

NORTH EALING PRIMARY SCHOOL

The 6th Full Governing Body Meeting for 2013 – 2014 was held at 7PM on Wednesday 9 July 2014.

<p>Attendees: Jackie Blazewicz (JB) Bob Fletcher (RF) Louise Housego (LH) Sara Symes (SS) Andy Beale (AB) Anna Cox (AC) Jane Ootam (JO) Julie Redmond (JR) Ray Passant (RP) Hermia Bell (HB) John Popham (JP) Vicki Dale (VD) Sarah Gent (SGe) Shirley Kenworthy - Wright (SKW) Associate Members: Debbie Keenan (DK) Liza Webber (EW) Also in attendance: Sally Flowers (SF) Sarah Gordon (SGo)</p>	<p>Action</p>
<p>1. Welcome SKW welcomed everyone to the lat meeting of the Full Governing Body for this academic year.</p>	
<p>2. Apologies For absence Apologies were received from: Lynne Dallow (LD) Judith Anderson (JA)</p>	
<p>3. Authorised / Unauthorised absence The absences for LD and JA were both authorised.</p>	
<p>4. Declaration of Any Other Business (AOB) There were none.</p>	
<p>5. Declaration of Interest in any Agenda Items There were no declarations of interest.</p>	
<p>6. Election of Chair of Governors SKW indicated that she would be happy to stand again. There were no other nominations. ³⁵₁₇ SKW was proposed by VD and seconded by RP. ³⁵₁₇ A vote was taken and SKW was elected unanimously. ³⁵₁₇ <u>To be reviewed at the March meeting, following the reconstitution.</u></p>	<p>Agenda</p>
<p>7. Election of Vice Chair of Governors SKW opened by thanking SGe for the amazing support that she had offered to both SKW and the school during her time as a Governor and Vice Chair of Governors. ³⁵₁₇ SKW also stated that it had been a real pleasure working with SGe.</p>	

<p>³⁵₁₇ SKW observed that SGe had brought a specific focus to the Governing Body as a Deputy Headteacher.</p> <p>³⁵₁₇ SKW reported that SGe had agreed to stay as an associate member of the Personnel Committee to do the Safeguarding audit.</p> <p>SKW then moved to the election of the Vice Chair of Governors.</p> <p>³⁵₁₇ AB indicated that he would be prepared to stand for the position of Vice Chair of Governors, but only for 1 or 2 terms due to work commitments.</p> <p>³⁵₁₇ There were no other nominations.</p> <p>³⁵₁₇ AB was proposed by RP and seconded by SKW.</p> <p>³⁵₁₇ A vote was taken and AB was elected unanimously.</p> <p>³⁵₁₇ <u>To be reviewed at the March meeting, following the reconstitution.</u></p>	<p>Agenda</p>
<p>8. Governor Vacancies</p> <p>a) Election of new Community Governor</p> <p>³⁵₁₇ SKW advised that following the resignation of SGe there was a vacancy for a Community Governor.</p> <p>³⁵₁₇ SKW went on to advise that the recommendation of the Personnel Committee was to appoint DK as a Community Governor (currently Associate Member).</p> <ul style="list-style-type: none"> ○ SKW pointed out that DK brings considerable skills in the education sector. ○ A vote was taken and DK was appointed unanimously. 	
<p>9. Committee Structure 2014 - 2015</p> <p>SKW suggested that the current committee structure was inefficient:</p> <p>³⁵₁₇ The buildings committee can only make recommendations as they need any budget approval from the Finance Committee.</p> <p>³⁵₁₇ SKW proposed merging the Finance and Buildings Committees to form a new Finance & Premises committee which would operate alongside the Personnel and Curriculum committees.</p> <p>³⁵₁₇ The other advantage of this change is a reduced time commitment for Governors and the Headteacher.</p> <p>³⁵₁₇ This was agreed.</p>	
<p>10. Update on Recruitment of Deputy Headteacher</p> <p>SF advised that the interim DHT who will be in place for September did not apply for the substantive post.</p> <p>³⁵₁₇ SF advised that the current interim DHT was highly respected by his previous school.</p> <ul style="list-style-type: none"> ○ SF advised that he was a KS2 specialist and the role being advertised is for EYFS. This is the reason that they have not applied. <p>³⁵₁₇ The plan is now to advertise in early September with a view to appointing from January 2015.</p> <ul style="list-style-type: none"> ○ The intention is that interviews will take place before half term. ○ It will be necessary to review the advert as we did not get a good response last time. ○ RP also suggested reviewing the advertising strategy. ○ SKW observed that the quality of candidates through TES is not good. ○ SKW and SF will be meeting on Friday to look at the options - they will then discuss the position with RP and DK. ○ DK questioned if it would be possible to extend the Interim DHT post to 2 months. ○ SKW stated that it may be better to advertise in early October (rather than early September). 	

- SF stressed the need to make sure that we get the right person and do not compromise.
- **It was agreed that we would advertise in early October.**

11. Head Teacher's Report

SKW thanked RF for a brilliant closing report.

³⁵₁₇ It was encouraging to see that we had really closed the gap between FSM and non FSM.

³⁵₁₇ We did however miss other areas that we should not have missed e.g. Year two 3C - 4A.

³⁵₁₇ JO questioned the target setting on page 2 - RF advised that it was more difficult to set targets for a cover teacher.

³⁵₁₇ It was pointed out that in 2011/2012 we had no outstanding teachers whereas we now have 10 (3 in 2012/2013 and 8 in 2013/2014).

³⁵₁₇ SF stated that we need to do a bit more work on the dashboard as we are not currently using it on a regular basis.

- AB agreed that it would be a good idea to spend some time developing the School Dashboard.
- SKW observed that the graphical representation is very clear and simple to read.
- SKW also observed that the data does show that we have exceeded the targets that we set on our journey.
- SKW suggested reviewing the dashboard on a termly basis.

³⁵₁₇ AB questioned if there was something that would make things move to the next level.

- SF said that the main things were Monitoring and Line Management.
- SF stressed that it was important not to "take your eye off the ball" and to maintain consistency.

³⁵₁₇ RF stated that the important areas were:

- The quality of discussions in year groups during planning.
- Relationships.
- Everyone including pupils and discussing pupil work.
- There is so much good to build on.
- Last year one cohort did not have a good experience and this reinforced the importance of giving everyone a good experience.

³⁵₁₇ SKW questioned whether our tracking systems were good enough if pupils are falling through the net.

³⁵₁₇ SF stressed that the transition data must be accurate - base lining needs to take place within one or two weeks.

³⁵₁₇ RF advised that the number of level 6's is down overall this year although there were 19 in maths against an estimate of 10.

³⁵₁₇ SF stressed that there had been a huge investment in interventions for year 6 this year.

³⁵₁₇ AC questioned whether there might be a danger that if you focus on year 6 you do not put so much focus on the other year groups.

- SF said that actually it was quite the opposite.

³⁵₁₇ RF pointed out that most children had made really good progress.

³⁵₁₇ RF also stated that the Big Write had been fantastic, although there was a need to go back and take another look at reading.

³⁵₁₇ RF reported that a group of pupils visited the Guardian last week and wrote a front page about Victorian times - this was fantastic.

³⁵₁₇ **SKW asked SF if she could arrange for someone to come and talk to the Governing Body about the changes to assessment.**

SF
Agenda

<p>12.Update on plans to reconstitute the Governing Body A briefing paper was pre circulated. SKW/ RP updated Governors on the plans to reconstitute the Governing Body: ³⁵₁₇ The filling of vacancies on the Governing Body will be skills based. ³⁵₁₇ It will be important to maintain the DNA of the school. ³⁵₁₇ We will be adopting the National Governors Association Code of Practice ³⁵₁₇ We will be asking Governors to complete a skills analysis. ³⁵₁₇ We will specify the skills that are required in any adverts for Governors. ³⁵₁₇ AB stressed that Diversity is important with a good gender split. ³⁵₁₇ It was agreed that the following should be <u>circulated</u>: <ul style="list-style-type: none"> ○ <u>Role description</u> ○ <u>NGA Code of Practice</u> ³⁵₁₇ It was also agreed that we would arrange the <u>Governor Skills Analysis via a “survey monkey application”</u> ³⁵₁₇ SKW advised that schools which had downsized their Governing Bodies are now finding it difficult to resource panels / committees etc. ³⁵₁₇ SKW stressed that it was important to maintain the involvement of parents either as parent governors or Co-opted Governors. ³⁵₁₇ RP stressed that it would be important to get the right checks and balances for Co-opted Governors.</p> <p><u>A formal proposal will be brought to the next meeting of the Full Governing Body.</u></p>	<p>AON</p> <p>AON</p> <p>Agenda</p>
<p>13.Chair of Governors Annual Report to Parents SKW opened by thanking the committee chairs for their input to the COG’s annual report to parents. ³⁵₁₇ The report will be published in newsletter format rather than as a booklet as this will save £500. It will be printed on a gold background. ³⁵₁₇ The report will be sent out to parents next week. ³⁵₁₇ AC commented that this is a good format. ³⁵₁₇ JB commented that the booklet was off putting. ³⁵₁₇ The content was agreed.</p>	
<p>14.Agree the minutes of the Full Governing Body Meetings on: a) 19 March 2014 ³⁵₁₇ These were agreed as a true and accurate record subject to the addition of the fact that the absence for JO was authorised. They were then signed by SKW.</p> <p>b) 1 April 2014 ³⁵₁₇ These were agreed as a true and accurate record and were signed by SKW.</p> <p>c) 30 April 2014 ³⁵₁₇ These were agreed as a true and accurate record and were signed by SKW.</p>	
<p>15.Matters arising from the minutes of the Full Governing Body Meetings on a) 19 March 2014 ³⁵₁₇ AON to establish cost of Modern Governor on a standalone basis. <ul style="list-style-type: none"> ○ Closed ³⁵₁₇ <u>VD to provide a website Bio</u> <ul style="list-style-type: none"> ○ <u>Carried forward</u> ³⁵₁₇ <u>Steering Group to review policy on DBS checks for Governors.</u> <ul style="list-style-type: none"> ○ <u>AON to draft policy.</u> </p>	<p>VD</p> <p>AON</p>

<p>35 17 Phase reports to be circulated with the minutes.</p> <ul style="list-style-type: none"> ○ Closed <p>35 17 Volunteers for the reconstitution to advise AON.</p> <ul style="list-style-type: none"> ○ Closed <p>35 17 <u>Governors to make suggestions in the autumn term for early January 2015.</u></p> <ul style="list-style-type: none"> ○ <u>Carried forward</u> <p>35 17 AB to circulate his years 5 and 6 Governor Visit Report</p> <ul style="list-style-type: none"> ○ Closed <p>b) 1 April 2014</p> <p>35 17 No matters arising.</p> <p>c) 30 April 2014</p> <p>35 17 No matters arising.</p> <p>35 17 JO sought clarification on the CC budget and any impact on our carry forward position.</p> <ul style="list-style-type: none"> ○ SGo confirmed that this was not an issue for us. 	<p>Carried forward</p>
<p>16. Committee Chairs Reports</p> <p>a. Steering Group – 22 April 2014</p> <p>35 17 SKW thanked JR for leading the buildings committee.</p> <p>35 17 The committee is progressing DHT recruitment, TES advert c. £2.5K</p> <p>35 17 AB will be talking to the LA about the poor quality of budget data.</p> <p>35 17 Focusing on changes to the curriculum.</p> <p>35 17 Progressing the reconstitution of the Governing Body.</p> <p>35 17 Reviewing staffing structure.</p> <p>35 17 We need a Governor to head the appeals committee (pay progression). This person cannot sit on the Pay Committee.</p> <p>35 17 Anonymised data will be provided to the Pay Committee to help inform their decisions.</p> <p>35 17 All appraisals will be completed next week.</p> <p>35 17 Will be reviewing the use of space / intervention rooms.</p> <p>b. Buildings Committee – 22 April 2014</p> <p>35 17 SGo provided an update:</p> <p>35 17 Refurbishment of the Kitchen area.</p> <p>35 17 Refurbishment of the staff room, including new furniture</p> <p>35 17 New furniture for the Headteacher’s office, the Link and the Intervention room.</p> <p>35 17 The Library is on hold.</p> <ul style="list-style-type: none"> ○ We are having difficulty getting 3 quotes, and are now advertising via the LA <p>35 17 The PTA has given £12K for Astro Turf for the Year 1 playground.</p> <ul style="list-style-type: none"> ○ RF advised that planning permission is not required. <p>c. Curriculum Committee – 25 June 2014</p> <p>35 17 SGe provided an update:</p> <p>35 17 The main focus had been on the phase reports which were also pre circulated with the FGB agenda. SGe stressed that it was very important for Governors to read / study these reports.</p>	

<p>³⁵ ¹⁷ SGe then referred to the table on pages 4 and 5 where most pupils are making the national average and many were making above the national average.</p> <p>³⁵ ¹⁷ SGe also stressed the importance of Pupil Progress Meetings where data is reviewed, pupil by pupil. Every single child is reviewed at Pupil Progress meetings.</p> <p>³⁵ ¹⁷ SGe also advised that additional budget had been requested for the new curriculum which was approved by e-mail.</p> <p>d. Finance Committee – 1 April 2014</p> <p>e. Finance Committee - 11 June 2014</p> <p>³⁵ ¹⁷ AB provided an update covering items d and e.</p> <p>³⁵ ¹⁷ The online payment system is all sorted / in hand and will go live in September.</p> <p>³⁵ ¹⁷ The reserve is now c.4%.</p> <p>³⁵ ¹⁷ Awaiting 3 quotes for the creation of intervention rooms in the former library.</p> <p>³⁵ ¹⁷ The majority of works have been funded from devolved capital.</p> <p>f. Personnel Committee – 11 June 2014</p> <p>³⁵ ¹⁷ RP provided an update.</p> <p>³⁵ ¹⁷ Proceeded with the recruitment of an AHT to improve Teaching and Learning Standards.</p> <ul style="list-style-type: none"> ○ Before committing to this we had looked at the question of sustainability and confirmed that it was sustainable. <p>³⁵ ¹⁷ The Defibrillator has been received today and training has been arranged for September.</p> <ul style="list-style-type: none"> ○ 6 or 7 members of staff will be trained. ○ HB asked if everybody can be shown how to use it <ul style="list-style-type: none"> ▪ SGo said that this was not possible. <p>³⁵ ¹⁷ A meeting has been arranged with Clare Welsby together with the lead for the cluster on 22 July regarding the Children’s Centre.</p> <ul style="list-style-type: none"> ○ The intention is to ask someone to attend the next Personnel Committee to update us on plans for the Children’s Centre. 	
<p>17.Reporting of Racist Incidents</p> <p>³⁵ ¹⁷ There has been one minor incident in early years which has been followed up with the parents.</p>	
<p>18.Policies / Documents for adoption</p> <p>None</p>	
<p>19.Review of Director’s Report – Summer Term 2014</p> <p>SKW advised that the Pay Policy will need to be amended as a result of recent changes to Leadership pay.</p> <p>³⁵ ¹⁷ The major impact will be on the recruitment of Future Leaders.</p> <p>³⁵ ¹⁷ Deregulation will give more leeway to the Governing Body.</p> <p>³⁵ ¹⁷ There is no longer a need for differentials.</p> <p>³⁵ ¹⁷ Item 6 (Supporting Pupils at School with Medical Conditions)</p> <ul style="list-style-type: none"> ○ <u>To be reviewed by the Personnel Committee</u> <p>³⁵ ¹⁷ Item 7 (Health Related Behaviour Survey)</p> <ul style="list-style-type: none"> ○ Obesity Levels have not fallen. <ul style="list-style-type: none"> ▪ Looking to work specifically with year 4. ○ <u>To be reviewed by the Personnel Committee</u> 	

<p>³⁵₁₇ Item 9 (Draft agreed syllabus of Religious Education)</p> <ul style="list-style-type: none"> ○ <u>To be reviewed by the Curriculum Committee</u> <p>³⁵₁₇ Item 10 (Reflection Guidance for Schools)</p> <ul style="list-style-type: none"> ○ <u>To be reviewed by the Curriculum Committee</u> <p>³⁵₁₇ Item 11 (Governor Expenses)</p> <ul style="list-style-type: none"> ○ To be reviewed by SKW <p>³⁵₁₇ Item 12 (Ealing Self Evaluation Tool for Governing Bodies)</p> <ul style="list-style-type: none"> ○ SKW said that this would be dealt with as part of the reconstitution. <p>³⁵₁₇ Item 13 (Governors' Conference 2014)</p> <ul style="list-style-type: none"> ○ JP attended - he said that it was a very good conference. <p>³⁵₁₇ Item 14 (Governor Awards)</p> <ul style="list-style-type: none"> ○ SKW was selected for the Outstanding Chair of Governors award ○ RF will be presenting the award to SKW at assembly. <p>³⁵₁₇ Item 15 (Governor Development Update)</p> <ul style="list-style-type: none"> ○ RP stated that there were some good courses coming through and he encouraged Governors to look at attending some. ○ Bookings can be made via Ealing CPD online. ○ Governors should advise AON when courses are booked. 	
<p>20. Correspondence to Chair of Governors None</p>	
<p>21. Governor's Visit Reports JO's visit report had been pre circulated.</p>	
<p>22. Distribution of Agendas, Minutes, Supporting Papers from September 2014 Carried forward</p>	
<p>23. Any Other Business (as agreed above) None</p>	
<p>22. Date and time of next meeting: A schedule of meeting dates was pre circulated. <u>AON to update the schedule to reflect the merger of the Finance & Buildings committees.</u></p> <p>The date of the next meeting of the Full Governing Body is Wednesday 10 December 2014 at 7PM.</p>	<p>AON</p>
<p>In closing SKW took the opportunity to thank RF for everything that he had done for the school over the last 8 ½ years. It was never "them and us", it was always "we".</p> <p>VD made the point that RF was much loved by pupils, parents and staff.</p> <p>RF responded by saying that it had been amazing and that he had loved working here with such great people. "Thank you, it has been a privilege".</p>	