

NORTH EALING PRIMARY SCHOOL

The 4th Full Governing Body Meeting for 2016 - 2017 was held on Wednesday 5 July 2017 at 7PM

Agenda items	Action
<p>Attendees: Sophie Baker (SB) Jackie Blazewicz (JB) Sarah Byrne (SB) Lynne Dallow (LD) Andrew Dharman (AD) Sally Flowers (SF) Joanne Gravestock (JG) Debbie Keenan (DK) Shirley Kenworthy - Wright (SKW) Lutz Johnen (LJ) Dan Lawrie (DL)</p> <p>Also in attendance: Judith Anderson (JA) Michael Belsito (MB) Sarah Gordon (SG)</p>	
<p>1. Welcome SKW advised that SB had stood down as a Governor due to other commitments.</p>	
<p>2. Apologies For absence Apologies were received from: Andy Akerman (AA) Usama Siddiqui (US) Sarah Symes (SS) Liza Webber (EW)</p> <p>No apologies were received from: Nimo Richmond (NR)</p>	
<p>3. Authorised / Unauthorised absence The absences for AA, US, SS and EW were all authorised.</p>	
<p>4. Declaration of Any Other Business (AOB) SKW: Governor Appraisal SKW: Governor Training</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 The Headteachers Report together with the following papers were pre-circulated. Headteacher's Report</p> <ul style="list-style-type: none"> • We are <u>fully staffed</u> for September. <ul style="list-style-type: none"> ○ Recruitment is still difficult. ○ AD asked SF how she found the additional teacher. <ul style="list-style-type: none"> ▪ TES. • Data 	

- Phonics is looking strong this year.
- EYFS GLD is 80%/81%.
- KS1 is down slightly this year.
- Initial Attainment Data for Year 6 SATS:
 - The data is before possibly 2 children are disapplied.
 - We will be asking for some papers to be re-marked.
 - Maths: 91%
 - Reading 90%
 - SPAG: 93%
 - Writing: 85% (Teacher Assessed)
- National – combined is 61%.
 - DK pointed out that these results are really good compared to national.
- AD asked if the letter to parents regarding Unauthorised Absences; this was intended as a warning.
 - SKW pointed out that we should stress the impact of missed time.
 - SF advised that this has been discussed with the LA.
 - We will be flexible and will adopt a different approach for “one-off” offenders and “regular offenders”.
 - SF stressed that we have got to get the message across.
 - We tell the LA whether to fine or not.
 - If there is no fine there may be a visit by the LA attendance officer.
 - There was a meeting earlier today to review the attendance for our pupil premium children.
 - We can now allocate attendance code “B” for long term medical appointments.
- SF said that she would arrange a **demonstration of 3BM next term.**
 - Data will be transferred from SIMS to 3BM shortly.
- We Have received very positive feedback on the new online parent consultation system.
- SKW asked when we will have access to the replacement to RAISE online.
 - This should be available in September / October; RAISE online was previously available in November / December.
- SKW pointed out that we should receive LA comparison data over the summer holidays.

Agenda

Attendance Report

- Noted.

EYFS Data June 2017

- Noted.

Year 1 Attainment / Progress Data Summer 1 2017

- Noted.

Year 2 Progress Data Summer 1 2017

- Noted.

Year 3 Attainment / Progress Data Summer 1 2017.

- Noted.

<p>Year 4 Attainment / Progress Data Summer 1 2017.</p> <ul style="list-style-type: none"> • Noted. <p>Year 5 Attainment / Progress Data Summer 1 2017.</p> <ul style="list-style-type: none"> • Noted. <p>Year 6 Progress Data.</p> <ul style="list-style-type: none"> • Noted. <p>Summer 2017 Triangulation</p> <ul style="list-style-type: none"> • Example report circulated (anonymised). • Noted. <p>Staff training</p> <ul style="list-style-type: none"> • Noted. <p>Place2Be Termly Activity Report</p> <ul style="list-style-type: none"> • Noted. <p>Details of visiting speakers</p> <ul style="list-style-type: none"> • Noted. <p>School Clubs Timetable</p> <ul style="list-style-type: none"> • Noted. <p>a) Fire / Lockdown Procedures.</p> <ul style="list-style-type: none"> • We undertake termly fire drills. • We are exploring changes to the fire alarm to provide a different tone for a lockdown. <ul style="list-style-type: none"> ○ This will have a cost implication. ○ Mark Monger is following up on quotes. 	
<p>7. Governing Body Matters</p> <p>a) Letter to parents regarding funding issues.</p> <ul style="list-style-type: none"> • The letter was sent home today. <ul style="list-style-type: none"> ○ SF to circulate a copy of the letter to non-parent Governors. • SF said that she had already had a response from one parent who said that they would be happy to “badger” big companies. • DL requested an update on Parental Contributions. <ul style="list-style-type: none"> ○ SF / SKW said that we should not rush this and that we should drip feed this. <ul style="list-style-type: none"> ▪ We will put out initial messages through the Headteacher’s letter and the CoG’s newsletter. ○ SB suggested that this could have an impact on the PTA. ○ SF said that she planned to undertake Parent / Community consultation. <ul style="list-style-type: none"> ▪ We will need to review the way forward in the light of feedback from parents. ○ SF pointed out that anything raised through parental contributions will need to be used on curriculum materials. ○ LD said that it would be important to lay the ground with parents. ○ AD said that we would need to do the data gathering before we start any communication. ○ SF said that the initial suggestion to start in September was too fast, as this is the busiest time of the year in school. ○ SF said that we need to look at parental contributions in church based schools versus maintained schools. 	

<p>12. Committee Minutes for noting:</p> <p>a) Curriculum and Standards – 14/06/2017</p> <ul style="list-style-type: none"> • Noted. <p>b) Resources – 21/06/2017</p> <ul style="list-style-type: none"> • Noted. • AD pointed out that the school is doing pretty much all that they can in respect of maximising <u>Pupil Premium</u> take up. <ul style="list-style-type: none"> ○ SF added that forms to register for Pupil Premium were included in the packs for new children that went out today. • AD updated Governors on the issues with <u>The Mound</u>. <ul style="list-style-type: none"> ○ The issue is the fur of the caterpillar rather than the caterpillar itself. ○ We have now been advised that the fur gets caught in the astro turf. ○ We may need to remove the trees! <ul style="list-style-type: none"> ▪ The LA tree officer is not supportive. ○ There will be a deep clean in the summer and the area will be fumigated again in March. ○ SF said that the Mound will not be available before September. • A briefing paper together with the <u>3-year budget</u> spreadsheet was pre-circulated. <ul style="list-style-type: none"> ○ The LA system is not yet working. <ul style="list-style-type: none"> ▪ SG will follow up with the Bursarial Officer on Monday. ○ It is understood from the recent DfE announcement that no school will be worse off as a result of the new National Funding Formula. <ul style="list-style-type: none"> ▪ This could give us an upside of £43K. ○ From September, we could have 14 children with Statements / EHCP's. <ul style="list-style-type: none"> ▪ SF added that we tend to have more children with Statements / EHCP's than other schools. ○ SF pointed out that a few families are moving out of the Borough. <p>c) Steering Group – 14/06/2017</p> <ul style="list-style-type: none"> • Noted. 	
<p>13. Policies / Documents for adoption</p> <p>a) Exclusion of Pupils</p> <ul style="list-style-type: none"> • The Exclusion Procedures were pre-circulated. • Approved. <p>b) Governing Body Standing Orders</p> <ul style="list-style-type: none"> • The Governing Body Standing Orders were pre-circulated. • Approved. <p>c) Governors Role Description</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> <p>d) Work / Life Balance Policy</p> <ul style="list-style-type: none"> • <u>Carried forward</u> – see agenda item 9(k). 	<p>Agenda</p> <p>Agenda</p>
<p>14. Correspondence to the Chair of Governors</p> <p>There have been no relevant items of correspondence.</p>	
<p>15. Governor Visit Reports</p> <p>DK undertook a Pupil Progress meeting today.</p> <p>SF will be arranging a Governor Visit Day next term.</p>	

<p>16. Any Other Business (as agreed above) <u>Review of the Single Central Record</u> <u>In view of the resignation of SB AD said that he would review the Single Central Record (SCR) before the end of term.</u></p> <ul style="list-style-type: none"> • SG will shadow AD as this is the first time that AD has reviewed the SCR. <p><u>Governor Appraisal</u></p> <ul style="list-style-type: none"> • The proposed Governor Review Form had been pre-circulated. • This was agreed. • SKW asked Governors to complete this and return it to AON by the end of term. <p><u>Governor Training</u></p> <ul style="list-style-type: none"> • SKW advised that she had attended the recent Governor Training at the EEC “Disadvantaged Pupils – What Governors Need to Know”. • SKW said that this was a good course. • SKW observed that we are in a good place. <p><u>New High School</u></p> <ul style="list-style-type: none"> • There has been a Reference Group meeting at Twyford and it has been agreed to go ahead for September 2018. 	<p>AD</p>
<p>17. What have we achieved as a result of this meeting</p> <ul style="list-style-type: none"> • Received a good overview from the Headteacher’s Report. • Agreed the wording for the Chair of governor’s report to parents. • Agreed the Governor appraisal process. • Received an update on the 3-year budget. • Congratulated the school on the results. 	
<p>18. Date and time of next meeting: Wednesday</p> <p>The meeting dates for 2017 – 2018 were pre-circulated.</p>	

Meeting closed at 20:13