**Full Governing Body Meeting**

**Kew Riverside Primary School**

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| **Minutes** | | | | |
| **Date/Time:** | **21st September 2022 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 |  | Kathryn Durber-Tsielepis | KDT | Deputy |
| Parent elected | Y | Jennifer Cropley | JC |  | Alex Watson-Jones | AWJ | Clerk |
|  | Vacancy |  |  |  |  |
| Staff | Y | Donna Connor | DC |  |  |  |  |
| Head Teacher | Y | Ardeep Virdi | AV |  |  |  |
| Co-opted | Y | Stephen Hyams (Ch) | SH |  |  |
|  | Peter King | PK |  |  |  |  |
|  | Charlotte Hands-Wicks | CHW |  |  |  |  |
| Y | Michelle Green | MG |  |  |  |  |
| Y | James Symonds | JS |  |  |  |  |
| Y | Helen Oakley | HO |  |  |  |  |
|  | Vacancy |  |  |  |  |  |

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| 1. |  | **Introductions** | **Action** |
|  |  | Welcome, apologies for absence, declarations of interest AWJ welcomed governors to the meeting, there were apologies for absence from CHW, PK and no declarations of interest.  AV introduced KDT as the new Deputy Head and DC as the new SENDCo and Staff Governor.  SH explained he would like to remain Chair for the current term, at which point he will step down as a governor. He added that MG has agreed to act as Vice Chair this term, taking over as Chair for the remainder of the academic year. In addition, HO has agreed to become Vice Chair from next term. Governors approved all these appointments.  JC agreed to Chair F&R until she steps down as governor at the end of the Autumn Term. HO agreed to be Vice Chair this term, taking over as Chair from January 2023. Governors approved these appointments.  CHW agreed to remain as the Chair of C&A and JS agreed to be Vice-Chair. Governors approved these appointments.  JC agreed to chair the Pay committee this term with PN with CHW the other committee members. Governors approved.  HTPM committee would be comprised of three governors, SH, MG and HO. Governors approved. A replacement for SH will be required from next term. |  |
| 2. |  | **Minutes of meeting on 12th July and Matters Arising** |  |
|  |  | Governors approved the minutes of the FGB on the 12th July and a hard copy was signed at the meeting. |  |
| 3. |  | **Head Teacher Report** |  |
|  |  | AV updated governors on the number on roll (114). There have been seven new joiners, excluding the Reception intake. There is an above National average percentage of children with FSM and SEND.  Four children have joined from Ukraine and one from Russia. Some children do not speak English and AfC are providing support to put strategies in place to help teach these children.  The Y1/Y2 class currently has 32 children on roll but two children have not yet come back to school after the Summer holiday. The school is continuing to reach out to these families and liaising with Head of Admissions. The school is only allowed to have 30 children in a classroom, and as both of these children are Y1 age they would be put in the Reception/Y1 class group, should they return to school.  AV explained that 19 children had left the school since July 2022, excluding the Year 6 leavers. There was a mixture of reasons for such leavers.  The Y1/2 class teacher is currently from an agency; a temporary teacher pending the arrival of a more experienced one once recovered from illness. Parents have been fully informed. AV is advertising to fill the position on a contract basis, which will be cheaper than employing agency staff.  Over the Summer several EHCPs were approved and new starters have come with EHCPs. The SLT are working on timetabling hours, and whether further support staff need recruiting.  AV explained that security doors have been installed around the School Reception which has improved both security and calmness within the school. The PTA shed is to be removed and will provide additional outdoor playground space.  Be Active are the new PE provider, teaching on Mondays and Fridays (and providing PPA cover for staff.) The PE teacher has been positively received with excellent lessons, and is training Y6 children to be sports leaders and set up sports activities at lunchtimes on the days the PE teacher is not at school.  Fit for Sport announced they would no longer be providing wraparound care at the end of the Summer term. School staff have introduced breakfast club and after school club, as requested by parents. This has created a long day for staff, and their commitment has to be commended. Support staff are being paid for their time and parents are paying for the child care which provides additional income for the school.  **Quality of Education**  The school is working alongside Sarah Herbert (Lead School Improvement Advisor for SEND at AfC) to work on strategy for QFT and pedagogy, and to support class teachers in ensuring lessons cater for all learners. DC explained that the QFT project from the Local Authority will ensure classroom environments are more inclusive.  AV explained that an INSET had been focused on the curriculum changes due to the introduction of class groupings, and that changes would happen incrementally.  Governors were impressed with parent-facing curriculum maps which will be uploaded onto the website and shared at meet-the-teacher meetings with parents.  In EYFS the teacher has worked hard alongside the EY lead from AFC to develop the classroom and the EY baseline was starting this week to assess all children.  KDT explained that the Little Wandle Scheme will be adapted to mixed-age classes and the school will stream phonics from EY to Y4, so children are taught at their phonics level rather than by their age. This will ensure that all children have a solid knowledge of phonics before moving on. Any children that have already worked through the phonics scheme will then focus on reading, comprehension and spellings during this time.  Governors asked how the school will assess the effectiveness of this approach. KDT explained that the children have a baseline assessment, and Little Wandle provide an assessment tool which is repeated half-termly to allow children to progress if necessary, and allows the teachers to track progress.  **Behaviour and Attitudes**  AV explained that the SLT were working on a new vision and school values involving both the pupil and staff voice, which will be linked to assemblies.  Since school has restarted, behaviour has been calm and the community has been reminded as to what is expected of behaviour from KRPS children. The SIP commented on the calm atmosphere at a visit last week.  With the extra classroom space created by the class groups, a wellbeing room has been established, with an ELSA (Emotional Literary Support Assistant) present to allow children space to regulate themselves. Restorative conversations can then be held and help children to re-enter their classroom.  AV said that attendance will remain a target and this had been discussed at meet-the-teacher meetings to remind parents the importance of attendance for their children’s education.  **Personal Development**  After school clubs are taking place, wrap around care has been established and the residential Y5 trip has already taken place, which had been very positive in terms of behaviour. The ELSA role was developing and a wellbeing walk was being undertaken as part of this role throughout the school, every morning.  **Leadership and Management**  AV told governors that the SIP, and ES (the previous Head) had worked together over the Summer. AV has attended Early Heads meetings and been provided with networking opportunities and support, including an assigned mentor. The Deputy Head and SENDCo also have support available to them from AfC.  In terms of the classrooms the Head has been setting clear expectations for learning environments and have set up a “model” classroom displaying a range of curriculum areas, celebrating children’s work and effectively using working walls to support children’s learning. Parent volunteers have supported with administrative tasks such as laminating and attaching resources labels, organising resources etc.  All staff have received Safeguarding Updates and Level 2 training is scheduled for October, while governors were invited to attend this training should they wish.  DC has Level 2 Safeguarding training and KDT will be completing her training as soon as possible.  **Buildings and Grounds**  As discussed previously the new security doors around the school office are working well, a new skylight has been installed in the office and new lines have been painted in the playground.  **Parents and Community Links**  AV has redesigned the newsletter, to share a positive communication with parents to celebrate what has happened that week. Governors asked that the newsletter be shared with them weekly via email. AV explained that the parents’ noticeboard will be used extensively to share information with the community and the new Chair of the PTA was very keen to involve the community in events. |  |
| 3. |  | **SDP and SEF** |  |
|  |  | **SDP**   1. *Pupils with Special Educational Needs access quality first teaching and make good progress from their starting points.* 2. *Kew Riverside Curriculum is well planned to cater for vertical groupings and ensure learners make good progress across the school.*   AV stressed the need to ensure all children are covering statutory requirements for their year group and that they are making good progress. This will include the subject portfolios created last year.   1. *Children in the EYFS make progress and achieve in line with National averages at the end of Reception and show readiness for KS1.* 2. *Improve progress and attainment in English with a particular focus on early reading and writing at the end of KS1 and KS2.* 3. *Leadership team are well supported to lead the school* 4. *Pupil attendance across all year groups will increase to at least 96%*   AV stated that the current attendance rate is 93%, below the established 96% threshold. The school will be communicating with families if attendance becomes an issue, with supportive communications and meetings, followed by the involvement of the EWO if attendance drops below 90%, which is considered persistent absence. Structured conversations with families will also continue this year.   1. *A clear marketing strategy is implemented to increase pupil numbers on roll.*   AV explained that there are seven targets this year as the SIP requested the addition of Target 6 and 7. The SDP will be a working document updated throughout the school year. Action plans will be added to show how these priorities are to be met, and quality assurance measures will be added to show how success is to be measured.  AV told governors that an abbreviated version of the SDP will be shared with parents, to ensure parents feel involved in the development of their school. Governors asked AV to share this version of the SDP at the next FGB. Governors asked AV to update parents with high-level comments on how the school is working toward the SDP, to show the progress being made during the school year.  **SEF**  AV informed governors that the SEF was complete and will be updated again at the end of the academic year. It has RAG ratings to assess how the school is being judged against Ofsted’s GOOD criteria. These assessments formed the basis for the SDP priorities. |  |
| 4. |  | **Update on Marketing Objectives** |  |
|  |  | AV explained that she had met with CHW to discuss marketing strategies:   * Updating the website (should be complete by the end of the month.) SH suggested external parents of school-aged children and some existing parents are asked to assess the website and provide feedback. * Social media (Twitter, Instagram and Facebook) pages are being run by a member of support staff already employed by the school. * Monthly open days for prospective parents. * New banners to be displayed on the school gates. * Links with next-door nursery – a meeting has been held between the manager and KDT and they are keen to work with the school. * Advertise the school’s facilities such as a car park and access to the big field. * Work alongside the new PTA Chair. * Careers day involving people from the community. * International Day. * Governor link classes – children write to governors to invite them to events and raise the profile of the governing body with the children. | **AV** |
| 5. |  | **Parent Satisfaction Survey Planning** |  |
|  |  | Governors discussed the optimal timing for carrying out the parent survey and decided that Spring Term would allow the children and parents time to settle into the new school structure, while allowing time in the Summer term to make any changes indicated ahead of the new academic year. |  |
| 6. |  | **Governor Business** |  |
|  |  | **Terms of Reference**  Governors approved the Terms of Reference and AWJ agreed to ask the LA for the latest Instrument of Government and store it on GovernorHub.  **Code of Conduct**  Governors approved the latest version prepared by AfC, including all best practice wording, and will sign a declaration of adherence via Governor Hub after the meeting.  **Register of business and pecuniary interests**  Governors agreed to complete their business interests via Governor Hub after the meeting  **Skills Audit**  AWJ agreed to share the skills audit with governors after the meeting, the results will be used in the recruitment of new governors to the board.  **Governing Board Self-Evaluation**  SH explained this document will be reviewed at the next FGB, which is good practice on an annual basis.  **Parent and Staff Governor Vacancy**  DC’s position as staff governor was ratified and the parent election process had started with nominations closing on Thursday 29th September.  **Annual Planner**  SH asked AWJ to add the new school values to the Annual Planner along with the new SDP targets.  **Succession Planning and Recruitment**  MG has already started the recruitment process for co-opted governors, and although the skills audit will be a useful tool in this process, it was also important to recruit motivated and passionate governors to the board. | **AWJ**  **All**  **All**  **AWJ**  **MG/SH** |
| 8. |  | **Safeguarding Update** |  |
|  |  | MG and AV agreed to set a date for the Safeguarding Visit and this will be added to the Annual Planner.  **Child Protection and Safeguarding Policy**  On the basis it is a standard policy meeting all regulatory requirements, governors approved the policy with the update of the school safety officer and a picture of MG as the designated safeguarding governor.  MG reminded governors to read the updated KCSiE 2022, and that a quiz will be shared ahead of the next FGB. | **MG** |
| 9. |  | **CPD** |  |
|  |  | SH asked governors to feedback at FGB meetings, following any training they had completed. |  |
| 10. |  | **Any other business** |  |
|  |  | Governors thanked Ardeep and all staff for all their hard work this term. AV said the whole team has been hardworking, positive and supportive of each other. |  |
|  |  | **Date of next meeting 7th December 5:30pm** |  |