

NORTH EALING PRIMARY SCHOOL

The 1st Full Governing Body Meeting for 2016 - 2017 was held on Wednesday 7 December 2016 at 7PM

MINUTES

Agenda items	Action
<p>Attendees: Sarah Byrne (SBy) Lynne Dallow (LD) Andrew Dharman (AD) Sally Flowers (SF) Joanne Gravestock (JG) Debbie Keenan (DK) Shirley Kenworthy - Wright (SKW) Dan Lawrie (DL) Nimo Richmond (NR) Usama Siddiqui (US)</p> <p>Also in attendance: Andy Akerman (AA) Judith Anderson (JA) Michael Belsito (MB)</p>	
<p>1. Welcome SKW welcomed both Sarah Byrne who is the new Parent Governor and Andy Akerman who is the prospective Citizen Governor.</p>	
<p>2. Apologies For absence Apologies were received from: Sophie Baker (SBa) Jackie Blazewicz (JB) Sarah Symes (SS) Liza Webber (EW)</p>	
<p>3. Authorised / Unauthorised absence The absences for SB, JB, SS and EW were all authorised.</p>	
<p>4. Election of Citizen Governor AA's profile had been pre circulated.</p> <p>SKW advised that AA had visited the school and met with both SF and SKW.</p> <p>AA was proposed by SKW and seconded by DF. A vote was taken and AA was elected.</p> <p><u>AON to prepare welcome pack etc.</u></p>	AON
<p>5. Declaration of Any Other Business (AOB) There were no declarations of other business.</p>	
<p>6. Declaration of Interest in any Agenda Items There were 2 declarations of interest in agenda item 16(a).</p> <ul style="list-style-type: none"> • DL: The wall is next to his house. • SB: The wall is also next to her house. 	

7. Election of Chair of Governors

a) Term of Office

It was agreed that the term of office for the Chair of Governors should be 2 years.

b) Election

SKW confirmed that she would be happy to stand again. SKW was proposed by SF and seconded by DK.

There were no other nominations.

A vote was taken and SKW was elected unanimously.

8. Election of Vice Chair of Governors

a) Term of Office

It was agreed that the term of office for the Vice Chair of Governors should also be 2 years.

b) Election

DK confirmed that she would be happy to stand again. DK was proposed by SKW and seconded by LD.

There were no other nominations.

A vote was taken and DK was elected unanimously.

9. Headteacher’s Report

The Headteacher’s Report and Appendices were pre circulated.

- Key documents (SEF / SDP) have been circulated to Governors.
- The MLE is now active and staff training is scheduled for 3 January.
- SKW observed that the comparative data for staff absence showed a good improvement.
 - One reason is that SF now has the phone.
 - Going forward this responsibility will be shared by the Leadership Team.
 - We now do back to back interviews.
- The number of children who qualify for Pupil Premium funding is reducing.
 - This has an impact on funding.
 - MB / SG set up “drop ins” for parents who need help completing the forms.
 - They have seen 2 parents so far.
 - DL suggested that there was possibly £30K “missing” compared to Montpelier who have similar numbers / demographics.
- The Quality of teaching is generally good although there are concerns about one teacher who has aspects of RI.
 - Support is being provided and improvements are being seen.
 - We are pushing those teachers who are rated as Good with Outstanding features to outstanding.
- We now have a full complement of Place2Be counsellors.
 - This means that we can offer 12 sessions.
 - The Manager also sees a further 3 children.
 - 2 of the 4 counsellors have asked to stay at North Ealing next year.
 - Additionally 2 counsellors have offered to support the Place to Talk which will give us increased capacity.

- SF advised that we are currently having issues with the quality of reports from Classroom Monitor.
- Validated RAISEonline data will be published in the week before Christmas.
- SF thanked Governors for their support on the Governor Day.
 - This was a really positive experience.
 - DL observed that there was a great level of focus.
 - It was suggested that next time we should hold the session in the morning followed by lunch.
- SF reported that there had been a “behaviour blip” in year 5 whilst they were out on a school trip
 - We have been trying to work with parents about this, although there is a lack of support from some parents.
 - We are talking to certain families about children whose behaviour was cause for concern and if not addressed they may not be allowed to go on the IOW trip.
 - JG said that she had been on a trip with this year group last year when they were in year 4, and again with them this year and there was a marked change.
 - JG stressed that these trips are a privilege.
 - JG then asked if this type of behaviour was usual for these children.
 - Some yes and some no.
- SF said that contrary to the above she had received positive feedback about our children’s behaviour at Church on Monday.
 - SBy said that at her school all families are required to sign the Home School Agreement before the student is allowed to join the school.
- Funding has now been approved for the daily mile.
 - This will be marked out in the years 2/3/4 playground.
 - 9 laps = 1 mile.
 - This will be marked out in either January or February half term.
- There has been good progress on Fund Raising.
 - The Christmas Fair raised £7.5K and there is a further £1K of matched funding.
 - SF advised that a couple of other people have expressed an interest in providing matched funding, including possibly for the mound.
 - SF will be following up.
 - JG advised that new events are planned from January.
 - The Half Marathon raised £12K.
 - DL suggested that we have a sign-up sheet for next year’s half marathon at the summer fair.
- SKW sought feedback on the SMSC training:
 - JA said that there had been very positive feedback.
- SF said that we will be exploring the 30 hours nursery provision - we need to consider this to support our nursery.
- There have been several LA meetings about the provision of services to schools from September - there is a proposal to set up the Ealing Learning Partnership; this would need to be set up as a not for profit organisation.
- LD asked about the racist incidents.
 - Historically there have been none.
 - We have now had 3; we are now hotter on reporting because of PREVENT.

- The LA Improvement Partner went through the Data Dashboard.
 - The Ofsted evaluation criteria will be changing again.
 - The focus on Disadvantaged / SEND pupils is on diminishing the gap with Non Disadvantaged.
 - All Governors were asked to familiarise themselves with the Inspection Dashboard when this has been updated with the validated RAISEonline data.
- Reception Baseline Autumn 2016
 - We should be able to transport this data into Classroom Monitor although this is not working at present.
 - In Literacy Pupil Premium children are coming out higher than SEND / EAL children.
 - We need to focus on SEND and EAL.
- Year 1 Attainment December 2016
 - We cannot measure progress due to coming from a different curriculum.
 - Transition work has been strong.
 - The data excludes 2 children, one new joiner and one with a statement.
 - The child with a statement has very complex needs, with external agency support.
 - The new arrival came from overseas.
 - No information was provided prior to joining.
 - We subsequently established that this child had been excluded from nursery for aggressive behaviour.
 - The parents are being really supportive.
- Year 2 Attainment December 2016
 - Number has a 90% weighting in Maths. This needs to be reviewed / validated.
 - Pupil Premium children made good progress.
 - Classroom monitor does not really work for our SEND pupils due to the small steps that they take.
- Years 3-5 Attainment and Progress Data December 2016
 - The National Expectation is for children to be at 3/4/5 Beginning (column 4) at Christmas.
 - 3/4/5 developing by the end of the spring term.
 - 3/4/5 exceeding by the end of the summer term.
 - The groups of year 3 High Achievers are different for each subject.
 - AD asked how the data compared to the previous National Curriculum.
 - It was nice to have levels although we are getting used to the changes.
 - We are moderating with St Mark's and Oaklands.
 - SKW said that the data is telling us that we need to focus on SEND.
 - Ofsted expect us to give our High Achieving Disadvantaged pupils even more focus / support.
- Year 6 Autumn Term Data 2016
 - We have been moderating with another Primary School in Ealing - they are using the procedures from North Ealing.
 - SKW said that this data gives a good picture of how the cohort is progressing.
 - JA pointed out that reporting with Classroom Monitor is the issue.
 - DL asked about the issue with Maths.
 - The main issue is the new weightings where number is 90%
 - Montpelier is having the same issues with data that we are.

<ul style="list-style-type: none"> • Parent Questionnaire - Summer 2016 <ul style="list-style-type: none"> ○ SF pointed out that some people use the survey as an opportunity to have a go about staff - There were some very unpleasant comments. <ul style="list-style-type: none"> ▪ It was agreed that the comments boxes should be removed from the next survey. ○ There is an issue with getting EAL parents to complete the survey. ○ SF assured Governors that all of the key issues have been followed up. ○ No parents are currently using Parent View. <ul style="list-style-type: none"> ▪ <u>It was agreed that we should send out a reminder after Christmas.</u> ○ AD said that Parent Engagement is very important and we need to focus on it. • Staff Survey <ul style="list-style-type: none"> ○ This survey went to all staff. ○ 35 staff responded. ○ SF reminded Governors that last year staff said that they did not understand the vision. This year there was a different story: <ul style="list-style-type: none"> ▪ 20 staff said they had a very good understanding. ▪ 13 staff said they had a good understanding. ▪ 1 member of staff said that they had a satisfactory understanding. ▪ 1 Member of staff said that they had a poor understanding. ○ There were very few additional comments. ○ SKW suggested that it would be helpful to ask staff are you: <ul style="list-style-type: none"> ▪ Teacher ▪ Support Staff ▪ Office Staff • Pupil Voice <ul style="list-style-type: none"> ○ SF said that it would be good for Governors to visit the school to test Pupil Voice ○ SKW confirmed that she had met with pupils on the governors day to hear about the safeguarding group and Place2Be. 	SF
<p>10. Governing Body Matters</p> <p>a) Governor vacancies</p> <ul style="list-style-type: none"> • We currently have 1 Parent Governor Vacancy. • One of the 2 successful candidates had to withdraw due to other commitments. <ul style="list-style-type: none"> ○ Nominations are now being sought. <p>b) Governing Body Self Evaluation</p> <ul style="list-style-type: none"> • The summary of responses to the NGA Self-Evaluation Tool was pre circulated. • This was completed by the Steering Group. • Q11 - How effectively does our Strategic Planning Cycle drive the GB's activities and agenda setting? <ul style="list-style-type: none"> ○ US questioned if the reality is actually as positive? • Q12 - How well do we listen to, understand and respond to our pupils, parents and staff? <ul style="list-style-type: none"> ○ LD said that we need to ensure that we do not open Governors to inappropriate contact from parents etc. ○ AD suggested that Governors should have Lanyards. <ul style="list-style-type: none"> ▪ <u>SKW to add to the Action Plan.</u> ○ SF stressed the importance of Governors visiting the school. • It was also suggested that we consider the following to increase the profile of the Governing Body: <ul style="list-style-type: none"> ○ Meet the Governors at Parent Meetings. ○ Point parents to the Governor Section on the website to explain the roles. ○ Governor section in the monthly newsletter. • The Steering Group have recommended that we complete this, or similar evaluation, every 3 years. 	SKW

<p>c) SDP Action Plan - Leadership and Management</p> <ul style="list-style-type: none"> • This was pre circulated. • Agreed. <p>d) Demonstration - Website</p> <ul style="list-style-type: none"> • AD provided a brief demonstration of the new school website and asked Governors to familiarise themselves with the website. <ul style="list-style-type: none"> ○ <u>We do not currently have pictures on the website and the following Governors are asked to send a “head and shoulders” picture to AON:</u> <ul style="list-style-type: none"> ▪ <u>AA, DL, JB, JG, NR, SBy, SBa</u> ○ <u>We also do not have Governor Bio’s for the following Governors:</u> <ul style="list-style-type: none"> ▪ <u>AA, JG, NR, SBy</u> <p>e) Demonstration - NES Learning Zone</p> <ul style="list-style-type: none"> • AD also provided a brief overview of the North Ealing Learning Zone. <ul style="list-style-type: none"> ○ Lots of information that used to go home in book bags is now available online. <p>f) Demonstration - Governor Room</p> <ul style="list-style-type: none"> • AD went on to provide a demonstration of the Governor Room. • AD stressed how easy the Governor Room is. • If Governors need to have their login details resent they should advise AON. <p>g) Governor Training</p> <ul style="list-style-type: none"> • <u>Governors were asked to tell JG what training they had undertaken so that the training log can be updated.</u> 	<p>AA,DL,JB,JG,NR, SBy,SBa</p> <p>AA,JG,NR,SBy</p> <p>All</p>
<p>11. Agree the minutes of the Full Governing Body Meeting on 06/07/2016 These were agreed as a true and accurate record of the meeting and were signed by SKW.</p>	
<p>12. Matters arising from the Full Governing Body Meeting on 06/07/2016:</p> <p>a) Parent Governor Election in the autumn term.</p> <ul style="list-style-type: none"> • Closed - See agenda item 10(a). <p>b) Governors to provide AON with details of prospective Governors.</p> <ul style="list-style-type: none"> • Closed. <p>c) Governors to familiarise themselves with key documents for Ofsted e.g. SEF, Pupil Premium, Sports Premium.</p> <ul style="list-style-type: none"> • Closed. • Updated versions of the SEF and SDP have been circulated in the last few days. They are also available in the Governor Room. • The Pupil Premium Policy and the Sports Premium Policy were circulated with the agenda papers (agenda item 18). <p>d) SKW to reword the phrase “New base line..” in the Chairs Report.</p> <ul style="list-style-type: none"> • Closed. <p>e) SF to propose dates and topics for Governor Visit day.</p> <ul style="list-style-type: none"> • Closed. <p>f) SB to forward report on her review of the SCR.</p> <ul style="list-style-type: none"> • Closed. 	

<p>g) SF to ask Am Rai to provide a summary of how the West London Teaching School Alliance operates.</p> <ul style="list-style-type: none"> • Closed. <p>h) AON to upload Andrew Dodge's Academisation slides to the Governor Room.</p> <ul style="list-style-type: none"> • Closed. <p>i) Minutes of the Steering Group meeting of 1 July 2016 carried forward.</p> <ul style="list-style-type: none"> • Closed - Agenda item 14. <p>j) Governor Room Demonstration.</p> <ul style="list-style-type: none"> • Closed - Agenda item 10. <p>k) AON to recirculate access instructions for the Governor Room.</p> <ul style="list-style-type: none"> • Closed. 	
<p>13. Minutes of the Steering Group Meeting on 20/09/2016 for noting Noted.</p>	
<p>14. Minutes of the Steering Group Meeting on 01/07/2016 for noting Noted.</p>	
<p>15. Minutes of the Curriculum and Standards Committee Meeting on 16 11/2016 for noting Noted.</p>	
<p>16. Minutes of the Resources Committee Meeting on 19/10/2016 for noting Noted.</p> <p>a) Repairs to the wall</p> <ul style="list-style-type: none"> • When the contractors started the work it became clear that more work was required than originally envisaged. • A revised quotation has been received for £30K (£6.5K). This quotation has been passed to the LA. Sarah Gordon is chasing the LA for support. 	
<p>17. Directors Report This was distributed electronically by the LA.</p> <ul style="list-style-type: none"> • Noted • Item 15: We are using an approved Cloud Based storage system. • Item 15: We have addressed the issue of secure e-mail by hosting all documents in the Governor Room from where Governors can download them. • <u>AON to circulate details of Governor Training for 2017 from Gatekeeping.</u> 	<p>AON</p>
<p>18. Policies / Documents for adoption All Policies / Documents were pre circulated.</p> <p>a) Financial Administration Policy</p> <ul style="list-style-type: none"> • Adopted. <p>b) Pupil Premium Policy</p> <ul style="list-style-type: none"> • Adopted. <p>c) Pupil Premium Statement</p> <ul style="list-style-type: none"> • Approved. <p>d) Statement of Control - School Journey and Private Account</p>	

<ul style="list-style-type: none"> • Adopted. <p>e) School Sports Premium</p> <ul style="list-style-type: none"> • Adopted. <p>f) Special Educational Needs Policy</p> <ul style="list-style-type: none"> • Adopted. • Governors commented that this was a really good policy. <p>g) Terms of Reference Curriculum & Standards committee.</p> <ul style="list-style-type: none"> • Adopted. <p>h) Terms of Reference Pay Committee</p> <ul style="list-style-type: none"> • Adopted. <p>i) Terms of Reference Resources Committee</p> <ul style="list-style-type: none"> • Adopted. <p>j) Terms of Reference Steering Group</p> <ul style="list-style-type: none"> • Adopted. 	
<p>19. Correspondence to the Chair of Governors There were no relevant items of correspondence.</p>	
<p>20. Governor's Visit Reports The agenda and minutes from the Governor Visit Day (29/11/2016) were pre circulated.</p> <ul style="list-style-type: none"> • <u>It was agreed that this would be considered in detail at the next meeting.</u> 	Agenda
<p>21. Any Other Business (as agreed above) <u>Allocation of committees for new Governors</u> AA: Will join the Resources Committee. SB: Will join the Teaching and Learning Committee.</p>	
<p>22. Date and time of next meeting: Wednesday 15 March 2017 at 7PM</p> <ul style="list-style-type: none"> • AA gave apologies for this meeting. 	
<p>ALL STAFF GOVERNORS TO LEAVE</p>	
<p>CONFIDENTIAL ITEM</p> <p>a) Report of the Pay Committee</p> <ul style="list-style-type: none"> • See Confidential Minutes. 	

Meeting closed at 21:15