

**GOVERNING BODY  
2018 -19**

Meeting 5 – Minutes		
<b>Date/Time:</b>	18 July 2019 at 18:30	
<b>Attendees</b>	<b>Initials</b>	
<b>LA:</b>		
Patrick Neave		
<b>Parent:</b>		
<b>Shraddha Kaul</b>	<b>SKa</b>	
<b>Headteacher:</b>		
Darren Norman	DNo	
<b>Staff: (Vacancy)</b>		
<b>BOLD = Absent</b>		

Location:		School
<b>Attendees</b>	<b>Initials</b>	
<b>Co-opted:</b>		
Stephen Hyams	SHy	Chair
Denise Long	DLo	
<b>Faisal Bachlani</b>	<b>FBa</b>	
John Grant	JGr	Vice-Chair
<b>James Bick</b>	<b>JBi</b>	
Peter King	PKi	
Mark Williams	MWi	
Sinan Duztas	SDu	

Apologies	Initials	
Faisal Bachlani	FBa	

Also attended	Initials	
Tim McGough	TMc	Clerk to Governors

1.	<b>WELCOME AND APOLOGIES FOR ABSENCE</b>	
	SHy opened the meeting and welcomed those governors present. FBa and SKa had offered apologies.	
2.1	<b>DECLARATIONS OF INTEREST</b>	
	There were no declarations of interest in respect of this agenda.	
3.	<b>MINUTES</b>	
	<b>It was agreed</b> that the 11 July 2019 minutes be considered at the 25 September 2019 meeting of the FGB.	
4.	<b>SDP PRIORITIES FOR 2019/20 IN LIGHT OF FINAL SEF</b>	
	DNo noted that he had incorporated minor amendments to the SDP following discussions with Leadership. Most references to evidence	

	<p>were complete in the SEF and the latest SATs results had been included.</p> <p>SHy suggested that the key strengths of the school, as identified on the SEF, should be widely promoted as part of SDP priority 1.</p> <p>It was noted that the SEF and SDP presented was very similar to the drafts discussed at the previous FGB. On that basis:</p> <p><b>It was agreed</b> that the SEF is a fair summary of the current strengths and weaknesses of the school, and that the SDP be used as a basis for the next academic year's planning.</p> <p><b>It was also agreed</b> that other actions could be added to the SDP, in the light of further information materialising.</p> <p><b>Key priority 1: To Promote the school, leading to a rise in the numbers on roll</b></p> <p>PNe noted the target of 195 for the school roll. The key time was the end of October when the census took place. There was a potential concern of an impact of Brexit on numbers.</p> <p>With reference to <b>1j – Events are planned celebrating the outdoors, PATHs, our community and local area</b> MWi suggested consideration was given to a fundraising plan, which could be pursued by the Families, Friends and Communities Committee (FFC) (successor to the Engagement &amp; Communications Committee) committee in conjunction with the PTA. He thought that the Kew Fair was a good opportunity to promote the school.</p> <p><b>It was agreed</b> that the FFC committee should discuss at its Autumn meeting.</p> <p>With reference to <b>1g – The website is developed further to improve class pages and relevant support for parents at home</b>, this would be complete when the class pages had been added.</p> <p>Feedback is obtained from parents via questionnaires at attended school events, which can help inform views about the school.</p> <p>DNo felt that the best way of promoting the school was by way of word of mouth. A discussion took place on the viability of using Twitter. DNo noted that the school had very limited capacity to organise a Twitter feed, or to organise events to promote the school, but it was recognised that the PTA may be able to assist.</p> <p><b>It was agreed</b> that DLo approach the PTA to discuss how they might help with regard to promoting the school via Twitter and putting on events to promote the school.</p> <p>With reference to <b>3o – Head's Award standards are relevant to support children's resilience, independence and social responsibility,</b></p>	<p><b>DNo</b></p> <p><b>FFC</b></p> <p><b>DLo</b></p>
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		<p><b>It was agreed</b> that the meeting considered this to be valuable and worthy of inclusion on the website.</p> <p>DNo outlined with regard to the garden that there would be a specific timetable covering planting, weeding etc. by rota. The pond would be managed similarly.</p> <p>Sources of funding had included the Kew Horticultural Society. Other potential sources were the Richmond Parish Lands Trust and the Hampton Fuel Allotment Charity.</p> <p>DNo noted that the library had its own action plan.</p> <p><b>It was agreed</b> that the meeting considered the library to be a valuable and worthy of inclusion on the website.</p> <p>It was understood that the SEF would not be changed until the end of the next academic year, whilst the SDP and subject action plans will be reviewed throughout the year.</p>	<p><b>DNo</b></p> <p><b>DNo</b></p>								
<b>5.</b>		<b>GOVERNORS' PLANNING FOR 2019/2020</b>									
	(i)	<p><b>Committee Structure and Terms of reference</b></p> <p><b>It was agreed</b> that the draft Terms of Reference is suitable for adoption for the next academic year, to be formally approved at the September FGB. The committees would remain largely unchanged, except for the Engagement &amp; Communications Committee to be given an expanded remit to even out the responsibilities and renamed Families, Friends and Communities Committee (E&amp;C to FFC).</p>									
	(ii)	<p><b>Annual Planner</b></p> <p>This sets out the meetings planned next year, with broad outlines of agenda and explaining how they fit together to support the governors' strategic objectives and monitoring activities. The annual planner was agreed.</p>									
	(iii)	<p><b>Succession planning, roles/responsibilities, training needs</b></p> <p>SHy noted that it is good practice for all governors to aspire towards leadership, and attend the AfC course Leading in Governance, as well as forward planning of other relevant individual training needs. Governor responsibilities are recorded on the Annual Planner and will be revisited and completed at the September FGB, with succession planning in mind.</p>									
	(iv)	<p><b>School visits</b></p> <p>These would be focused on the SDP priorities and the following agreed, as recorded on the Annual Planner:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Topic</th> </tr> </thead> <tbody> <tr> <td>Autumn 1</td> <td>Assessment (SDP2) - C&amp;A</td> </tr> <tr> <td>Autumn 2</td> <td>First impressions (SDP1) - FFC</td> </tr> <tr> <td>Autumn 2</td> <td>PATHS Y5/6 (SDP3) - C&amp;A</td> </tr> </tbody> </table>	Date	Topic	Autumn 1	Assessment (SDP2) - C&A	Autumn 2	First impressions (SDP1) - FFC	Autumn 2	PATHS Y5/6 (SDP3) - C&A	
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	(v)	<p>The first School Improvement Partner (SIP) visit, a handover visit, would take place on 17 September 2019. Shy noted that all SIP reports are loaded into the governors' secure area on the website.</p> <p><b>Governor recruitment</b> A new parent governor will be elected in the Autumn. SHy undertook to approach Inspiring Governance about using their services to recruit governors, noting the priorities of having someone with marketing experience and another who has been a governor before.</p>	<b>SHy</b>												
<b>6.</b>		<b>ANY OTHER BUSINESS</b>													
	(i)	<p><b>John Grant</b> SHY note that this was John's last meeting. He paid tribute to John's contributions both as governor and chair of governors, as did DNo.</p> <p>On behalf of the governors DNo made a presentation to John, who responded that he had enjoyed his time tremendously and was happy to be leaving behind a very well managed school.</p>													
	(ii)	<p><b>Funding ideas</b> <b>It was agreed</b> that these be considered further at the FGB 5.30 pre-meeting on 25 September 2019, with the FFC Committee taking further in conjunction with the PTA, perhaps narrowing down to some 3 possible initiatives.</p>	<b>FGB</b>												
<b>7.</b>		<b>NEXT MEETING: 25 September 2019 (5.30 pre-meeting) 6.30pm</b>													

Signed: .....

Date: .....