

No.			Owner
1.		WELCOME AND APOLOGIES FOR ABSENCE	
		SHy opened the meeting and welcomed those governors present. JGr, JBi and JSm had offered their apologies.	
2.1		DECLARATIONS OF INTEREST	
		There were no declarations of interest in respect of this agenda.	
2.2		UPDATE ON CHANGES IN GOVERNORS	
		SHy noted that Patrick Neave had attended the F&R meeting the previous day as observer and prospective governor to be appointed by the LA. He will meet Patrick next week to gather his views. SHy noted that JGr's term ended in September 2019, not March as previously thought. This would be Richard Leonard's last meeting, as his current term of office as parent governor was to end shortly and he was not to stand for re-election. SHy noted the need to start the election process for the new parent governor. He and MWi agreed to action this and will liaise with Louise Quin.	SHy/ MWi
3.		6TH DECEMBER 2018 MEETING	
	(i)	Minutes It was agreed that the minutes of the meeting of the FGB held on 6 December 2018, which had been circulated, be approved and signed, subject to one change to note that the SEN policy was approved subject to the changes noted, SHy to provide the wording,	
	(ii)	Clerk to also check if minutes of 20 September meeting had been signed and placed in minute file. Matters arising (a) Blue Wave training Action carried forward. (b) SEN Policy It was agreed that parents be consulted at the next review of the policy in 2020.	SHy/ Clerk DNo DNo
4.		STRATEGY PLANNING AND MONITORING	
		(i) School self-evaluation and improvement planning SHy introduced his presentation by noting that, following comments by the School Improvement Partner in his last report, it had been agreed to set up two working parties, one to look at the format of the Self-Evaluation Form (SEF) and School Development Plan (SDP) and the other at the format of reporting on pupil attainment and progress.	

	<p>These were combined into a single working party comprising SHy, DLo, MWi, DNo and Nell Webb. The working party agreed on a broad approach and DNo undertook to develop proposals, working with SHy where appropriate, for presentation at this meeting.</p> <p>SHy explained that the presentation he is making has been discussed in advance and agreed with DNo. He started by reminding the governors of the strategic review process, and then explained the proposed format of the SEF, comprising a 2 page summary followed by supporting detail. The detail shows actions taken along with their impact and supporting evidence, in an analytical manner. The SEF is organised according to the proposed new Ofsted inspection framework.</p> <p>SHy then explained the proposed format of the SDP using C-SMART objectives with clear links to the SEF. DNo said he will organise Bluewave in a consistent manner, which would capture the supporting evidence.</p> <p>SHY concluded by setting out the tasks required by the end of the summer term. He explained that DNo would like the governors to assist in developing the SEF and SDP, and this should be discussed at committee level. With a view to a reallocation of committee remits, the breakdown is:</p> <ul style="list-style-type: none"> • C&A (Quality of Education and Early Years) • E&C (Behaviour & Attitudes and Personal Development) • F&R (Leadership and Management). <p>Governors were requested to review the SEF in the meantime and prepare to discuss it next term at committee level, and then at FGB.</p> <p>The annual planner for 2019-20 will also be developed next term, along with a review of roles and responsibilities of the governors.</p> <p>(ii) Reporting on pupil attainment and progress</p> <p>DNo then gave his presentation. He then explained that he intends to no longer provide attainment and progress grouped data percentages and will be abandoning Pupil Asset, which will save money in the process. This follows Ofsted's new approach whereby they will no longer examine schools' internal data. Naturally parents will still receive specific information on their own children.</p> <p>Instead a "quality of education report" will be produced each term, in a similar format to the new SEF (summary followed by detail in column format). This document will be used by staff to evaluate children's attainment and progress, in a non-quantitative way, and is the same as will be provided to governors. This saves time and also permits governors to have a more informed debate with Leadership and provide challenge where appropriate.</p> <p>DNO said there will be some summative testing, used to help staff support their conclusions, but the information provided to governors will be largely descriptive.</p>	<p>All</p> <p>SHy</p>
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		<p>Attainment levels are to be simplified into Below, At and Above; this will bring the school into line with most others.</p> <p>DLo and RLe expressed concerns that the new reporting will fail to distinguish those children who are slightly Below to those who are well Below, and that it is vital governors can see progress being made, especially in 'closing gaps'. DNo believes that the required information will be available in the supporting detail, but SHy suggested he needs to reflect on the feedback before next term's discussions.</p> <p>It was agreed to convene a new C&A meeting on 22 May, to replace the one cancelled recently and to permit a further discussion on the reporting format, as well as the relevant parts of the SEF. This will replace the FGB meeting that was scheduled on the same day.</p> <p>In the meantime, DLO requested a visit to see how book looks were being used. DNo agreed to organise a visit, noting the need to maintain anonymity in the materials inspected.</p> <p>An additional FGB meeting has been scheduled for 18 July, when the SEF and SDP will be provisionally agreed, prior to being finalised at the FGB meeting in September.</p>	<p>DNo</p> <p>DLo</p> <p>DNo/ DLo</p> <p>SHy</p>
5.		COMMITTEE UPDATES	
	(i)	<p>Finance & Resources SKa reported the most significant item was the draft budget for next year. Like the current year, an in year deficit is projected, of about £70,000, which will erode most of the surplus that has been carried forward from the past. Employment costs had risen significantly, due to an increase in pension contributions and recent pay awards for teachers (although these would initially be funded by the DfE), support staff and administrative staff.</p>	
	(ii)	<p>Curriculum & achievement The 6 March meeting had been deferred to 22 May</p>	
	(iii)	<p>Engagement & Communications MWi reported that review of the website was ongoing. He had also explored local events for the school to raise its profile. The Richmond Run in September would give the opportunity for school participation and presence – children could go in their school PE kit. The Richmond fare in May was an option.</p> <p>Having a stall at the Richmond May Fair was something that could be considered for the future now that the process of applying for a stall had been investigated, but that this was be dependent on the PTA deciding that they could muster enough volunteers. It was not being considered as an option for the current year.</p>	
	(iv)	<p>DNO reported that two parents work in marketing and have lots of good ideas, including a Mothers' Day breakfast. He has also invited them to the next meeting of the E&C committee.</p>	

		<p>A school travel plan was being drafted. Policies had been reviewed on Freedom of Information and mental health (which DNo was drafting).</p> <p>Head Teacher's update DNo noted that two members of staff were to leave for long-term personal reasons and one for maternity. The school had already recruited 4 NQTs and was to make use of existing staff to provide curriculum support in Art & Design and computing.</p>	
6.		GOVERNANCE MATTERS	
	(i)	<p>Website (governors' secure area & governor information on main site)</p> <p>SHy reported that he had reviewed and updated the Governors' Secure area and provided a brief online tour. He also explained the governor information on the main site, including attendance records; governors were reminded that, while they are welcome to attend any meetings, they should specify which committees they plan to attend regularly, which is what their attendance record will be based on. They were also asked to check the information shown on declared interests, and let TMcG know of any amendments.</p> <p>SHy asked TMcG to keep this information up-to-date, along with the minutes of FGB meetings on the main site. This will be for the last two years, with a message that previous minutes are available on request.</p>	All
	(ii)	<p>Annual planner, roles and responsibilities This was covered under item 4.</p>	TMcG
8.		AOB	
	(i)	<p>SEN: Richmond and Kingston MWi reported that AfC were under notice to improve SEN services that they provided in Kingston. They were also the provider in Richmond too. Separately, Richmond had consulted on SEN funding, but had not indicated any changes and would continue to "over-spend".</p>	
	(ii)	<p>Richard Leonard Governors wished to record their sincere thanks for the excellent contributions of Richard during his time as governor, including being chair of the Curriculum & Achievement Committee.</p> <p>The meeting closed at 8.30pm</p>	
9.		NEXT MEETINGS: 18.30 THURSDAYS 11 and 18 July 2019	

Signed:

Date: