



## FULL GOVERNING BODY 2020-21

Minutes			
<b>Date/Time:</b>	<b>17 March 2021 18:30</b>	<b>Location:</b>	<b>Google Meet</b>

Governors (Y if in attendance). Ch indicates Chair			
LA nominated	Y	Patrick Neave	PN
Parent elected	Y	Jennifer Cropley	JC
	Y	Mona Lukha	ML
Head Teacher	Y	Elizabeth Strong	ES
Staff		Jessica Tuckey	JT
Co-opted	Y	Stephen Hyams (Ch)	SH
	Y	Denise Long	DL
	Y	Peter King	PK
	Y	Cheng Yoe	CY
	Y	Vania De Stefani	VDS
	Y	Gaye Russell	GR
	Y	Charlotte Hands-Wicks	CHW

In attendance		
Casey Alves	CA	Clerk
Nell Webb	NW	Deputy Head
Emily Spencer	ESp	English Lead
Rachel Roberts	RR	Maths Lead

<b>1.</b>		<b>Introductions</b>	
		<p><u>Welcome, apologies for absence and declarations of interest</u> SH welcomed all attendees. Apologies were received from JT.</p> <p>There were no declarations of interest.</p>	
<b>2.</b>		<b>Reflections and Introductions</b>	
	i	<p><u>Reflections on the past year</u> SH noted the substantial changes that have taken place since last Easter, including the change in Headteacher, with NW taking on the interim Head role, the review carried out by the Interim Headship team and dealing with the consequences of the pandemic, with risk assessments, lockdowns and extensive home learning. He has written to NW on behalf of the governors, to thank her in particular, and to pass on thanks to the SLT and the rest of the staff for all their excellent work. SH has separately written to both Sam Leir and Sophie McGeoch, to thank them for their invaluable support during this challenging period, and to thank their respective schools for agreeing to their part-time release to work at Kew Riverside.</p> <p>NW added that feedback from parents and children has been fantastic for the home learning offering during lockdown.</p>	

	ii	<p><u>New headteacher</u> SH welcomed ES as new Headteacher. ES remarked that she was looking forward to working with the school in the future.</p>	
	iii	<p><u>New governors</u> SH invited CY, VDS, GR and CHW to introduce themselves to the Board as prospective governors, explaining that they had been selected through an interview process and had met ES and NW who were happy for them to be appointed. <i>The Board unanimously approved the appointment of all 4 as co-opted governors.</i> ES is also appointed as governor by virtue of being Headteacher. SH explained that each new governor will be assigned a mentor and will be given access to the usual resources.</p> <p>SH explained that discussions will take place with each Board member in the summer term, with a view to assigning responsibilities in an appropriate manner.</p>	<p>SH/ CA</p> <p>SH</p>
<b>3.</b>		<b>Minutes of previous meeting on 25<sup>th</sup> November</b>	
		<p><u>Approval</u> NW's name is missing from the list of attendees. Subject to this change, the <i>minutes of the previous meeting were approved.</i></p> <p><u>Matters arising</u> All matters arising from the previous FGB meeting have been actioned or are on the agenda for the current meeting.</p> <p>It was asked whether the C&amp;A meeting should be postponed until the summer term. ES suggested that this would be more useful as assessments will be held after the Easter Holiday, and so there will be more useful data available. C&amp;A meeting postponed until 5 May 2021.</p> <p>DL encouraged all governors to continue to fill out the template on GovernorHub for training sessions they have attended.</p>	<p>CA</p> <p>DL</p> <p>ALL</p>
<b>4.</b>		<b>Presentation on maths</b>	
		<p>RR gave a presentation on maths, as an update on SDP priority 1 since last autumn. It was noted that she met with the maths link governors in February.</p> <p>The presentation looked at the triangulation system that the school will implement in teaching to inform planning and identify gaps in the children's knowledge as a result of Covid-19. RR explained that the 6-step structure of lessons is now followed throughout the school in line with the White Rose map and mastery approach.</p> <p>The school decided to implement an extra 20 minutes of maths daily, which had been working very well. However, there have been some issues with timetabling the extra 20 minutes due to staggered starting of lessons. The long-term plan is that the 20 minutes will be held at the same time every day - but this is not possible to implement at the moment.</p> <p>RR recapped on the maths CPD that ran in November 2020, which focused on the mastery approach for maths, feedback from the learning walk, challenges and weaknesses in lessons. It was noticed that there was a lack of problem solving and reasoning, and so this will be included in the next round of school monitoring.</p>	

	<p>The maths policy has been completed. There has been a whole school resources order, including lots for maths, from the Covid-19 catch-up fund. The school has made an effort to interlink the subjects, and so maths-based books have been ordered to encourage the link between English and maths in the classroom.</p> <p>SH asked whether RR would continue working with Christina, the maths lead at AfC. RR confirmed that she will do so.</p> <p>JC asked what the school's plan is for communicating the work done in the maths department to the parents. RR explained that she intends to make the maths area of the school website more user friendly and will hold parent curriculum meetings when it is safe to do so.</p> <p>RR to send the maths presentation to CA to place onto GovernorHub.</p>	RR / CA
<b>5.</b>	<b>Presentation on English</b>	
	<p>ESp gave a presentation on English, as an update on SDP priority 2 since last Autumn.</p> <p>ESp noted that the approach to teaching English wasn't clear at the start of the school year as there were no progression maps to support NQTs. A clear and consistent model for the teaching of writing, grammar, and spelling has now been introduced for years 1 to 6. The school will also continue to look at consistency in the approach to teaching reading.</p> <p>A draft English curriculum map has been created and, once finalised, will be shared with governors. A phonics progression map has been approved by AfC and will be shared with governors.</p> <p>Higher quality texts have been ordered to promote good writing outcomes; and the school has subscribed to several e-learning support pages, such as Spelling Shed, to support the children whilst teaching is remote.</p> <p>A handwriting policy has also been drafted and introduced to staff at a recent staff meeting. ESt is to approve the policy.</p> <p>ESp explained that teachers have commented on an increase in book-talk - and that children have developed a renewed interest in reading books. The reading policy is currently being drafted and will set out the school's intentions and expectations for reading. ESp will send the results of the children's English assessment to the English link governors when these have been collated.</p> <p>PN noted he is impressed by the actions taken on maths and English, and is appreciative of the information being delivered to the Board.</p> <p>ESp to send the English presentation to CA to place onto GovernorHub.</p>	<p>ESt</p> <p>ESp</p> <p>ESp / CA</p>
<b>6.</b>	<b>Headteacher update</b>	
	<p>NW provided the headteacher update and highlighted several key aspects of importance from each section of the report.</p> <p><u>Leadership and management</u></p> <p>NW confirm that teachers had formal appraisals in the autumn term, but appraisals for support staff had been delayed. ES is to meet with each member of staff over the coming weeks for this purpose.</p>	

The safeguarding audit has had to be rescheduled and will take place soon. The delayed health and safety audit will take place on 29 April. NW confirmed that assessment week for pupils will take place after the Easter break and be followed by moderation of teacher judgment, pupil progress, and the collation of data which will be shared with the Board.

The school had intended to recruit a receptionist but alternative options are now being explored.

#### Quality of education

Teaching is continuing to be delivered through Google classroom. The school has been allocated 11 laptops and 7 Chromebooks by the Department for Education to be distributed where needed. On analysis of the results of a recent parent survey, NW confirmed that 87% of children had access to their own electronic device and 95% had reliable internet connection. In addition, a parent survey in February 2021 showed that 72% of the 40 respondents felt that their child had an appropriate amount of work, and 79% felt that the work was at an appropriate level. NW to share the survey results with the Board.

NW explained that a proportion of the Covid-19 catch-up fund has been used to purchase maths resources and e-books - and to fund a part-time intervention teacher who will begin teaching after the Easter break. A large portion of the funding will be used for intervention and filling in identified learning gaps.

#### CPD

Debbie and Christina from AfC will continue to work with the school on English and maths respectively.

Remote staff wellbeing sessions have been held regularly, and a survey will follow shortly to see how this has supported and helped the teachers. Additionally, NW was able to confirm that safeguarding training has been undertaken by all members of staff.

NW explained that the school will now be focusing on ensuring that each subject's curriculum intent are published on the school website.

#### Behaviour and attitude

NW noted that behaviour had been good during the last term. The increased adult support had been of clear benefit to the children present at school.

#### Attendance

The school had 85% in attendance, compared with the Richmond average of 47%. Those classed as vulnerable or SEND were well represented.

DL asked why the attendance data shows there to be a 30% decrease in home attendance when compared with in-school attendance. NW explained that children are asked to log in and register for the day at 9am, and so the percentage gap is likely to be based on children who were late for the initial registration of the day. The attendance record is not able to provide a full picture, and teachers are taking an engagement register to see which children are attending live lessons and engaging with the work. NW stated that only 5 children were not regularly engaging.

**NW**

	<p>JC asked whether the children abroad were receiving remote learning. NW confirmed that they were, and that they were based on individual needs following a weekly timetable. The timetable matched the topics and subjects that are ongoing in classes, but there are no live lessons. In addition, Google Meets are scheduled once a week with children currently abroad, for safeguarding governance purposes.</p> <p><u>Safeguarding &amp; Covid-19</u> The school have been ensuring that all new members have staff undergo the statutorily required training, and all staff update their DBS if this has not been done for a while. NW was pleased to confirm that there have been no positive Covid-19 cases amongst staff or children.</p> <p>DL requested a copy of the safeguarding survey after the Easter break. NW to send this.</p> <p><u>Personal development</u> NW commented that parents have expressed their happiness at being able to see and engage with their children's assemblies now that they are online. They have also remarked that they are happy to be able to meet all of the teachers in the school, rather than simply their child's own teacher, as they are now more aware of the whole school environment.</p>	<b>NW</b>
<b>7.</b>	<b>SDP update – with reference to the latest SIP report</b>	
	<p>ES provided a brief overview. SDP 1 and 2 points were covered by RR and ESp in their presentations above.</p> <p><u>SDP – priority 3</u> Staff meetings have been scheduled for May for each subject, and the school will be reviewing and evaluating the foundation subject assessment.</p> <p>A curriculum review will occur in July, to ensure it is reflective of the Kew Riverside community, and to increase cultural capital.</p> <p><u>SDP – priority 4</u> The school has been focused on raising its reputation, both internally and externally, with a view to increasing the number of pupils on roll. ES has lots of ideas for this, including a refresh of the school uniform, the school logo, and a general re-branding of the school to elevate its status in the community. ES also explained that a key priority is to improve communication with parents.</p> <p>Staff will create a fresh vision for the school in a meeting on 19 April.</p>	
<b>8.</b>	<b>Update on F&amp;R committee</b>	
	<p>JC provided an update from the F&amp;R committee. The budget for the next school year is being prepared, along with a 3-year forecast, by the new School Business Manager, Anna-Marie in conjunction with Judith Porter of SMS. The forecast for the current year end is a surplus of about £90,000, resulting in an overall carried forward surplus of about £200,000 which will be needed to support future in year deficits in the near term.</p> <p>NW has consistently reported that staff wellbeing and morale has been high over the past year, and staff numbers are complete and stable. JC was pleased to note the big CPD focus and staff alignment with SDPs.</p>	

		JC pointed out that policy reviews for the F&R committee will be held over to the summer term as much as possible, so as not to overburden the school during the current difficult period.	
<b>9.</b>		<b>Policies</b>	
	i	<p><u>Attendance policy</u></p> <p>The school want to ensure that the attendance target (over 96% minimum) is met and the policy has been tightened accordingly. NW confirmed that lateness will now be examined on a weekly basis rather than at each half term, so that intervention can be faster. The policy sets out a new trigger to assess whether the Educational Welfare Officer needs to intervene.</p> <p>SH asked how the policy is communicated to parents. NW confirmed that attendance, key changes, and expectations will be highlighted to parents in the newsletter. SH also highlighted that the date on the front-page needs changing. NW to do this.</p> <p>SH asked why, on page 6 of the policy, it states that governors will be involved in certain operational activities. ES agreed to ensure the wording is amended to make governors' strategic role clearer, and to ensure the date on the front page is corrected.</p> <p>ML suggested that NW circulate the newsletter to ML, JC and DL for review; this was agreed.</p> <p><i>The Attendance policy was approved subject to the points noted above.</i></p>	<p><b>NW</b></p> <p><b>NW / ES</b></p> <p><b>NW</b></p>
	ii	<p><u>Equalities policy</u></p> <p>NW explained that the equalities policy should be updated annually with 3 school-specific objectives. This has been added (on the back page) in line with the SDP objectives and the school's intentions on attainment and narrowing the gaps.</p> <p>DL asked whether there is a governor who will be monitoring the implementation of the policy, in line with page 4 of the policy and, if so, who this would be. DL also pointed out that there is a reference to a member of staff who would be responsible for implementing the policy. ES suggested that this is either ES or NW.</p> <p>It was also asked whether data has been collected in accordance with page 5 of the policy. NW confirmed that there is data, and the school will look at progress around ethnicity going forward. ES to look at pupil groups in the next data collection, which will cover this point.</p> <p><i>The Equalities policy was approved.</i></p>	
<b>10.</b>		<b>Any other business</b>	
		<p>ES confirmed she is happy with meeting dates for next term.</p> <p>DL wanted to recognise that there was a lot of positivity in the latest SIP, and wanted to thank all the staff for how well they have performed during such challenging circumstances to the benefit of the children.</p> <p>JC wanted to acknowledge the role played by NW as Acting Headteacher, providing continuity and invaluable support to the school during a period of transition.</p>	

<b>Details of next meeting:</b>			
<b>Date/Time:</b>	<b>23<sup>rd</sup> June 2021 18.30</b>	<b>Location:</b>	Google Meet

**The meeting closed at 20.06**

**Signed:** .....

**Date:** .....