



**GOVERNING BODY
2018 -19**

| Meeting 4 – Minutes | | | | |
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| Date/Time: | 6th December 2018 at 18:30 | | Location: | School |
| Attendees | Initials | | Attendees | Initials |
| LA | | | Co-opted | |
| Vacancy | | | Stephen Hyams | SHy Chair |
| Parent | | | Denise Long | DLo |
| Richard Leonard | RLe | | Faisal Bachlani | FBa |
| Shraddha Kaul | SKa | (until 19.30) | John Grant | JGr |
| Headteacher | | | James Bick | JBi |
| Darren Norman | DNo | | Peter King | PKi |
| | | | Mark Williams | MWi |
| Staff | | | Sinan Duztas | SDu |
| Julie Smith | JSm | | | |
| Sarah Yee | SYe | | | |
| BOLD = Absent | | | Total: | |
| Apologies | Initials | | Also attended | Initials |
| Sarah Yee | SYe | | Tim McGough | TMc Clerk |
| Faisal Bachlani | FBa | | | |

| No. | | | Owner |
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| 1. | | WELCOME AND APOLOGIES FOR ABSENCE | |
| | | SHy opened the meeting and welcomed those governors present. FBa and SYe had offered their apologies. A welcome was extended to Peter King as a prospective governor. | |
| 2. | | DECLARATIONS OF INTEREST | |
| | | There were no declarations of interest in respect of this agenda. | |
| 3. | | UPDATE ON CHANGES IN GOVERNORS | |
| | | SHy noted that Keren Menashe had resigned as a governor since the last meeting. In response to SHy, Peter King said that he is a judge specialising in asylum and human rights. He is also a clergyman at St James in Mortlake and a trustee of a new academy in East London. He confirmed his willingness to act as a governor of the school. On a proposal by JGr seconded by SKa, It was agreed that Peter King (PKi) be co-opted as governor to the school for a four year term commencing 6.12.2018. It was agreed that JGr be appointed mentor to PKi. | JGr |
| 4. | | 20TH SEPTEMBER 2018 MEETING | |
| | (i) | Minutes It was agreed that the minutes of the meeting of the FGB held on 20 September 2018, which had been circulated, be approved subject to the following changes: <ul style="list-style-type: none"> • Item 4(ii) change “seconded by DNo” to “seconded by SKa”; • Item 7(i) change to “On a proposal by JGr”. | |
| | (ii) | Matters arising (a) Code of conduct SHy circulated the Code of Conduct with amendments reflecting discussions at the previous meeting. It was approved and signed by governors present. (b)Safeguarding governor. SHy had agreed to take on the role of the second Safeguarding governor in place of Keren Menashe. JGr noted that consideration needed to be given to a successor to him as Safeguarding governor. It was agreed that DLo should take on the role of Safeguarding Governor in succession to JGr and undertake the required training | DLo |
| | | (c)Declarations of Interest Several governors had not completed the Declarations of Interest form. It was agreed that TMc should email them a copy of the form for their completion and return. | Clerk |

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| 5. | | STRATEGY AND PLANNING | |
| | | <p>(i)Bluewave training The Bluewave training would be organised for early 2019. It was agreed that DNo should email Governors to find a suitable date.</p> <p>(ii)School Development Plan & Self Evaluation Form SHy reminded the governors of the strategic planning process and provided an overview of Ofsted's proposed new inspection framework.</p> <p>DNo provided a reminder of the four school priorities: school identity, raising standards across the curriculum, communicating with stakeholders and staff development. He highlighted the OAK initiative and the PATHS mental health project working with Barnardos, and also work on enriching the curriculum in line with latest Ofsted expectations.</p> <p>It was agreed to convene a group to discuss the format of a summary School Development Plan and Self Evaluation Form, comprising of DNo, SHy, MWi and DLo</p> | <p>DNo</p> <p>DNo/SHy/ MWi/ DLo</p> |
| 6. | | COMMITTEE UPDATES | |
| | <p>(i)</p> <p>(ii)</p> <p>(iii)</p> | <p>Finance & Resources SKa reported that for the year to end March 2019, as pupil numbers had decreased by 10, this would represent a £30k reduction in funding. This might entail the school using part of its reserves.</p> <p>The Government had made a pay award of 3.5% for the main scale, and it was to fund the extra 1.5% points (above the 2% budgeted for) which equated to £3,500 per year, for two years only, backdated from 1 September 2018. A 2% increase had been awarded to other teaching staff.</p> <p>SKa concluded that the school had very good cost control and was in a healthy financial position.</p> <p>Curriculum & achievement RLe reported that data from the end of Summer had been reviewed and it was evident that there was a close correlation between SATs information and the schools internal data.</p> <p>It was agreed that a meeting be convened to discuss the format of data reported to governors, comprising DNo, SHy, RLe, SDu and DLo.</p> <p>Engagement & Communications SHy reported on a review meeting about the website attended by DNo, FBa, SKa, MWi and himself, when it had been decided to review it from the perspectives of existing parents, new parents and Ofsted. Following this review, the group will consider next steps for developing the website.</p> <p>The Committee will consider the standard 20 governance questions, as part of a self-evaluation at its next meeting on 30 January.</p> | <p>DNo/ SHy/ RLe/SDu /DLo</p> |

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| | (iv) | <p>MWi suggested that the school might be represented at local fairs, including the Kew Fair, which could entail PTA involvement as there was also a potential fund-raising opportunity.</p> <p>Head Teacher's update DNo noted that the school roll had reduced from 190 to 187, although there had been 4 visits from parents of prospective new pupils. There are 22 SEN pupils; funding is only received for those with EHCP statements. Attendance is 96%, with persistent absenteeism at 5%.</p> <p>With current caretaker provision it was noted a whole day's pay had to be made to the Council irrespective of the amount of work carried out that day.</p> <p>On staffing DNo reported that a new appointment had been made for a teacher to start in January. A further appointment would hopefully be made for September 2019, with a maternity replacement role possibly being recruited for May 2019. The school was to inform parents of a forthcoming departure.</p> <p>Question: Is there a minimum amount of CPD that a teacher should undertake. Answer: DNo responded there was no minimum, and that the school made use of internal training wherever possible.</p> <p>Question: When recruiting, were expectations on the part of the school too high? Answer: DNo reported that supply teachers, who had been encouraged to apply for the various roles, had appeared to value their lifestyle choices which were often not compatible with being a permanent teacher.</p> <p>The school had not taken on trainees for some time due to resultant obligations. For example, an NQT teacher entailed the loss of a Wednesday afternoon for staffing purposes.</p> <p>DNo reported that there had been a few behavioural incidents. The subject had been discussed at Inset training day and the school was to work on the playground zones and keep trigger points under review.</p> | |
| 7 | | LINK GOVERNORS AND SCHOOL VISITS | |
| | (i) | <p>Review link governor allocations & roles DNo noted that Bluewave gave a means of recording findings of a visit. He noted that governors had open invitations to attend other events, eg school assemblies, and could attend internal training courses.</p> | |
| | (ii) | <p>Link governor roles SHy requested that all governors report back at the 14 March FGB meeting on progress with their link governor roles; this need not necessarily include a school visit, but should constitute some research and liaison with the relevant lead members of staff and captured in a short written note.</p> | All |

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| | | SHy reminded governors of the forms within the school visits policy for recording visits, and undertook to ensure the policy was readily available in the governors' secure area of the website. | SHy/Clerk |
| 8. | | TRAINING | |
| | | <p>(i) Skills Audit SHy thanked those governors who had returned completed skills audit questionnaires. He will collate the remainder and then circulate a summary of the results.</p> <p>(ii) E-learning and other courses SKa reminded governors of the AfC training courses to which we have access, and that our subscription to such training also includes free access to online training provided by the National Governors' Association, which is especially valuable for those who have difficulty attending centralised courses.</p> | SHy |
| 9. | | CURRENT ISSUES - SEN FUNDING & PROVISION | |
| | | <p>MWi noted that the Richmond Local Authority consultation had been launched against the background of funding for Special Educational Needs (SEN) being inadequate, with views being sought on how to remedy this as the current situation is unsustainable. He understood that there had been some 110 responses, which would be considered by the Borough's Scrutiny Committee, with a final decision being taken at the Council's February Cabinet meeting.</p> <p>MWi also reported on the recent report by both Ofsted and the Care Quality Commission in September on the quality of SEN provision in the Borough of Kingston, which had found many causes for concern. A written statement of action had been served upon Kingston. It was thought there will be similar implications for Richmond, given the joint AfC administration.</p> | |
| 10. | | POLICIES | |
| | (i) | <p>General SHy reminded governors of the list of policies requiring their approval, and undertook that the list will be placed on the governors' secure area of the website.</p> | SHy/Clerk |
| | (ii) | <p>SEN JGr undertook that, as SEN link governor, he will discuss with Nell Webb, the schools SENco, the process for consulting with parents on future SEN policy, and report back at the next meeting</p> <p>It was agreed that reference to "Asperger's Syndrome" be replaced with "ADHD", and that sources of information regarding SEN should be included in the policy document. <u>Subject to this change the SEN policy was approved.</u></p> <p>It was agreed that DNo should review options for drafting a mental health policy.</p> | <p>JGr</p> <p>DNo</p> <p>DNo</p> |

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| | (iii) | Whole School Pay DNo noted that minor drafting changes had been made to the policy which, although fully available to staff, was not placed on the website. | |
| | (iv) | It was agreed that the meeting approve the policy. | |
| | (v) | Inclusion It was agreed that consideration be given to how the school identified a young carer, which could be set out in the Inclusion policy. | |
| | | E-Safety It was agreed that the policy, covering cookies, E-Safety and “Bring your own devices”, be approved and published on the website. | |
| 11. | | AOB | |
| | | None. | |
| | | The meeting closed at 8.45pm | |
| | | NEXT MEETING: 18.30 THURSDAY 14 MARCH 2019 | |

Signed:

Date: