**FULL GOVERNING BODY**

**2021-22**

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| **Minutes** | | | | |
| **Date/Time:** | **1st December 2021 5:30pm** |  | **Location:** | **Kew Riverside Primary School** |

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| Governors (Y if in attendance). Ch indicates Chair | | | |  | In attendance | | |
| LA nominated | Y | Patrick Neave | PN |  | Ardeep Virdi | AV | Deputy Head |
| Parent elected | Y | Jennifer Cropley | JC |  | Alex WJ | AWJ | Clerk |
| Y | Mona Lukha | ML |  |  |  |  |
| Staff | Y | Marie Mavale | MM |  |  |  |  |
| Head Teacher | Y | Elizabeth Strong | ES |  |  |  |  |
| Co-opted | Y | Stephen Hyams (Ch) | SH |  |  |
| Y | Denise Long | DL |  |  |  |  |
| Y | Peter King | PK |  |  |  |  |
| Y | Charlotte Hands-Wicks  (via Google Meet) | CHW |  |  |  |  |
| Y | Michelle Green | MG |  |  |  |  |
|  | Vacancy |  |  |  |  |  |
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| **1.** |  | **Introductions** | | **Action** |
|  |  | Welcome, apologies for absence and declarations of interest  SH welcomed everyone to the meeting. There were no declarations of interest.  SH introduced the new clerk, AWJ.  Governors noted the appointment of MG as a co-opted trustee at the F&R meeting held on 3.11.21. | |  |
| **2.** |  | **Minutes of meeting on 22.09.21 and matters arising** | |  |
|  |  | Minutes from the last meeting were approved and SH signed a paper copy to be placed in the filing cabinet, Narnia. AWJ agreed to arrange for printed, signed copies of any past minutes to be placed in Narnia, where these are currently missing, largely due to COVID. This will include committee meetings as well as FGB.  Matters arising –   * ES confirmed that the feedback from the parent survey had been shared with the community and parent governors confirmed that this had been received. * All governors at the meeting signed the Code of Conduct 2021-2022 agreement. CHW to sign at the next opportunity. * It was agreed that governors will inform AWJ of any business or pecuniary interests to be recorded on the school website, with no reply meaning there is nothing to declare. * Safeguarding Audit Report to be added to the papers for the next FGB and shared with the safeguarding governors before their visit on 10th December. | | **AWJ**  **CHW/AWJ**  **ALL**  **ES/AWJ** |
| **3.** |  | **Feedback from Ofsted inspection 25th November 2021** | |  |
|  |  | ES recapped on the Ofsted Inspection last week. It lasted one day with two inspectors, due to the small size of the school. The school were able to choose one *strong* deep dive subject (PSHE) and one that it felt required development (Geography), alongside Reading and Maths. The inspectors carried out lesson observations, book looks, reading with children, and meetings with members of the community including subject leaders.  ES was delighted with the retention of a *Good* rating and with no further inspection now due for another four years. The inspectors were supportive and understanding of COVID, and the impact on children with gaps in learning. ES explained how wonderful the children were in terms of behaviour and when talking to Ofsted inspectors. ES also highlighted the positive responses from the parent community with 68 responses and 99% saying they would recommend the school to another family. ES said it could be up to 18 working days before the result was made public.  Governors thanked SLT and all the other staff for their hard work and congratulated them on the excellent outcome. ES was asked how the result would be used for marketing purposes. ES had already considered website updates, new banners, a celebration assembly with the children and a parent letter highlighting the strengths of the school and areas for development. The true value of a *Good* rating needs to be explained. Governors suggested a larger community event might be held in the Spring to celebrate. | |  |
| **4.** |  | **HT Report** | |  |
|  |  | ES asked for feedback on the new format HT report provided by AfC, noting it was only partly completed. It is cumulative, with new information added each term. ES then ran through the highlights of the report.  *Staffing and finance:*  Two new SMSAs had been recruited to start after Christmas, which will help improve staff morale and reduce workload. The number of LSPs remains three less than previously, but the LA has put a block on new recruiting due to the budget deficit and because the LA deem the school to be fully staffed by their criteria.  ES explained though that, although there were enough LSPs for the children with EHCPs, two other children await EHCPs and also require additional adult support, but unfortunately the application for an EHCP can take a long time. The school will be readvertising for an LSP on a short-term contract until July.  ES noted that the SBM, Anna-Marie O’Connor (AOC), has held meetings with the LA regarding the budget deficit. ES was gratified that the LA’s suggestions for saving costs had already been implemented, so the LA is aware that the school is doing everything it can to alleviate the situation.  *Quality of Education:*  KS1 data had not yet been collected. Attainment for KS2 are the school’s estimates for % at or above expected by the year end. Low percentages for Y4 are a concern and the school will be striving to improve their outcomes.  *Behaviour and attitudes*  AV explained that she is in charge of attendance and is working with the Educational Welfare Officer with families of persistent absentees. Reported absence levels may increase from previously as the new system would be picking up cases that would not have been recorded under the old system. Attendance is announced in assembly as part of a reward system for classes.  ES was asked whether all parents were aware of the process of informing the school of an absence; ES agreed to recommunicate this message. ES confirmed there were no patterns regarding absences.  ES said the behaviour issues earlier in the term had eased, and noted that Ofsted reported behaviour in the school to be “calm and orderly”.  *Safeguarding*  Level 2 Safeguarding Training had taken place earlier in the term, Two safeguarding incidents had shown that the systems and processes were robust. A governor safeguarding visit is scheduled for 10th December.  ES was thanked for the report. |  | |
| **5.** |  | **SEF, SIP report and SDP** | |  |
|  |  | ES said the detailed SEF will require extensive updating following the Ofsted report, but the one-page summary will continue to be used for the time being.  The SDP priorities have been amended and are consistent with those in the latest SIP report.  **Priority 1: Ensure that Quality First Teaching and a programme of intervention effectively meets the needs of all learners with a focus on those children with Special Educational Needs and those in receipt of the Pupil Premium Grant (PPG)**  ES noted the importance of teachers knowing who their PPG children were, and staff are holding structured and supportive conversations with appropriate families to identify barriers to learning and methods to improve attendance. The school will continue to think creatively as to how to facilitate interventions with reduced numbers of staff.  **Priority 2:** **Improve progress and attainment in English with a particular focus on early reading and writing.**  The new Little Wandle phonics scheme, funded through a £6,000 grant, will start being taught from January 2022.  Governors suggested that Emily Spencer make a presentation on English at a C&A meeting. ES to arrange.  It was also agreed that an English link visit is a priority.  **Priority 3: To improve the quality of subject leadership and allow subject leaders the opportunity to assess the impact of their work**  ES explained this is a development area identified by Ofsted, and that the school was able to demonstrate the processes put in place to meet this priority. A January INSET day has been timetabled to include subject action planning, and subject leaders have been asked to complete a portfolio for their subject by the end of the academic year.  The school has introduced new curriculum drivers: *Talk, Active Engagement, Stories and Community TASC.*  **Priority 4: There is an increase to pupil numbers on roll as a result of the school’s improved external and internal positive reputation**  ES updated governors on a meeting with Matthew Paul at AfC. The projection for pupil numbers across the Borough remains relatively low. This means the school needs marketing strategies to attract children, improve communication and forge fresh links with the local community.  ES is introducing an Ignite Public Speaking Competition in KS2 which will start in Spring 2 . The school hopes to take part in Debate Mate; the number of PPG children was too low this academic year to apply, but next year is likely to be possible.  ES noted that updating the school website is a priority. AWJ agreed to ensure the governor section is kept up-to-date and also the government website, Get Information About Schools. | | **ES**  **SH/ML**  **AWJ** |
| **6.** |  | **Finance and Resources Update** | |  |
|  |  | The Scheme of Delegation was approved and signed by ES, JC and SH as required.  JC reported on a slightly reduced forecast in year deficit. Some questions were raised for AOC who was not present, which JC will follow up on.  JC explained that the Pay committee reported back on the performance appraisal process across the school which ES had outlined. This included appraisals for LSPs which is not a statutory requirement but considered good practice. | | **JC** |
| **7.** |  | **Skills Audit and Succession Planning** | |  |
|  |  | SH thanked governors for completing the skills audit. The results showed good skills coverage, although financial expertise should be considered when recruiting new governors with a view to good succession planning.  SH had proposed link governor roles based on individual governor conversations and declared interests on the skills audit form, noting the allocation can change over time, in particular in light of future governor recruitment. It was agreed that governor visits are important but must be purposeful and targeted at key priority areas.  SH stressed the importance of good succession planning and the need for governors to consider taking on leadership roles. In particular, SH noted the need for someone to replace him as Chair in due course, and invited the newer governors to consider if this might suit them. |  | |
| **8.** |  | **Governors’ Self Evaluation** | |  |
|  |  | Governors were happy with the actions proposed in the self-evaluation document tabled at the meeting. SH asked everyone to bear them in mind throughout the rest of the academic year and will table it at the next FGB.  AWJ was asked to recommend to individual governors which courses would be relevant to them based on their link roles. | | **SH**  **AWJ** |
| **9.** |  | **Policies** | |  |
|  |  | * Staff Discipline, Conduct and Grievance * SEN and Disability – due Feb 2022 * Complaints * Children with health needs and cannot attend – new policy * Protection of children’s biometric information – new policy * ECTs (previously NQTs) * Exclusions – due Jan 2022   ES apologised that the policies had not yet been updated or completed, but they will be carried forward to the next meeting. | | **ES/AWJ** |
| **10.** |  | **Any Other Business** | |  |
|  |  | 1. End of term letter to parents/carers   Governors agreed to issue a letter as usual, noting the Ofsted rating probably cannot yet be shared. Thanking parents for their positive engagement with Ofsted and noting how the children were fabulous ambassadors for the school will be items to include.   1. Governors presented a gift to DL to thank her for her services to the school as a governor, this being her last FGB meeting. | |  |

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| **Details of next meeting:** | | | |
| **Date/Time:** | Wednesday 15th March 2022 | **Location:** | To be confirmed |

**The meeting closed at 7:00pm**

**Signed: ………………………………………………….**

**Date: ………………………………………………….**