page 13</u> ³⁵ ¹⁷ DL asked if the intention of the Calculation Policy is to ensure consistency.</p> <ul style="list-style-type: none"> ○ SF confirmed that this was the case. <p>³⁵ ¹⁷ LD asked if the material is on the website.</p> <ul style="list-style-type: none"> ○ SF confirmed that it was. <p><u>Page 14</u> ³⁵ ¹⁷ Read Write Inc is a new initiative for KS1 this year - we have had support from Read Write Inc.</p>	

- ³⁵₁₇ DK asked what the feedback from teachers was.
- LW commented that reading and writing go hand in hand.
 - Foundation staff have been very positive.
 - For KS1 we will need to be more flexible.

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³⁵₁₇ JA pointed out that we are planning across the curriculum and linking across the curriculum.

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- ³⁵₁₇ SF pointed out that there are lots of changing coming in EYFS.
- ³⁵₁₇ SF pointed out that whilst the Teaching and Learning Review has been very time consuming it gives us a good picture of what is happening.
- ³⁵₁₇ The approach has been similar to Ofsted; Observations, Data and book looks all in one session for each class.
- Whilst this has taken time it has been more effective.

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³⁵₁₇ SF and SG will be looking at Pupil Premium later this week.

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- ³⁵₁₇ EYFS Pupil Premium is coming at the rate of 52P per hour (£1.56 per day)!
- The big challenge will be to identify who they are.

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- ³⁵₁₇ SG reminded Governors that the Resources Committee met on 18 March.
- ³⁵₁₇ SKW reminded Governors that we cannot carry more than 8% forward.
- ³⁵₁₇ SG advised that we scored 98% with the Premises Maintenance Audit.
- We lost 2% because Harrison's did not have the gas certificate for the kitchen.
 - SG said that thanks were due to Gareth and Mark.

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- ³⁵₁₇ The next meeting of the Reference Group is 13 April.
- ³⁵₁₇ SF pointed out that she had fought for Open Admission to the new High School.
- ³⁵₁₇ Ofsted are inspecting the CC locality this week.
- ³⁵₁₇ SF said that there is weekly CPD.
- Lots going on in house.
 - Assessment] No central support
 - National Curriculum]
- ³⁵₁₇ SF said that there had been lots of school to school support.
- Lots of brokering particularly from outstanding schools - there are:
 - JA is a KS2 Moderator.
 - We have hosted school choirs.
 - We have supported a local school on EYFS.
- ³⁵₁₇ **To be added to the report.**
- SKW and JP are supporting a less able school.
- ³⁵₁₇ **To be added to the report.**
- ³⁵₁₇ US asked about reading at home.
- LW said that the school were aware of problems and the reading record will be reintroduced in KS2.
 - SF said that we need to be pushing this more.
 - JA pointed out that we had run a literacy workshop for parents in

SF

SF

<p>the autumn term.</p> <p>³⁵ ¹⁷ US observed that year 2 appear to receive more homework than year 5.</p> <ul style="list-style-type: none"> ○ SF said that she would look into this. <p>³⁵ ¹⁷ AD asked whether staff take the pink slips seriously.</p> <ul style="list-style-type: none"> ○ MB stressed that we want to see any concerns from staff; whilst they may not seem like big issues at the time they could well be. ○ The pink slips are used sensibly. ○ MB also said that it is good to have the lower threshold. ○ SF stated that whilst this may create a big workload it was important. ○ SF also advised that the systems are clearer now. ○ SF pointed out that there had been an influx of problem families. <p>³⁵ ¹⁷ SKW questioned whether we are making the same level of progress or has the new curriculum had an impact?</p> <ul style="list-style-type: none"> ○ JA advised that we are making progress but that there are gaps to plug as things are now being taught in a different way. ○ SF pointed out that things were no different overall - the same issues as previously. <p>³⁵ ¹⁷ SKW then asked if we are on target to meet the KS2 targets.</p> <ul style="list-style-type: none"> ○ SF observed that the targets were incredibly high. <ul style="list-style-type: none"> ▪ We will meet some but not all. ▪ We have a different cohort to last year. ▪ All pupils are making progress. ▪ JA pointed out that in year 6 there is a small group that are plateauing - parents are aware. <p style="padding-left: 40px;">³⁵ ¹⁷ Interventions have been put in place.</p> <p style="padding-left: 40px;">³⁵ ¹⁷ MB is meeting with the co-ordinator tomorrow.</p>	<p>SF</p>
<p>7. Demonstration: Classroom Monitor</p> <p>MB provided a demonstration of Classroom monitor.</p> <p>³⁵ ¹⁷ SKW said that she had seen year 3 using Classroom Monitor for planning and they were very enthusiastic.</p> <p>³⁵ ¹⁷ The Classroom Monitor marking can be overridden.</p> <p>³⁵ ¹⁷ RP questioned if it was possible to look at both the manual and automated marks.</p> <ul style="list-style-type: none"> ○ MB confirmed that this was possible. <p>³⁵ ¹⁷ MB said that it had been a big task for staff to populate Classroom Monitor - we have tried to allow time for this.</p> <ul style="list-style-type: none"> ○ Staff should update Classroom Monitor weekly. ○ Classroom Monitor can be accessed from home. <p>³⁵ ¹⁷ There have been 2 staff training sessions provided by Classroom Monitor plus in house training.</p> <p>³⁵ ¹⁷ There have also been 3 training sessions for the Senior Team.</p> <p>³⁵ ¹⁷ It is possible to analyse both by individuals and by groups.</p> <p>³⁵ ¹⁷ It is also possible to provide comparative data e.g. July 2014 with March 2015.</p> <p>³⁵ ¹⁷ SF pointed out that we had used SIMS previously which only a couple of people could access whereas everyone can now access Classroom Monitor.</p> <p>³⁵ ¹⁷ RP questioned how you can benchmark other schools.</p> <ul style="list-style-type: none"> ○ SF said that we cannot benchmark as there are no levels. ○ SF went on to say that we need to work with other schools regarding life after levels. <ul style="list-style-type: none"> ▪ There are currently lots of different solutions being tried. <p>³⁵ ¹⁷ RP then asked if it was easy to archive.</p> <ul style="list-style-type: none"> ○ MB confirmed that it is because it is cloud based. <p>³⁵ ¹⁷ AD said that he saw teachers applying the data on a visit yesterday.</p>	

<p>³⁵₁₇ LW pointed out that it is possible to generate “Target Cards” for children through the system.</p> <ul style="list-style-type: none"> ○ Individual Maths and Literacy targets will be generated next term. ○ These targets will go home for parents to see. <p>³⁵₁₇ SKW questioned how Rising Stars fits with Classroom Monitor.</p> <ul style="list-style-type: none"> ○ Rising Stars are the publishers who provide assessment materials. <ul style="list-style-type: none"> ▪ We have invested in Maths and Literacy. ○ This feeds into teacher assessment. ○ JA pointed out that we are using Rising Stars assessments to replace Year 3, 4 and 5 non statutory SATS. <ul style="list-style-type: none"> ▪ These are used to inform transition. 	
<p>8. Committee Structure 2014 - 2015 The committee structure was reviewed and agreed.</p>	
<p>9. Agree the minutes of the Full Governing Body Meeting on 10/12/2014 These were agreed as a true and accurate record and were signed by SKW.</p>	
<p>10. Matters arising from the Full Governing Body Meeting on 10/12/2014: There were none.</p>	
<p>11. Minutes of the Full Governing Body Meeting on 25/02/2015 ³⁵₁₇ These were agreed as a true and accurate record of the meeting and were signed by SKW. ³⁵₁₇ SKW asked all Governors that were unable to attend this meeting to please review the minutes in detail.</p>	
<p>12. Minutes of the Steering Group Meeting on 13/01/2015 Noted.</p> <p>SKW took the opportunity to record her thanks to Mark Monger for the work that he has done on the website.</p> <p>³⁵₁₇ For critical incidents the website can be accessed by Mark Monger 24 x 7 if we need to take something down immediately.</p> <p>³⁵₁₇ SKW observed that because we manage the website in house we can make changes at any time.</p> <p>All Governors to be DBS checked as this allows easy access to the school and allows Governors to talk to children.</p> <p>³⁵₁₇ <u>Christine Conacher will arrange the DBS checks.</u></p>	<p>SG (CC)</p>
<p>13. Minutes of the Curriculum and Standards Committee on 04/03/2015 Noted.</p>	
<p>14. Minutes of the Resources Committee Meeting on 11/02/2015 Noted.</p>	
<p>15. Minutes of the Resources Committee Meeting on 18/03/2015 Noted.</p>	
<p>16. Policies / Documents for adoption All documents were pre circulated.</p> <p>a) Terms of Reference - Curriculum & Standards Committee ³⁵₁₇ Approved as submitted.</p> <p>b) Terms of Reference - Resources Committee</p>	

<p>³⁵₁₇ Approved as submitted.</p> <p>c) Exclusion of Pupils ³⁵₁₇ Approved as submitted.</p> <p>d) Governor Visit Protocol ³⁵₁₇ Approved subject to the addition of comments about learning values.</p> <p>e) Governors Allowances Policy ³⁵₁₇ Approved as submitted.</p> <p>f) Mission Statement ³⁵₁₇ SKW observed that a considerable amount of work has gone in to preparing this. ³⁵₁₇ Approved as submitted.</p> <p>g) Monitoring and Evaluation Policy ³⁵₁₇ Noted ³⁵₁₇ SF pointed out that this is an early draft.</p> <p>h) Calculation Policy ³⁵₁₇ Noted - for information only (does not need to be approved by the Governing Body).</p>	
<p>17. Review of Director's Report – Spring Term 2015</p> <p>1: Noted - new Governors were encouraged to read this in detail.</p> <p>2: Noted - this will become clearer after the election.</p> <p>3: Noted.</p> <p>4: Already done.</p> <p>5: Noted - SKW is one.</p> <p>6: Noted - already agreed.</p> <p>7: Reviewed after Christmas. SF / SC will review again.</p> <p>8: N/A</p> <p>9: Already had a presentation.</p> <p>10: Best in Ealing (Year 6 & Reception).</p> <p>11: Noted - SF and MB doing the training. Policy will be updated.</p> <p>12: Noted.</p> <p>13: Noted.</p> <p>14: Noted</p> <p>15: Already agreed.</p> <p>16: Noted.</p> <p>17: <u>New Governor training to be booked for May.</u></p>	<p>AD, DL, SB, US</p>
<p>18. Correspondence to Chair of Governors</p> <p>SKW advised that a letter had been received from a past parent - this is being investigated.</p> <p>³⁵₁₇ There may be a requirement for a Governor Panel.</p> <p>³⁵₁₇ SKW stressed that at this stage all information must be kept confidential so that the panel(s) is / are not compromised.</p> <p>IT WAS AGREED THAT WE WOULD SET UP PANELS ON AN AD HOC BASIS RATHER THAT SET UP SPECIFIC PANELS IN ADVANCE.</p>	
<p>19. Governor's Visit Reports</p> <p>³⁵₁₇ SB advised that she had reviewed the Single Central Record earlier this week with Sarah Gent and Christine Conacher.</p>	

20. Any Other Business (as agreed above) There was none.	
22. Date and time of next meeting: Wednesday 29/04/15 at 7PM - Governor Training and Approval of the Budget. ³⁵ ₁₇ RP gave apologies for the next meeting.	

The meeting closed at 8:58PM