

**GOVERNING BODY
2016 -17**

Meeting 5 – Minutes							
Date/Time:		28 th June 2017 at 18:30		Location:		School	
Attendees		Initials		Attendees		Initials	
LA			Co-opted				
vacancy				Sabina Mangosi Regan		SMR	Chair
Parent			Keren Menashe		KMe		
Katie Rodney Smith		KRS		Graham Webber		GWe	
Richard Leonard		RLe	Vice Chair	Pam Mangat		PMa	
Headteacher			Jamie Holloway		JHo		
Darren Norman		DNo		Lorna Francis		LFr	
Staff			John Grant		JGr	Vice Chair	
Julie Smith		JSm	Staff governor	Stephen Hyams		SHy	
Sarah Waight		SWa	Associate governor				
BOLD = Absent				Total:			

Apologies		Initials	
GWe, JHo, PMa			

Also attended		Initials	
Lucy Turner		LTu	Clerk
Denise Long			observer
Rachael O'Hara			observer

1.		WELCOME AND APOLOGIES FOR ABSENCE	Chair
		SMR welcomed the governors including DNo, as well as Denise Long and Rachael O'Hara who were attending as observers and potential new governors. Apologies were received from GWe, JHo and PMa. SMR reminded everyone of Chatham House rules regarding all matters discussed.	
2.		DECLARATIONS OF INTEREST	Chair
		There were no declarations of interest in respect of this agenda.	
3.		MINUTES OF THE PREVIOUS MEETING	Chair
		There were no material comments or observations on the minutes of the meeting held on 19 th April 2017. The minutes were signed by the chair as an accurate record of the meeting and will be filed. A copy of the minutes will be posted on the school website.	LTu
4.		REGISTER OF FINANCIAL DECLARATION DECLARATIONS	Chair
		KRS confirmed that all declarations have now been received and will be placed in Narnia.	
5.		MATTERS ARISING AND UPDATE ON ACTIONS	Chair
		The governors noted the update on actions from the previous meeting of 19 th April 2017.	
MATTERS ARISING: GOVERNING BODY			
	26/05/16 5.4	<u>Vacant Position of LA Governor</u> There remains the possibility of our proposing someone to the LA for their consideration. Action: Ongoing.	
	30/6/16 5	<u>Induction Checklist</u> SMR has created a collection of documents in Dropbox, shared with LTu, and which in due course will be placed in a folder of the governors' secure area on the school website. Action: Ongoing.	SMR/LTu
MATTERS ARISING: HEADTEACHER'S REPORT			
	7/12/16	<u>Safeguarding</u> This item is on the agenda.	
	7/12/16	<u>Fit4Sport –</u> This item is on the agenda.	
	8/2/17 5	<u>Ofsted</u> This item is on the agenda.	
	8/2/17 5	<u>School Reception area/foyer</u> KMe was thanked for her work to date in getting this initiated.	

		Action: ongoing	DNo
MATTERS ARISING: COMMITTEE REPORTS			
	4/02/16 8	E&C Library : Laura Martin is making a Foyles funding application Action: Ongoing	LMa
MATTERS ARISING: GOVERNORS SELF -EVALUATION			
	8/2/17 9	<u>Skills audit</u> Parent governor elections are on the agenda; skills will be sought to fill the vacancies created by KRS and SMR stepping down as their terms come to an end.	
MATTERS ARISING: ANY OTHER BUSINESS			
	8/2/17 9	<u>Help for parents (EAL) to access policies</u> Action: Ongoing	DNo
	19/4/17 6	<u>MATS</u> Action: To revisit in the first half of the autumn term, when hopefully the government's position will have been clarified	All
	19/4/17 16.4	<u>PFI</u> Action: Ongoing	LQu
6	KEEPING CHILDREN SAFE IN EDUCATION		
		All governors in attendance confirmed they have read and understood Keeping Children Safe in Education, Part 1 and the accompanying presentation. LTu circulated a list for signing this confirmation, and anyone not present will be asked to sign at the next C&A meeting on 13 July. Action: Follow up at C& A on 13/17/17	All
7	CLERK'S REPORT		
		<i>To be covered at next FGB due to LTu's late arrival (SHy took notes for first part of meeting).</i>	
8	COMMITTEE REPORTS		
8.1		<u>Finance and Resources</u> KRS summarised the points covered at the May meeting: <ul style="list-style-type: none"> • Period 12 budget monitoring • Estimated carry forward • Review of surplus and balance sheet • CFR review • 2017/18 Statement of Internal Controls agreed • PPF expenditure • Governors' fund put on hold The points covered at the June meeting were: <ul style="list-style-type: none"> • Approval of the 2017/18 budget (necessary to meet the deadline required, as this could await FGB) • Policies agreed and now submitted to FGB for approval 	

8.2		<p><u>Engagement and Communications</u></p> <p>SHy summarised the discussion on governance:</p> <ul style="list-style-type: none"> • Recap on governors’ three core functions – setting strategy, monitoring and financial control • Governors need to set the school’s vision, in consultation with teaching staff and parents, with the suggestion this should encompass what an outstanding school would look like • SLT then develop the plan to achieve this vision, over 3-5 years say • Governor visits to school should be planned at the start of the year and written up using a standard form. School visits policy to be updated accordingly • Not all policies require governors’ approval and this could free up governors’ time for other activities • A short annual planner can help the governors maintain strategic oversight • A special strategy and planning meeting will take place in September to discuss these matters. Shy, LFr and PMa will develop materials for the meeting in close liaison with DNo <p>LFr summarise the other matters discussed at the meeting:</p> <ul style="list-style-type: none"> • Parent survey is underway and communications survey was discussed • Prospectus • Various initiatives including school field development, reception area, advert in Kew Practice’s appointment card, pool draining and banners on Mortlake Road • Format for next year’s meetings 	
9		HEADTEACHER’S REPORT	
		<p><u>School roll</u></p> <p>DNo noted 3 recent leavers and 2 starters from Holy Trinity. Next year 3 EHCP starters are to be confirmed. 47% with EAL is fairly steady. The AMA pupil population will be fluid, as the idea is to remove this status for any pupils who are coasting, while there will be new entrants. DNo confirmed that parents are not informed if their children are AMA, unlike SEN. He also emphasized that, while Ofsted define AMA in academic terms only, the school is keen to recognise excellence in non-academic activities such as sport.</p> <p><u>SDP/SEF</u></p> <p>These are being updated and DNo will place them in the governors’ area of the website before the end of term. He noted that the SEF is a key document that was scrutinized by Ofsted.</p> <p><u>KS1</u></p> <p>DNo Confirmed that 80 % of children had passed phonics, with huge improvements for the remaining 20% (noting that in a small class, each child’s result has a significant impact on the overall result). DNo thanked SWa.</p> <p>DNo also noted that the children in Reception had attained a good level of</p>	

		<p>development, up by 3%.</p> <p>There was strong data for both girls and boys in reading – the ‘exceeds’ were all boys.</p> <p>It was noted that there was lost of ‘dark green’ in the attainment data.</p> <p>Attainment in maths was very good - JSm has worked very hard with the girls and consequently their achievements have been boosted.</p> <p>Overall, this year’s cohort had out-performed the previous year -19/28 had passed all 5 attainment standards (68%) (compared to the government’s floor level of 65% last year)</p> <p><u>KS2</u> DNo explained that the KS2 writing unit had been moderated and of the 4 children on the cusp of reaching their attainment goals, 4 had been moved up. As a result there are only 4 children in year 6 still “working towards”.</p> <p>KS2 progress for SEND children is very positive.</p> <p>Year 6 SATS results will be published on 4th July.</p> <p>It was noted that Year 3 is doing well despite earlier staffing issues - core work has been embedded by the cover teacher, although there are still some weaknesses in this group. The new Year 4 teacher would be coming in for a transition day on Monday 3rd July – she knows the year group having been their TA in Zebra class.</p> <p>It was also noted that the AMA cohort is looking strong too – it was expected that they would reach their ‘expected’ level, but the data showed a good level of progress too.</p> <p><u>Attendance</u> DNo noted that attendance is at an acceptable level with a few persistent offenders still – changes to morning drop –off arrangements and times is helping with timeliness.</p> <p><u>Safeguarding</u> DNo reported that this continues to be effective. There have been 5 reported incidents since the last report, including a broken arm at camping night (due to tripping over a tent guy rope). A health & safety review had been carried out, with no adverse findings, but it will still be flagged for next year that the tents should be checked for adequate spacing.</p> <p><u>Behaviour</u> There had been 17 incidents reported to DNo on the autumn term, but only 5 in the summer term. This is in part due to all matters having been reported straight to DNo in the autumn, but also genuine improvements in behaviour. DNo explained that staff are now also tracking ‘neutral’</p>	
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		<p>offences - no actual action is required - but they are recorded to show up patterns of behaviour over time, which may consequently then need to be followed up.</p> <p>DNo has also spoken to staff about their role in the playground – in achieving the right balance between playing and engaging with the children and supervising the children and being accountable.</p> <p>JSm explained to the meeting the different zoned areas in the playground, for different activities. These are working well and are adequately staffed. In wet play, different activities are held in each classroom – with the year groups mixing up according to an individual child’s choice of activity.</p> <p><u>Staffing</u> Please see the attached Confidential Minute.</p> <p><u>Parent Questionnaires</u> DNo noted that in response to feedback, he would be holding whole school meetings with parents at a later time in the evening from September.</p> <p><u>Premises</u> DNo confirmed that the playground would be resurfaced over the summer. He is very pleased with the redecoration of the school reception area.</p> <p><u>School Lunches</u> SMR reported that she had a very positive meeting with the ISS catering company area manager, Sally Cooke-Welshman. Her team are receptive to feedback and like working at the school. The sampling session for parents and children at pick-up on June 16th had gone well.</p> <p><u>School Field & Playground Plans</u> DNo outlined his wider plans for the school field – he wishes to engage with whole school community in this project. SMR confirmed that the monies raised from the London to Bruges cycling trip sit in the PTA bank account and are ring-fenced specifically for the development and improvement of outdoor areas that will benefit the children.</p> <p>LFr queried whether covers could be purchased for the playground posts – DNo acknowledged this request and concern, but explained that there had been no reported incidents involving an injury sustained from collision with them.</p>	
10 & 11		APPROVAL OF FINAL SDP REVIEW SEF	
		<p>The governors noted that both the SDP and SEF are being finalised and they would like to discuss them in Autumn 1 at the strategy and planning FGB meeting.</p> <p>Action: Add to agenda in Autumn 1</p>	LTu
12-14		POLICIES	

12		<u>Policies from Committees</u>	
13.1		<p><u>F&R Committee Policies</u> The following policies were presented for ratification on the recommendation of the Finance and Resources committee having been approved at the meeting held on 15th June 2017:</p> <ol style="list-style-type: none"> 1. Statement of Internal Control 2017/18 2. Business Continuity and Disaster Recovery Plan 3. Charging and Remissions Policy 4. Review Debt Management Policy 5. Lettings Policy 6. Theft and Fraud Prevention Policy 7. Data Protection Policy <p>These policies were approved and ratified unanimously by a show of hands of all governors present.</p> <p>It was further noted that the 2017/18 final budget had been approved for submission to LA at an FGB held within the F&R meeting of 15th June 2017.</p>	
13.2		<p><u>C&A Committee Policies</u> The following policies were presented for ratification on the recommendation of the C&A committee having been approved at the meeting held on 11th May 2017:</p> <ol style="list-style-type: none"> 1. Marking <p>This policy was approved and ratified unanimously by a show of hands of all governors present.</p>	
13.3		<p><u>E&C Committee Policies</u> There were no policies requiring approval from this committee at this meeting.</p>	
14		<p><u>Privacy Notice</u> DNo explained that there are two privacy notices on the school website which have been reviewed by the Information Commissioner’s Office. They have suggested an amendment for CCTV. Action: To carry over</p>	ALL
15		ANY OTHER BUSINESS	
		<p><u>Library Update</u> KMe requested feedback as to how the new Library is performing and any future plans. DNo confirmed that the library is very successful - especially at lunchtime when it is very busy. It is also useful as a place for quiet time/distraction for children who may have been upset about something. In the future, he would like to extend the library out into the ICT zone and staff would like to add some audio books. Feedback has confirmed that the library book check-out service is very effective, justifying it’s relatively high cost.</p> <p><u>Banners</u> The governors proposed erecting some high-level, large, name banners</p>	

	<p>inside the school fence a to advertise the school – these would be highly visible from the main road, but better protected from vandalism.</p> <p><u>Social event</u> It was proposed that a combined staff and governors event should take place on Monday 17th July at the Kew Inn on Sandycombe Road from 4pm. This was agreed to as being a great suggestion.</p>	
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Details of next meeting:			
Date/Time:	TBC	Location:	School

Signed:

Date: