



**GOVERNING BODY
2018 -19**

Meeting 4 – Minutes					
Date/Time:		20 th September 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		Keren Menashe	KMe
			Mark Williams MWi		
Staff			Sinan Duztas SDu		
Julie Smith		JSm			
Sarah Yee		SYe			
BOLD = Absent				Total:	

Apologies	Initials	
Sarah Yee	SYe	
Sinan Duztas	SDu	

Also attended	Initials	
Tim McGough	TMc	Clerk

No.			Owner
1.		WELCOME AND APOLOGIES FOR ABSENCE	DNo
		DNo opened the meeting at 6.35pm by welcoming those governors present. KMe, SDU and SYe had offered their apologies. A welcome was extended to James Bick as a prospective governor and Tim McGough as prospective Clerk to Governors.	
2.		DECLARATIONS OF INTEREST	DNo
		There were no declarations of interest in respect of this agenda.	
3.		APPOINTMENT OF CLERK	Chair
		TMcG left the meeting for this item. It was agreed that Tim McGough be appointed Clerk to Governors	
4.	(i) (ii)	ELECTION OF CHAIR AND VICE CHAIR	
		On a proposal by JGr seconded by SKa, It was agreed that Stephen Hyams be appointed Chair. It was also agreed that JGr be appointed Vice Chair. JGr noted that his term of office as governor will end in March 2019.	
4.	(iii)	CHANGES IN GOVERNORS AND GOVERNORS' INDUCTION	
		It was noted that Jamie Holloway and Graham Webber had both completed their terms as governors and had not sought reappointment. It was agreed that the meeting should record its thanks for their contribution to the FGB's work and that personal thanks should be extended to them by DNo and SHy. James Bick had joined the meeting as a prospective governor. He is head of the tax Section at Sky and has particular child related interests including the Sky Academy initiative and has also helped children with reading. He has a young family. On his expressing a willingness to serve, and on a proposal by SHy seconded by FBa, It was agreed that James Bick be appointed a Governor to the school. On her expressing a willingness to do so, It was agreed that SKa should act as Governor mentor to James. Another prospective governor, Peter King, was unable to attend but hopes to do so at the December FGB. He had expressed an interest via the TW9 website; DNo noted there might be the prospect of additional interest via this source, which he would investigate.	DNo/SHy JBi SKa DNo
4	(iv)	TERMS OF REFERENCE	
		The minor revisions to the terms of reference (TORs) were noted. It was agreed that the TORs be approved and placed on website.	Clerk

4	(v)	CODE OF CONDUCT	
		SHy reported that he had updated the code of conduct to reflect the latest AfC template. The changes were largely approved, and it was agreed that a final draft be circulated for comment, with a view to approval at the next FGB.	SHy/Clerk
4	(vi)	REGISTER OF BUSINESS INTERESTS	
		All governors present had been tabled a copy of the "Declaration of pecuniary and personal interest" form which they were asked to complete, as it was a mandatory requirement.	ALL
5	(i)	MINUTES OF PREVIOUS MEETING	
		There were no comments or observations on the minutes of the meeting held on 27 June 2018. It was agreed that the minutes be signed by as an accurate record of the meeting with a copy to be posted on the school website.	JGr/Clerk
5	(ii)	MATTERS ARISING	
		Foyer – This was looking very good. PTA Funding – A meeting was to take place on 21 September Staff Absences – Information would be considered at the next FGB meeting in December LA Governor Vacancy – This still had to be filled. Pond Gate – This was to be repaired shortly. Hygiene – This was an ongoing issue. Policy Schedule – This had been completed. Instrument of Government – This had been circulated Governors Annual Planner – This was on the agenda. Parent Survey – This would be considered at the E&C meeting on 26 September. The level of response had been disappointing. Musical Events – These local events were ongoing. Abusive Adults Policy – DNo had completed the related drafting and the policy would be circulated along with other policies.	DLo DNo/Clerk
8		FINANCE & RESOURCES	
	(i)	Chair On a proposal by DNo, seconded by DLo It was agreed that SKa be appointed chair of the Finance & Resources (F&R) Committee.	
	(ii)	Pay Review Committee & HT's Performance Management Committee The HT's Performance Management Committee comprised SHy (Chair), JGr and FBa. They had taken advice from the School Improvement Partner, Rob Eyre-Brook. The Pay Review Committee comprised SHy (Chair), JGr and SKa, and had agreed recommendations for an Autumn pay award to the FGB based upon a) the appraisal information reported by DNo b) the appraisal information reported by the HT's Performance Management Committee c) the proposed awards being within budget. It was agreed that Governors approved the recommendation of the Pay Review Committee for the Autumn pay award, which was now authorised to be implemented by the school.	DNo

9.		HEAD'S REPORT	
		<p>DNo reported that the school roll had risen by 6 to 196 and that there was still further interest. The reception class was 5 down. There were 10 new children, whilst one had left.</p> <p>He noted that the first round of monitoring of staff would take place in week commencing 24 September. SLT members would observe classes for 15 mins and inspect pupils' books. He was of the view that the teaching was currently 100% 'good' and 50% 'outstanding'.</p> <p>Staff meetings would focus on priorities. The school intended to do more CPD internally, one aim being to share good internal practice.</p> <p>An update would be given on resources at the December FGB.</p> <p>With regard to Health & Safety a fire evacuation practice was to take place within two weeks. There would also be a practice critical incident evacuation and lockdown.</p> <p>With regard to staffing, three new Learning Support Practitioners had joined, along with a new French teacher and new PE support.</p> <p>Work was to proceed on the school field, hopefully before half-term, subject to receiving two additional tenders. In all approximately £13k would be spent on building beds, two compost bins and a shed. There could be scope to generate interest of parents in the scheme.</p> <p>Catering was proceeding well as was the new IT Support, which was helping with online safety too.</p>	
6.		STRATEGY AND PLANNING	
	<p>(i)</p> <p>(ii)</p> <p>(iii)</p>	<p>School Development Plan (SDP) DNo reported that the four main priorities were in the second year of a three year plan, as follows:</p> <ul style="list-style-type: none"> • The school's identity • Raising standards across the Curriculum (with a specific focus on writing in 2017-18) • Communication with School Stakeholders • Staff Development <p>The detail sitting behind each priority is being revised and will be circulated to the governors for the next FGB.</p> <p>There were two projects underway: one working with Barnardo's on emotional health and bullying; the other 'Oak' involving working alongside Kew Gardens on horticulture and more geared to EYFS pupils.</p> <p>Self-Evaluation Form (SEF) DNo had circulated a substantially shorter version of the SEF, organised according to the areas investigated by Ofsted during their school visits. FBa suggested it would be helpful to link the points to the SDP priorities and DNo agreed to investigate this further.</p> <p>DNo requested feedback on the SEF.</p> <p>Use of Bluewave DNo noted that this facility gave governors the ability to pose questions to the teaching staff, with an audit trail that this challenge has taken place.</p>	<p>DNo</p> <p>DNo</p> <p>All</p>

		It was agreed that DNo should organise training on Bluewave at the next FGB meeting in December.	DNo
7.		GOVERNANCE, ENGAGEMENT & COMMUNICATIONS	
	(i)	Chair On a proposal by JGr, seconded by RLe, It was agreed that Faisal Bachlani be appointed Chair of the Engagement & Communications (E&C) committee. The Vice Chair will be appointed at the next E&C meeting.	
	(ii)	Annual Planner SHy drew attention to the planner, which he had updated to reflect meeting dates for the year, changes in governors and anticipated agenda items for all committees. It also listed responsibilities as link governors. There is a vacancy for a GDPR link governor, which might be of interest to the potential new governor, Peter King, given his legal background. RLe advocated a more structured approach to reports from link governors. Guidance specified two visits per year for core subjects, with one for others. A schedule for visits had been drafted by DNo and will be circulated. It was agreed that MWi should be link governor for Health & Safety, FBa for Humanities and JBi for SEND. It was agreed that SHy should forward the planner to TMc after further updating who would place it on the website.	DNo SHy/Clerk
	(iii)	Effective Monitoring SHy drew attention to some helpful background reading from The Key.	
	(iv)	Training SHy drew attention to the list of courses run by AfC, free of charge to governors, encouraging governors to decide which they should attend.	All
9.		CURRICULUM AND ACHIEVEMENT	
	(i)	Election of Chair On a proposal by SHy, seconded by FBa It was agreed that RLe be appointed to continue as Chair of the Curriculum & Achievement (C&A) committee.	
	(ii)	On a proposal by SHy, seconded by FBa It was agreed that DLo be appointed Vice Chair of C&A with a view to taking over as Chair in April 2019 when RLe has completed his 4-year term of office.	
10.		POLICIES	
	(i)	Admissions It was noted that priority was given to children with a sibling already attending the school and those children that lived closest to the school. It was necessary to amend the policy to incorporate the term Education Health & Care Plan (EHCP) as children with an EHCP also had priority. Subject to related amendment of the policy, It was agreed that the Admissions Policy be approved and put on the website.	DNo

	(ii)	<p>Attendance DLo noted that if a child was missing one day, the policy specified that the school made one call to the home, but there was no scope for follow-up.</p> <p>Subject to this issue being addressed,</p> <p>It was agreed that the Attendance Policy be approved and put on the website.</p>	DNo
	(iii)	<p>Safeguarding Policy The policy has been updated to reflect the Department for Education’s revised guidance “Keeping Children Safe in Education”.</p> <p>The guidance sets out the legal duties to follow to safeguard and promote the welfare of children. All staff must confirm they had read part 1 of the guidance, apart from temporary staff who would always be supervised and never be left alone with children.</p> <p>It is a requirement that all governors should read part 1 of the guidance.</p> <p>It was agreed that all governors should read part 1 of the guidance and confirm to TMc when done.</p> <p>The larger document covered social networking sites and instant messaging – to which children were now banned from subscribing.</p> <p>Existing E-Safety policy would hopefully reinforce provisions of the new guidance</p>	

Details of next meeting:

Date/Time:	December 2018 date to be confirmed	Location:	School
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The meeting closed at 8.45pm

Signed:

Date: