

NORTH EALING PRIMARY SCHOOL

**The first Full Governing Body Meeting for the Academic Year 2013 – 2014 was held on
Wednesday 4 December 2013.**

Attendees	Action
<p>Jackie Blazewicz (JB) Bob Fletcher (RF) Louise Housego (LH) Andy Beale (AB) Lynne Dallow (LD) Jane Ootam (JO) Julie Redmond (JR) Ray Passant (RP) Hermia Bell (HB) John Popham (JP) Vicki Dale (VD) Sarah Gent (SG) Shirley Kenworthy Wright (SKW) Debbie Keenan (DK)</p> <p>Also in attendance: Judith Anderson (JA) Sally Flowers (SF)</p>	
<p>All Governors to Review / Update their Register of Business Interest Forms These were not available at the meeting - AON has posted them to governors to update and return to Sarah Gordon on an urgent basis.</p>	
<p>1. Welcome SKW welcomed everyone to the first FGB meeting of the academic year.</p> <p>SKW then introduced DK who is the new Associate Member of the Governing Body.</p> <p>SKW then asked RF to say a few words about his planned retirement which had been announced the previous day</p> <p>³⁵/₁₇ RF advised that while he was in the village earlier today he received lots of lovely comments from parents</p> <p>³⁵/₁₇ SKW took the opportunity to thank RF whilst reminding him that there is still lots to do!</p> <p>³⁵/₁₇ SKW also thanked RF for giving us so much notice which was much appreciated</p> <p>³⁵/₁₇ SKW also stated that this would represent a major change for the school.</p>	
<p>2. Apologies For absence Apologies were received from Anna Cox (AC)</p> <p>All other Governors were present</p>	
<p>3. Authorised / Unauthorised absence The absence for AC was authorised</p>	
<p>4. Election of Chair of Governors SKW indicated that she would be happy to stand for a further term of office.</p> <p>SKW was proposed by VD and seconded by SG. There were no other candidates.</p>	

<p>A vote was taken and SKW was elected unanimously.</p>	
<p>5. Election of Vice Chair of Governors SG indicated that she would be happy to stand for a further term of office.</p> <p>SG was proposed by SKW and seconded by VD. There were no other candidates.</p> <p>A vote was taken and SG was elected unanimously.</p>	
<p>6. Declaration of Any Other Business (AOB) SKW: Recruitment of a new Headteacher</p>	
<p>7. Declaration of Interest in any Agenda Items None</p>	
<p>8. Committee Membership 2013 - 2014 SKW asked governors to <u>complete the proforma in respect of committee membership</u> which had been circulated a few days before the FGB to AON ASAP so that the allocation of committees can be finalised in the New Year.</p>	<p>All</p>
<p>9. Governing Body Membership</p> <p>a) Welcome new Parent Governor ³⁵/₁₇ AC had been unable to attend this evening due to a prior commitment.</p> <p>b) Welcome new Associate Member ³⁵/₁₇ All Governors took the opportunity of welcoming DK</p> <p>c) Re-elected Parent Governors (JO / RP) ³⁵/₁₇ SKW congratulated JO and RP on being re-elected as Parent Governors</p> <p>d) Staff Governor Vacancy ³⁵/₁₇ There are apparently 2 candidates which will mean a full election which is now underway - the closing date is 17 December.</p> <p>e) Local Authority Governor Vacancy ³⁵/₁₇ SKW advised that she had written to Paul Jeanes to thank him his time as a Citizen Governor, ³⁵/₁₇ AON has written to Councillor Brian Reeves asking him to either nominate an LA Governor or confirm that we can appoint another Citizen Governor. <u>AON to follow up with Councillor Brian Reeves.</u></p>	<p>AON</p>
<p>10. Head Teacher's Report The Headteacher's report had been pre circulated with the agenda pack.</p> <p>RF made the following comments / observations</p> <p>³⁵/₁₇ It has been a challenging year</p> <p>³⁵/₁₇ We have had to address some difficult situations</p> <p>³⁵/₁₇ The preparation for the restructure paid off - everything went so smoothly</p> <p>³⁵/₁₇ Closing the gap is our real challenge</p> <ul style="list-style-type: none"> ○ 96% of year 6 will probably get a level 4 this year ○ 3 boys of the 5 pupils on pupil premium have had every possible resource thrown at them and there is no guarantee that they will get level 4, whereas last year all 8 pupil premium pupils achieved level 4 and 2 achieved level 5. RF stressed that the school was working really hard to close the gap ○ SKW stressed that as a Governing Body we are accountable for the pupil premium and how it is spent ○ JP pointed out that our challenge will be selling the story to 	

Ofsted.

- SF advised that these children will go to High School not properly prepared
- DK stressed that it will be important to be able to articulate the story to Ofsted
- DK stated that we will need to be able to justify any pupil premium funding not used on pupil premium children.
- RF observed that there is no consistency across schools on pupil premium reporting
- RF also observed that we need to get the children as far as they are able to go.
- SG confirmed that the curriculum committee do look closely at progress data. SG also advised that there is a meeting on Friday to look at the years 5 and 6 data with the LA Link Officer
- SF stated that it was a good thing that staff were now more aware of the issues

³⁵₁₇ The Big Write has been very successful

³⁵₁₇ RF thought that the school should be well prepared for Ofsted

- The target is to move from good with outstanding features to outstanding
- RF questioned whether we were being aspirational enough if we are saying phase leaders are at least good
 - 30% are good to outstanding
 - On reflection RF agreed that this needed reviewing

JO questioned what was happening about the office reorganisation

³⁵₁₇ RF advised that Sarah Gordon was interviewing on Friday

³⁵₁₇ Office staff are doing an excellent job

SKW observed that there was lots of really important information in the SEF which we all need to be aware of, especially if we get an Ofsted inspection before the summer.

SKW encouraged governors to look at the assessment at the end of the SEF:

³⁵₁₇ Focus in year 4

³⁵₁₇ Moving from good to outstanding

³⁵₁₇ Trialling the new curriculum in years 3 and 4

SF advised that the school has purchased a read / write Phonics scheme as Phonics has been inconsistent:

³⁵₁₇ The main impact will come in 2014 - 2015

³⁵₁₇ Training is being arranged

³⁵₁₇ Staff are saying that they were not all trained properly at the start

JO questioned whether there was more flexibility in the new national curriculum

³⁵₁₇ JA advised that it could be more flexible

³⁵₁₇ JA also observed that children are required to learn their times tables earlier

SKW stated that it was good that peer group observation has been established

SF advised that the school council had been revamped and were very positive

11. Agree the minutes of the last Full Governing Body Meeting on 10 July 2013

The minutes were agreed as a true and accurate record of the meeting subject to

<p>the correction of one typo. SKW then signed the minutes.</p>	
<p>12. Matters arising from the minutes of the Full Governing Body Meeting on 10 July 2013</p> <p>a) <u>HB to complete Training analysis Form</u> ³⁵/₁₇ Carried forward - SKW and HB to meet and complete this</p> <p>b) AB to provide Governor Visit Report ³⁵/₁₇ Closed</p> <p>c) RP to provide Governor Visit Report ³⁵/₁₇ Closed</p> <p>d) LD to provide Governor Visit Report ³⁵/₁₇ Closed</p> <p>e) RP to forward Modern Governor “cheat sheet” to AON for circulation ³⁵/₁₇ RP advised that we do not currently have access to Modern Governor ³⁵/₁₇ <u>It was agreed that AON would establish the costs for Modern Governor</u></p> <p>f) <u>HB and VD to provide website Bio’s</u> ³⁵/₁₇ Carried forward</p> <p>g) CC to provide an analysis by year group of the parental questionnaire ³⁵/₁₇ Closed</p> <p>h) RF to thank all staff for a wonderful year ³⁵/₁₇ Closed</p> <p>i) SKW to write to all staff regarding the excellent results ³⁵/₁₇ Closed</p> <p>j) Capacity of the nursery to be considered by the Steering Group ³⁵/₁₇ SF advised that 22 rising 3’s are starting in January ³⁵/₁₇ A couple of others have dropped out but want to start in September 2014 ³⁵/₁₇ The 2013 rising 3’s are doing very well ³⁵/₁₇ 50 applications received already for September 2014 - there is a lot of work going into driving these numbers up ³⁵/₁₇ SF suggested that it is very much “watch this space” at the moment.</p> <p>k) AON to establish Governor Preferences regarding training ³⁵/₁₇ The majority of Governors favoured a separate training evening rather than tacking training onto the start of each FGB meeting.</p> <p>l) Each committees to agree a training plan for their committee ³⁵/₁₇ Work in progress - to be progressed by the Personnel committee</p> <p>m) RP to arrange for Tom Galvin to provide Whole GB Child Protection and Safeguarding training. ³⁵/₁₇ See agenda item 17</p> <p>n) <u>Steering Group to review our policy on DBS checks</u> ³⁵/₁₇ To be reviewed at the next Steering Group meeting ³⁵/₁₇ Carried forward</p> <p>o) Personnel Committee to review Equality Plan actions ³⁵/₁₇ Closed</p> <p>p) Steering Group to address planning for 2013 - 2014 ³⁵/₁₇ Closed</p> <p>q) <u>Steering Group to consider policies - Statutory / Non Statutory</u> ³⁵/₁₇ Carried forward - Regulations changed in September 2012</p>	<p>Carry forward</p> <p>AON</p> <p>Carry forward</p> <p>Carry forward</p> <p>Carry forward</p> <p>Carry forward</p>
<p>13. Committee Chairs Reports</p> <p>a. Steering Group – 24 September 2013 ³⁵/₁₇ Reviewed Parental Survey Data ³⁵/₁₇ Reviewed Complaints Procedures ³⁵/₁₇ Oversaw Parent Governor election</p>	

<p>³⁵₁₇ Attended the first informal advisory board meeting this week, with the first official meeting to take place at the start of the Spring Term</p> <p>b. Pay Committee – 24 September 2013</p> <p>³⁵₁₇ Reviewed the Pay and Recruitment policies this involved a lot of time on reviews and consultation</p> <p>³⁵₁₇ Reviewed impact of the new staffing structure</p> <ul style="list-style-type: none"> ○ Positive feedback regarding sports and drama ○ Teams appreciate having time to plan together <p>³⁵₁₇ Intention is to review the senior staff structure in the spring term</p> <p>c. Buildings Committee – 24 September 2013</p> <p>³⁵₁₇ Reviewed risk assessments</p> <p>³⁵₁₇ Reviewed the school travel plan</p> <p>³⁵₁₇ A number of priorities e.g. the link have changed</p> <p>³⁵₁₇ There have been positive comments about the revamped year 1 playground</p> <p>³⁵₁₇ The materials from the Resources room will be relocated to a temporary classroom type building (20 feet by 9 feet) to make space for a new intervention room</p> <ul style="list-style-type: none"> ○ This will require planning permission ○ £5K for unit and planning permission ○ £1K to decorate the old resources room ○ Will provide room for 3 groups ○ EC Harris say that it will take 2 ½ / 3 months to complete the project ○ This project has been approved by Finance and now seeking FGB approval subject to planning permission ○ APPROVED <p>³⁵₁₇ Plans for the changes to the Library are contingent on funds being found to pay for a librarian</p> <p>³⁵₁₇ RP stated that he was very concerned about the area where the path and ramp are and questioned whether it would be possible to make it wider by extending the ramp towards the PTA shed</p> <ul style="list-style-type: none"> ○ <u>It was agreed that the Buildings Committee would review this</u> <p>³⁵₁₇ RP thought that it was a good idea to stop access via the link</p> <p>d. Curriculum Committee – 20 November 2013</p> <p>³⁵₁₇ Reviewed the Pupil Premium policy</p> <p>³⁵₁₇ Looked at the attainment data</p> <p>³⁵₁₇ Reviewed the Sports Premium policy</p> <ul style="list-style-type: none"> ○ Funded for 2 years ○ The school has been very proactive about how this is spent ○ The committee will be reviewing the impact <p>³⁵₁₇ Phase leader reports have been reviewed</p> <p>³⁵₁₇ SKW advised that LA RAISEonline training was scheduled for March 2014. SG stressed that understanding the data is important</p> <p>³⁵₁₇ Supported the ICT request</p> <p>³⁵₁₇ Supported the intervention room - we do need more space</p> <p>³⁵₁₇ Reviewed the plans for the library which needs to be financially viable including the cost of a librarian</p> <p>³⁵₁₇ RF advised that the Pupil Premium and Sports Premium policies have had a root and branch update since being submitted to the committee</p> <ul style="list-style-type: none"> ○ It was agreed that these would be <u>circulated to Governors by e-mail</u> <p>³⁵₁₇ DK suggested looking at the Ofsted Data Dashboard however SKW mentioned that this had not been updated yet!</p>	<p>JR</p> <p>AON</p>
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e. Finance Committee – 25 September 2013

³⁵₁₇ Reviewed plans for the ICT refresh

f. Finance Committee - 13 November 2013

³⁵₁₇ Further review of the ICT refresh

- Supported a proposal for Laptops and iPads which took ICT spend to £1,200 over budget

³⁵₁₇ Broadly on budget

³⁵₁₇ No surplus forecast this year unlike previous years

³⁵₁₇ There are budget implications as a result of the proposed new funding formula

³⁵₁₇ We will need to plan carefully over the next 2 / 3 years to make sure that we are financially viable

³⁵₁₇ RF stated that one of the main reasons for our sound financial position is our wonderful School Business Manager (Sarah Gordon)

- SG has recently negotiated for the LA to pay for the works to the Pitshanger Lane gate and for the LA to contribute to the new boiler.

³⁵₁₇ RF also reported that we had saved £7,500 by not having to replace the Promethean frames

³⁵₁₇ SKW advised Governors that a follow up audit has been scheduled for the 8th of January 2014

³⁵₁₇ RF advised that SG has undertaken a review of the Repairs and Maintenance contract with a view to identifying a new supplier and 3 quotes have been obtained

- The existing supplier (Ream) have provided a very poor service over the 2 years of the contract. They are quoting £25,750 + additional costs (this year the total was £31K).
- Hemlow have quoted £23.5K but only for a basic service
- Property Ealing have quoted £27K which will include the first £500 of every job. Additionally there is no call out fee whereas Ream charge £120. We have good experience of Property Ealing from the sprinkler incident. The service is provided 7 days per week, 24 hours per day. This is considered the optimum service.
- SG has taken references from 3 other schools who are really happy with the service
- JO questioned the length of the contract - no specific term but probably a minimum of 2 years
- In summarising RF stated that we are probably too big for Ream
- **GOVERNORS APPROVED THE PROPOSED MOVE TO PROPERTY EALING FOR APRIL 2014**

g. Personnel Committee – 13 November 2013

³⁵₁₇ Putting in place mentors for the new Parent Governors (KD / AC)

³⁵₁₇ SKW will be arranging 2 learning walks:

- The first for KD and AC
- The second for the 3 parents who came 5th, 6th and 7th as they will be asked to participate in a committee once we have finalised the committee structure (see above)

³⁵₁₇ Will be reviewing the impact of Nicky Davey's sudden departure

³⁵₁₇ Reviewed the Admin restructure which is cost neutral and will add capacity

³⁵₁₇ Arranging a 2 hour Governor training session for late January to cover:

- Preparing for Ofsted
 - Andrew Dodge - shadowed by RP
- Child Protection and Safeguarding
 - Tom Galvin - shadowed by SG

<ul style="list-style-type: none"> ○ Performance Data <ul style="list-style-type: none"> ▪ To be advised - shadowed by AB ○ Each LA trainer will be shadowed by a NEPS Governor to check content etc before the session ○ <u>RP to agree a date for this first Whole Governing Body Training Session</u> <p>³⁵₁₇ RP will be reviewing the Committee training plans with a view to all governors attending at least on external (LA) training course per annum</p> <p>³⁵₁₇ RP has produced a schedule of LA training courses through to the end of the academic year - <u>RP to forward to AON for circulation</u></p> <p>³⁵₁₇ Completed reviews of the Pay and Appraisal policies RP observed that this had been a big job and wished to formally thank SKW. RP also observed that we are “ahead of the game”</p> <p>³⁵₁₇ RP also wished to thank JA for the CPD report / update</p>	<p>RP</p> <p>RP / AON</p>
<p>14.Reporting of Racist Incidents There have been none</p>	
<p>15.Policies / Documents for adoption All of the following were pre circulated with the agenda pack</p> <ul style="list-style-type: none"> a) Terms of Reference Buildings Committee ³⁵₁₇ Approved as submitted b) Terms of Reference Curriculum Committee ³⁵₁₇ Approved as submitted c) Terms of Reference Finance Committee ³⁵₁₇ Approved as submitted d) Terms of Reference Pay Committee ³⁵₁₇ Approved as submitted e) Terms of Reference Personnel Committee ³⁵₁₇ Approved as submitted f) Terms of Reference Steering Group ³⁵₁₇ Approved as submitted g) Authorisation Limits Policy ³⁵₁₇ Approved as submitted h) Best Value Statement ³⁵₁₇ Approved as submitted i) Financial Administration Policy ³⁵₁₇ Approved as submitted j) Overtime & Additional Hours Policy ³⁵₁₇ Approved as submitted k) Pay Policy ³⁵₁₇ Approved as submitted l) Recruitment, Retention and Induction Policy ³⁵₁₇ Approved as submitted m) Scheme of Delegation Policy ³⁵₁₇ Approved as submitted n) Staff Appraisal Policy ³⁵₁₇ Approved as submitted o) Statement of Control School Journey and Private Accounts ³⁵₁₇ Approved as submitted <p>The following policies / documents were circulated at the start of the meeting:</p> <ul style="list-style-type: none"> p) Charging Policy ³⁵₁₇ Approved as submitted q) Approval for Off Site use of Property ³⁵₁₇ Approved as submitted 	

<p>r) Private Account ³⁵/₁₇ Approved as submitted</p> <p>s) School Journey Audited Accounts ³⁵/₁₇ Approved as submitted ³⁵/₁₇ SKW commented on the surplus which is seen as a working contingency in view of the number of trips ³⁵/₁₇ SG noted that there was a significant surplus on the IOW account and asked whether this could be used to offset the costs of PGL for this year group next year. ³⁵/₁₇ <u>The Finance Committee were asked to review the IOW surplus and how this can be utilised going forward</u></p> <p>t) 2012 CFR Report ³⁵/₁₇ Approved as submitted</p>	<p>AB</p>
<p>16. Review of Director's Report – Autumn Term 2013</p> <p>Item 1 - Governors were asked to read section one and two of the Governors Handbook</p> <p>Item 2 - <u>Personnel were asked to take another look</u></p> <p>Item 3 - Noted, to be reviewed summer 2014</p> <p>Item 4 - We are already engaged</p> <p>Item 5 - Ealing are doing well and the plan is to increase the gap between Ealing and our close neighbours</p> <p>Item 6 - Noted</p> <p>Item 7 - Noted</p> <p>Item 8 - Fisher Family Trust training is available 15 January</p> <p>Item 9 - Congratulations to AON</p> <p>Item 10 - Noted</p> <p>Item 11 - Curriculum Committee are already on the case</p> <p>Item 12 - Closed</p> <p>Item 13 - Noted</p> <p>Item 14 - Not applicable</p> <p>Item 15 - SKW signed up as no one else was interested - the first session was really good</p> <p>Item 16 - Training planning already underway</p>	
<p>17. Governor training</p> <p>See 13(g) above</p>	
<p>18. Correspondence to Chair of Governors</p> <p>³⁵/₁₇ RF Retirement Letter</p> <p>³⁵/₁₇ Governing Matters from the NGA</p>	
<p>19. Governor's Visit Reports</p> <p>a) JO: Years 3 & 4 July 2013 ³⁵/₁₇ SKW thanked JO for her report which was really informative and gave a good impression of what is going on.</p> <p>b) AB: Years 5 & 6 November 2012 ³⁵/₁₇ Noted</p> <p>c) RP: EYFS October 2012 ³⁵/₁₇ Noted</p> <p>d) LD: Health & Safety November 2012 ³⁵/₁₇ Noted</p>	
<p>20. Any Other Business (as agreed above)</p>	

<p>SKW provided an update on Headteacher Recruitment</p> <p>³⁵₁₇ The LA will provide support throughout the process</p> <p>³⁵₁₇ We will need to form a small steering group to manage the process</p> <p>³⁵₁₇ We will need to prepare</p> <ul style="list-style-type: none"> ○ Job Description ○ Person Specification ○ Advert - important to personalise to North Ealing <p>³⁵₁₇ The LA have suggested asking staff, pupils and parents what they want in a Headteacher. This could then be built into the advert to help personalise it</p> <p>³⁵₁₇ SKW proposed a 2 day recruitment process</p> <ul style="list-style-type: none"> ○ Shortlist 4 for day 1 <ul style="list-style-type: none"> ▪ Exercises ▪ Meeting with school council ▪ Lesson observation (video) ▪ Meet staff and pupils at the end of the day ▪ Discussion group ○ Shortlist 2 for day 2 <ul style="list-style-type: none"> ▪ Formal Interview <p>³⁵₁₇ SKW proposed that the existing Steering Group make up the Steering Group for Headteacher recruitment</p> <p>³⁵₁₇ SKW also proposed that other governors be involved on the day</p> <p>THE ABOVE WAS AGREED BY ALL GOVERNORS</p>	
<p>21. All Staff Governors to leave at this point</p>	
<p>22. Head Teacher's Performance Management See separate confidential note</p>	
<p>22. Date and time of next meeting: 19 March 2014 at 6:45PM for 7PM</p>	