



**GOVERNING BODY  
2019 -20**

Meeting 2 – Minutes					
<b>Date/Time:</b>	27 November 2019 at 18:30			<b>Location:</b>	School
<b>Attendees</b>	<b>Initials</b>			<b>Attendees</b>	<b>Initials</b>
<b>LA nominated:</b>			<b>Co-opted:</b>		
Patrick Neave	PNe			Stephen Hyams	SHy
<b>Parent elected:</b>				Faisal Bachlani	FBa
Jennifer Cropley	JCr			James Bick	JBi
<b>Shraddha Kaul</b>	<b>SKa</b>			Sinan Duztas	SDu
<b>Headteacher:</b>				Peter King	PKi
Darren Norman	DNo			Denise Long	DLo
<b>Staff elected:</b>				Ann-Marie Jordan	AJo
Roxanne Matorian-Pour	RMa			Larissa Sutton	LSu
<b>In attendance:</b>					
Tim McGough	TMc	Clerk to governors			
Nell Webb	NWe	Deputy Head			<b>BOLD = Absent</b>

<b>1.</b>	<b>WELCOME, APOLOGIES FOR ABSENCE, DECLARATIONS OF INTEREST</b>	
	SHy opened the meeting. There was an apology for absence from SKa. There were no declarations of interest.	
<b>2.</b>	<b>GOVERNORS</b>	
	SHy welcomed RMa and JCr newly elected staff and parent governors respectively, noting they had already attended a C&A meeting. SHy agreed to act as mentor for JCr and DNo likewise for RMa.  SHy reported that Mark Williams had recently resigned as governor for family reasons. There was a resultant vacancy for Vice Chair, with a view to taking over as Chair when SHy's term of office expires in July 2021. SHy invited governors to approach him if they would like to discuss taking on this role, noting the Vice Chair will have 1.5 years to work with him to help prepare. Another option would be to recruit a new governor with experience of being a	<b>SHy/ DNo</b>  <b>Nobody</b>

		<p>Chair to take over; in any event recruiting an experienced governor might be sensible given the results of the skills audit (discussed later).</p> <p>Mark Williams was also Chair of FFC and LSu had agreed to take on the role. This left her Vice Chair position vacant, and JBi has agreed to take this on. There is a resulting vacancy for Vice Chair of F&amp;R, which SHy will sort out in the near future.</p>	<b>SHy</b>
<b>3.</b>		<b>MINUTES &amp; MATTERS ARISING FROM PREVIOUS MEETING</b>	
	<b>3.1</b>	<b>It was agreed</b> that the minutes of the meeting which took place on 25 September 2019 be approved and signed.	
	<b>3.2</b>	<b>Matters Arising</b>	
		<p>With regard to DBS, DNo agreed to check the period that a DBS certificate lasts before needing to be renewed, and to confirm the position for Section 128 checks.</p> <p>The <b>Code of Conduct</b> has been signed by all except SKa.</p> <p>DLo raised with the PTA how they could help in promoting the school via Twitter and outing on other events. The new school Twitter account was up and running.</p> <p>All other matters arising have been dealt with or are on the agenda.</p>	<p><b>DNo</b></p> <p><b>TMc/SKa</b></p> <p><b>DLo</b></p>
<b>4.</b>		<b>SKILLS AUDIT</b>	
		<p>SHy thanked all governors for completing the annual Skills Audit survey, the results of which he had summarised. While all areas are covered, those with relatively few governors competent include premises management, liaising with local businesses and school financial management. In addition, there is a lack of prior experience as a governor, exacerbated by Mark Williams' resignation and alluded to earlier. SHy reminded governors to think about their individual training and development in light of the skills audit.</p>	<b>All</b>
<b>5.</b>		<b>SCHOOL PLANNING AND MONITORING</b>	
		<p>SHy ran through a presentation as a reminder and for new governors, to explain the governors' role in school planning and monitoring, referring also to the article from The Key and recapping on the current Self Evaluation Form (SEF) and School Development Plan (SDP). The importance of obtaining evidence from multiple sources was emphasised, and the role of the committees to explore in more detail and report key points to the FGB.</p> <p>RMa noted that 'pupil voice' is a further source of evidence, i.e. obtaining the views of pupils.</p> <p>The new format of the Head Teachers' report was discussed – a template provided by the School Improvement Partner (SIP).</p> <ul style="list-style-type: none"> <li>• DLo felt that there was much that could be usefully included in the Quality of Education Report</li> <li>• LSu noted the drop in school numbers and suggested that an account should be given of why and where the pupils had gone to give a fuller context</li> </ul>	

	<ul style="list-style-type: none"> <li>• The school's absenteeism figure was 15.6% compared to the national maximum target of 8%. Much of the absence lay in extended holidays</li> <li>• In response to JCr, DNo noted that progress since the last Ofsted inspection had not been detailed as it had already been addressed in the aftermath. SHy noted that the SIP has indicated that she would be commenting on such progress in future reports</li> <li>• The format of the HT report was approved and DN was asked to complete it in preparation for more detailed discussion at next term's committee meetings.</li> </ul> <p>The Key provides a checklist of key questions to help governors prepare for a future Ofsted inspection. It was agreed this should be tabled at a FFC meeting and then reported back to FGB.</p>	<p><b>DNo</b></p> <p><b>LSu</b></p>
6.	<b>REPORT FROM FAMILIES FRIENDS AND COMMUNITIES (FFC) COMMITTEE AND MATTERS ARISING</b>	
	<p>LSu asked DNo for an update on progress against SDP priority 1: promoting the school leading to a rise in the number of the roll.</p> <p>DNo noted that in order to increase pupil retention and increase admissions, the school had focussed on promoting the quality of education. He acknowledged that external promotion of the school could be improved. One avenue was to promote the school through local estate agents. It was acknowledged that if a school's most recent inspection had been 'Outstanding' then this helped with admissions.</p> <p>NWe noted that the school focussed on good results, and SHy felt it important to highlight the school's strengths as identified in the SEF.</p> <p>LSu said it would be good if the school had a emailing list to constantly remind people of the school's achievements and that the newsletter be used this way.</p> <p>RMa suggested that editorial could also be provided by classes on a rolling 6/7 week cycle and be linked to part of the curriculum. It was noted that pupils had enthusiastically produced a newspaper.</p> <p>DLo noted that the PTA had elected a Communications Adviser, who was managing Twitter updates.</p> <p><b>It was agreed</b> that DLo should liaise with the PTA Communications Adviser to discuss initiatives for raising the external profile of the school</p> <p>The intention was to be more closely involved with PTA communications going forward in order to improve attendance at PTA meetings, consideration could be given to meeting once a month on a Friday morning.</p> <p><b>Question:</b> Is the school happy with the number of school tours by parents/carers of prospective pupils?  <b>Answer:</b> DNo considered them to be at a good level.</p> <p>It was noted that the school had some 5 volunteers. Of these 2 were from RACC, currently studying a teaching qualification, 3 are parent readers. JCr felt there was scope to recruit more volunteers from parents, as she had been unaware of any initiatives to so do.</p>	<p><b>DLo</b></p>

		<p><b>It was agreed</b> that the FFC committee should consider how this could be achieved alongside the concept of a Skills Audit of parents, with the assistance of DNo.</p> <p>Surveys will be given to parents during the class assemblies during the Spring Term.</p>	<b>FFC/DNo</b>
<b>7.</b>		<b>REPORT FROM CURRICULUM &amp; ACHIEVEMENT COMMITTEE AND MATTERS ARISING</b>	
	<b>(i)</b>	<p><b>Progress against SDP Priority 2 : Reduce variability in quality of teaching, learning &amp; assessment via good leadership.</b></p> <p>In response to DLo, DNo confirmed that the Leadership Team had met to discuss the curriculum in light of the new Ofsted inspection framework. The curriculum had been reviewed during the year and Subject Leaders had been asked to create action plans for their respective subjects. NWe noted that the focus of each action plan was to create a clear subject progression map, to ensure all the subjects work cohesively together as a whole and to identify and rectify any gaps., This was to be completed by the January inset day. Once the progress/curriculum maps were finalised, they would be put onto the school's website. Implementation of the action plans were to start in Spring 1.</p>	
	<b>(ii)</b>	<p><b>Question:</b> How do you know the national curriculum is incorporated in the action plans?  <b>Answer:</b> DNo noted that the national curriculum was the starting point and was monitored by senior leaders.</p> <p>The progression/curriculum maps would be viewed during governor's visits.</p> <p><b>Priority 3: Implement a 'broad and rich' curriculum that reflects the vision and values of the school.</b></p> <p>DNo noted that subject leaders had 6 mornings a year to review progress/strategy, whilst senior leaders went on specific subject leadership training.</p>	
	<b>(iii)</b>	<p><b>Question:</b> Is impact monitored?  <b>Answer:</b> NWe confirmed impact was monitored constantly.</p>	
<b>8.</b>		<b>REPORT FROM FINANCE &amp; RESOURCES COMMITTEE AND MATTERS ARISING</b>	
	<b>(i)</b>	<p><b>Scheme of delegation for approval by FGB</b></p> <p>This document described roles and responsibilities of those concerned with financial management of the school, and the role of the F&amp;R committee. It had been updated from last year, mainly to reflect the separation out of the F&amp;R terms of reference. Subject to ensuring consistency with the Spending &amp; Virements Policy, <b>it was agreed</b> that the document should be approved. It had to be subsequently signed off by the Chair, Head Teacher and Chair of F&amp;R.</p>	<b>DNo/SHy/SDu</b>
	<b>(ii)</b>	<p><b>Assignment of School Business Manager duties and agreed schedule of tasks</b></p> <p>A meeting with the School Business Manager at Barnes school is planned, to help ascertain the support needed from the same role at Kew Riverside. This would help in drafting a person specification prior to advertising for the role.</p>	<b>DNo/SHy</b>

	<p>DNo reported that the school's current arrangement was working well, with the use of part-time consultants to manage the finances and other tasks assigned internally.</p> <p><b>(iii) 6-month outturn and 3-year budget plan</b> SDu confirmed that F&amp;R have reviewed the 6-month outturn, showing an in-year surplus of about £5k, compared with a forecast in-year deficit of £66k for the year. This particularly reflects timing difference in occurrence of expenditure.</p> <p>SDu presented a summary 3-year budget plan, as prepared by the consultants SMS. The projected in-year deficit for the current year has reduced from about £96k to £66k, leaving a carried forward surplus of £46k.</p> <p>The forecast for 2020/21 is an in-year deficit of £37k, leaving a carry forward of £9k, while 2021/22 is predicted to result in an overall end year deficit which is not permissible, so advanced planning will be needed to avoid this situation. The £37k in-year predicted deficit is much reduced from the current year's £66k, reflecting slightly reduced staff costs and in spite of the LA funding being based on only 183 pupils compared with 195.</p> <p>DLo confirmed that on average the PTA raises about £9k, However, this could not be used to underwrite employment related expenses.</p>	
<b>9.</b>	<b>PLAN – REST OF THE YEAR</b>	
	<p><b>(i)</b> Some changes to meeting dates were agreed. FFC and C&amp;A dates were swapped as C&amp;A had met more recently and FFC is a more immediate priority in terms of promoting the school. FGB was moved from 18 March to 2 April so more up-to-date information will be available for school self-evaluation and to which the SIP will be invited. Finally, the FGB meeting on 15 July was brought forward to 20 May so that the governors will be better able to input into next year's school improvement planning, in particular to establish the key priorities on which the SDP will then be developed.</p> <p><b>(ii) It was agreed</b> that NWe be invited to a future C&amp;A meeting to provide an update on SEN.</p> <p><b>(iii) Governor Visits</b> These to take place as Recorded in the annual planner.</p>	<b>DLo</b>
<b>10.</b>	<b>POLICIES</b>	
	<p><b>It was agreed</b> to approve the following policies:</p> <ul style="list-style-type: none"> <li>• Safeguarding policy, which has been updated by the school to reflect some statutory changes</li> <li>• Complaints policy (an updated standard from AfC) &amp; managing serial and unreasonable complaints (a new policy provided by AfC)</li> <li>• Disciplinary and Whole School Pay Policy (standards provided by The Schools HR Co-operative).</li> </ul> <p>The <b>SEN Information report</b> is being reviewed with parent consultation and will come to FGB for approval at the Spring meeting.</p>	<b>DNo/NWe</b>

		<p>SHy commented on the schedule of policies he had circulated, which was taken from The Key and annotated to show Kew Riverside current practice. There are some new statutory policies, which TMc noted are under discussion and might be amended.</p> <p>SHy suggested that a working group meet to discuss how the governors can best manage policies, to ensure we fulfill our obligations in an efficient manner with allocation of policies to specific governors, e.g. PKi for Data Protection. This was agreed, to involve SHy, DLo, PKi, RMa and DNo.</p>	<b>SHy/DLo/ PKi/RMa/ DNo</b>
<b>11.</b>		<b>ANY OTHER BUSINESS</b>	
		<p><b>Governors Christmas drinks</b> DLo volunteered to organise a date for Christmas drinks to which staff and Governors would be invited.</p>	
<b>12.</b>		<b>NEXT MEETING: Thursday 2nd April 2020, 6.30pm</b>	

**The meeting closed at 20.30**

**Signed:** .....

**Date:** .....