



**GOVERNING BODY
2017 -18**

Meeting 1 – Minutes					
Date/Time:		7 th December 2017 at 18:30		Location:	School
Attendees		Initials		Attendees	Initials
LA			Co-opted		
vacancy					
Parent			Keren Menashe KMe		
			Graham Webber GWe		
Richard Leonard		RLe	Pam Mangat PMa		
			Jamie Holloway JHo		
Headteacher			Lorna Francis LFr		
Darren Norman		DNo	John Grant JGr Chair		
Staff			Stephen Hyams SHy		
Julie Smith		JSm	Denise Long DLo		
Sarah Waight		SWa	Faisal Bachlani FBa		
BOLD = Absent			Total:		
Apologies		Initials	Also attended		
JHo, FBa			Jan Hopkins JHop Acting Clerk		

No.	Original Meeting date/Ref (Matters Arising)	Item:	Owner
1.		WELCOME AND APOLOGIES FOR ABSENCE	Chair
		JGr welcomed the governors and advised that KMe and RLe would arrive soon. Apologies had been received from FBa and JHo.	
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 comments or observations on the minutes of the meeting held on 20 th September 2017 The minutes were signed by JGr as an accurate record of the meeting and will be filed, and a copy will be posted on the school website.	
4.		MATTERS ARISING	Chair
		MATTERS ARISING: HEAD TEACHER'S REPORT	DNo
	7/12/16	<u>Safeguarding</u> DLo, FBa and GWe have yet to confirm that they have read "Keeping children safe in education Part 1: Information for all school and college staff" (September 2016) which is available on the DfE website. Action: GWe/DLo/FBa to read and sign to confirm <i>(SWa joined the meeting at this point)</i>	GWe/DLo/FBa
	8/2/17 5	<u>School Reception area/foyer</u> NWe was following up this issue. There are PTA funds available for improvements to the reception area. A funding application had also been made to the Foyle Foundation; however, DNo had not heard anything so it was felt that this may not succeed. A discretionary £1000 had been given by the PTA last year for items such as workshops, and a wishlist had been recently forwarded to them. Although DNo had identified some suitable chairs in IKEA, they had been deemed unsuitable so he was looking to get the current chairs recovered, as well as some other furniture, for example some low tables, which he hoped might be funded from the funds remaining from the previously donated £1000. He was attending a meeting with the PTA on Friday 15/12 so would report back to the next full governing board meeting. Action: DNo to report to next full governing board meeting	DNo
	20/9/17 9	<u>Access to classrooms</u> DNo had tightened up this issue. Action: Complete	

		MATTERS ARISING: POLICIES	
	20/9/17 12.1	<u>Privacy Policy</u> There had been no progress on this issue. Action: DNo to report to next full governing board meeting	DNo
		MATTERS ARISING: FULL GOVERNING BOARD TERMS OF REFERENCE	
	20/9/17 6.1	<u>FGB Terms of Reference</u> It was proposed that the terms of reference were to be amended to allow for less than six full governing board meetings, but at least three meetings, per year. It was also proposed that the election of the Chair and Vice-Chair be held biennially, ie every two years. Governors approved these amendments. Action: Terms of Reference to be amended accordingly	LQu
	20/9/17 6.2	<u>Governors' Code of Conduct</u> The meeting was reminded of the need for all governors to sign the Governors' Code of Conduct. Action: JGr will obtain outstanding signatures	JGr
		MATTERS ARISING: GOVERNORS' SELF-EVALUATION	
	8/2/17 9	<u>Parent Governor Election</u> DLo had requested nominations for Parent Governor and had received details of two very good candidates. The ballot for the election had commenced on 5/12 with ballot papers available at the front desk. There were currently a few envelopes in the ballot box. Two emails had already been sent out - one with attachments and one without - and a reminder to vote along with summaries regarding both candidates will be sent to parents on 11/12, as well as a message to class reps. The election will finish on 15/12, after which the votes will be counted and the successful candidate's name will be announced. Action: DLo to report to next full governing body meeting	DLo
5		CONFIDENTIAL ITEM	
		Governors discussed a confidential item.	
6		GOVERNOR LINK VISITS	
6.1		<u>Allocation of Governors to Subjects</u> A table of current link governors produced by SHy had been circulated to all governors prior to the meeting. Subjects are grouped appropriately within this plan and governors were invited to change, or increase, their allocated subject link(s) which JGr will collate. Action: JGr to collate responses and circulate final version	JGr
6.2		<u>School Visit Planning</u> It was agreed that, once subject link governors had been established, then visits could be set up, either termly or annually as per the recommendation, bearing in mind the importance of keeping meetings strategic, for example following up on the School Development Plan. SHy advised that there is a standard form for this which is on the school website but could be circulated and JGr advised that he would do this. Action: JGr to circulate school visit form	JGr

		The meeting also acknowledged the difficulty that had been encountered in the past in setting up mutually convenient times with teachers for these essential visits. Governors also considered whether visit reports would be put on the school website or just reported to the relevant committees, bearing in mind that not all visits are subject related, for example SEND.	
7		SKILLS AUDIT UPDATE	
		The skills audit and training analysis had been circulated today. The meeting acknowledged that experienced governors had completed this in the past, but it appreciated that it was still important to complete a further audit form as they might have acquired new skills and received training since it was last completed. Completed forms were to be returned to JGr for him to update on the website, copying in and LFr. LFr agreed to undertake the updating of the website document. Action: JGr/LFr to coordinate	JGr/LFr
8		GOVERNING BODY: STRATEGY AND PLANNING 2017/18	
8.1		<u>Annual Planner</u> A draft Annual Planner had been prepared by SHy and circulated to all governors prior to the meeting. It had been developed from the presentation in September and subsequently updated. The first page tied in with the School Development Plan (SDP) vision as put forward by DNo. It focussed on pupil outcomes but was broader, ie it was about how teaching is delivered, and this will be amended in January 2018. Governors noted that it was a useful means of noting what the achievements should be, what the priorities are, what the committees do, as well as what is outstanding. The Planner was very much a 'work in progress' for governors to feed in their ideas so that it is developed together. Further down the page the Areas of Focus are shown, with DNo having advised the priorities for next year, though they may be subject to change. It was acknowledged that the Planner represented a good method to be more strategic and focussed, all on one piece of paper. Page 2 had been updated to show what had happened this term so far, including committee and full governing board meeting dates and, for example, discussions that had taken place at the F&R meeting. Governors noted that this was a useful checklist which can be used at each meeting, particularly for Chairs when planning their agendas for the spring and summer terms. The meeting thanked SHy for his work in producing this Planner, and agreed that it should be used at all committee meetings to focus attention. Action: All	ALL
8.2		<u>School Vision and SDP</u> JGr had circulated a note to be discussed on the Inset Day on 3/1/18, which all staff and governors were invited to attend, it being a good opportunity for all to look at the future of the school together. This will be held from 9.00am to 12noon, followed by lunch. Action: All	ALL

9	HEAD TEACHER'S REPORT	
	<p>DNo gave a verbal report. Highlights included:</p> <p><u>School Context</u> 190 pupils on roll, down 20. Circa 8 leavers in one class. Bulk leaving is usually due to moving house, country or job; however, a couple of children had moved to Queen's citing the reason that KRPS' recent Ofsted inspection had not been 'Outstanding'. Children were also arriving from abroad: 4 had arrived this term, and at least 22 children are on the waiting list for Reception. 4 children (two families) are on the child protection register, 99 children (52%) are EAL, 2 children have EHCPs, with one or two children moving from statements to EHCPs. NWe is working to try to achieve extra funding for a couple of children. 34 children (18%) receive PPG funding. 13% of children receive free school meals, representing a slight increase on the summer term 2017. 18 children (9%) are on the general SEND Register.</p> <p>Data patterns have arisen that are more gender related, particularly in Y5 and Y2, but only autumn 1 data is currently available with autumn 2 data due out next week, so DNo hopes to present a summary to governors by spring 1. Action: DNo to present summary to next FGB meeting</p> <p><u>DNo Priorities</u></p> <ol style="list-style-type: none"> 1. School identity, for example, ethos. 2. Raising standards across the curriculum, but particularly writing, which Ofsted is very keen on. A revamp of some topic areas had taken place, for example external trips had been revised to include castles, for example to Windsor Castle. 3. Communication with stakeholders, including reporting to parents. 4. Development of staff – two new members of staff had recently joined – particularly the development of teaching, but also support staff, enhancing their subject knowledge and intervention skills across the school. <p><u>Pupil Absence</u> Current attendance is just over 96% with persistent absence at 9.7% (8% being the national guideline). There has been some improvement in KS1, with only 4-5 children currently on the radar with educational welfare, and some children already in the 60% area, 4 of whom are EAL children, 1 PPG and 1 SEND. A governor asked if something was being done to address this issue and whether parents have been informed that school attendance is mandatory. DNo advised that there are lots of medical issues and parents have indeed been advised of the importance of their children attending school, and of arriving on time. Letters are sent out to parents as soon as needed and there are a lot of 'lates', with children having to sign in when they arrive late at school.</p>	DNo

	<p><u>Staff Absence</u> Amongst the teaching staff there had been 49 sessions of sickness, and 1 special leave, and amongst the support staff there had been 38 sessions of sickness and 10 special leave; special leave being unpaid. Action: DNo to provide more statistical clarity to the next FGB meeting</p> <p><u>Safeguarding</u> One accident had been reported, a suspected broken finger. There had been one fire evacuation drill with no issues arising from it. There had been no 'invacuation' yet as LQu had been looking at the possibility of a totally different alarm tone/pulse for this event, although whistles and boxes <u>for installation</u> along the corridor had been purchased. This matter had been chased today so hopefully there will be an outcome before the end of the current term.</p> <p><u>Behaviour</u> DNo had carried out some behaviour analysis for autumn 1. There had been no reports of abuse or bullying, and no exclusions, although 5 serious incidents had been reported to the SLT. There had been a total of 96 behaviour incidents, with 1 child committing 13 of them (the most committed by any child) but this child has a behaviour plan. 5 incidents had been graded '-4' or '-5' (graded from neutral) where the child is sent to the Head Teacher, the typical incident being violence or bullying. 23 incidents had occurred in PE (the most in any subject). Year 2 had the most incidents, with the Elephant Class reporting the second most incidents.</p> <p>Of the total of 96 incidents, 46 had been neutral. All children involved were logged so there were no negatives against their names. The child who had committed 13 incidents suffered from both home life issues and learning issues and already had interventions in place. DNo had been impressed this week with the children he had observed, as teachers were making more of an impact and Josh Tuckey (JTU), the Children's Mentor, worked really well. Of the 46 neutral incidents, the number of children with 3 or more incidents is 9, with 5 of these children having behaviour plans or EHCPs, which represents massive improvements. The meeting was advised that some behaviour incidents are, for example, where a child has not brought their PE kit into school, because this is how Ofsted view such behaviour. A governor asked if this data is tracked by gender and DNo advised not but he will do this next time. Action: DNo to provide data tracked by gender to next FGB meeting</p> <p><u>Monitoring</u> Following on from Ofsted, the second round of monitoring had taken place where a team of five leaders dip into classes for fifteen minutes, seeing at least two teachers, so gathering a lot of evidence over the year for teacher appraisal. Book scrutinies are also happening so 3-4 times more monitoring is now happening than in the past.</p>	<p>DNo</p> <p>DNo</p>
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		<p><u>Staffing</u> DNo praised NWe, who, along with the governors, had done a great job in his absence. Two further TAs had been employed, one highly qualified PE TA to help Neal Sagar (NSa), PE/PPA Cover Teacher, with events such as competitions which meant the other TAs could be better utilized around the school. Jessie Au was a graduate who was ADHD trained and being developed. A potential booster teacher had been interviewed today but had not been deemed suitable, so the previous supply teacher had been contacted with a view to undertaking 2-3 months' supply from January.</p> <p>Emily Spencer (Giraffe Class) was working well, and the whole EYFS and KS1 leadership was going well with more meetings. Rachel Roberts had been overseeing and monitoring new teachers, and JTu has his case load, so the whole staffing complement is working really well. Interval CPD partnerships had been set up with staff with specific skills so that they can watch each other teach, report back, and then swop around, all with a new focus, all of which is part of the SDP.</p> <p><u>PTA Funding</u> DNo would be meeting soon with class reps during which he will introduce plans for the field and then put together a working group, getting PFI involved in what we can do, for example if a child has a disability it may be possible to get a grant for access. Looking at £25-30,000 over three years but already have £10,000 from the cycling. Reception is the priority and then look further <u>towards</u> the field. Action: DNo to meet with PTA and establish a working group</p> <p><u>Catering</u> Nothing to report.</p> <p><u>IT</u> There was a need to meet with Gaia, the IT provider, to try to get them to install what the school wants, eg server, RAM. DNo asked if a governor could attend such a meeting with him in the first couple of weeks of the spring term, along with Chris Cahill and LQu to talk over exactly what we want as although the Service Level Agreement is great it is not proactive. SHy agreed to attend this meeting. Action: DNo/SHy to meet with Gaia in spring 1</p> <p><u>PE</u> Fit for Sport had received an Ofsted inspection however the outcome was not currently known <u>and it is known that embers of F4S own staff had told OFSTED that they had seen a much better organized evening than usual</u> . DNo had written to Fit for Sport's management team congratulating them but also expressing the fact that he felt the school was not getting a good deal from them, for example they had supplied two inexperienced teachers, and complaints had been received from parents. The last meeting with Fit for Sport had been in the spring so this was an ongoing problem. A governor asked if there was an alternative and was advised that JTu was a possibility but this would take a lot of work to put in place and his time was taken up</p>	<p>DNo</p> <p>DNo/SHy</p> <p>DNo/LQu</p>
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		with other issues. As far as other providers were concerned, Motivate was suggested; however, DNo and LQu were to meet to discuss this issue. Action: DNo/LQu to meet and discuss	
10		COMMITTEE REPORTS	
10.1		<u>Curriculum & Achievement</u> The committee had gone through the data in some detail earlier in the school year and agreed that they liked the format. The SEND Information Report/Policy was being presented later in the meeting for FGB ratification.	
10.2		<u>Engagement & Communications</u> The Parent Survey had been discussed and it had been agreed to do a follow-up by the end of this term. Several issues had been highlighted, for example home learning, low levels of bullying, the SDP, knowing more about governors, all of which were projects within the SDP. A blanket communication covering all of these issues could be sent but it was probably better to address them individually, topic by topic. A governor asked what parents want to know about governors and was advised that it was the governor roles that parents were interested in. The meeting considered whether some information could be included in the bulletin every couple of weeks, possibly some insight from a previous Parent Governor, or perhaps a newly elected Governor. It was also considered that possibly covering how issues are handled, for example Safeguarding, could be included. A governor asked if there had been communication to parents about the new Chair, and JGr confirmed there had, and that he had introduced himself to the PTA as well. Overall, the meeting considered it was important to make things more approachable, possibly governors answering questions from some of the children, or perhaps advising about their link governor role. <u>JGr agreed that he would endeavour to make sure that some information regarding the role of governors would be regularly included in the weekly bulletin.</u>	
10.3		<u>Finance & Resources</u> GWe advised it was important to focus less on policies and more on the finances, with teachers and teacher development also being important, as well as making the most of resources. He was coming into school on 12/12 to carry out the Schools' Financial Value Standard (SFVS) 2017-18 to ensure that LQu was following Best Practice. Action: GWe to carry out SFVS in school on 12/12	GWe
11		POLICIES FOR CONSIDERATION AND APPROVAL	
11.1		<u>F&R Committee Terms of Reference (Scheme of Delegation) Sept 2017</u>	
11.2		<u>Whistle Blowing Policy 2017-18</u>	
11.3		<u>Spending and Virements Policy 2017-18</u>	
11.4		<u>KRPS Governors' Expenses Policy 2017-18</u>	
11.5		<u>Whole School Model Pay Policy 2017</u>	
11.7		<u>Safeguarding and Child Protection Policy Oct 2017</u>	
11.9		<u>Anti-Bribery and Corruption Policy</u>	
11.10		<u>Managing Attendance Policy</u>	
11.11		<u>Performance Appraisal Policy for Teachers</u>	
11.12		<u>Performance Related Pay for Teachers</u> These policies had all been approved by the F&R Committee on 12/10/17.	

		<p>Approved. These policies were ratified by the FGB</p> <p>A governor asked why the format, for example layout and font, was not consistent across all policies and was advised that, particularly with the HR policies, these are lifted from the internet. The meeting agreed that once the policies had been allocated to their respective committees, as per SHy's policy document presented to the meeting earlier tonight, then any issues regarding format could be addressed.</p>	
11.6		<p><u>Behaviour and Anti-Bullying Policy</u></p> <p>This policy had only just been circulated to all governors today. It had numerous tracked changes and it was agreed to defer this policy until the next FGB meeting. SHy advised that this policy is statutory so this should be shown on the policy, adding that although the policy is the responsibility of the Head Teacher, it is a legal requirement for the governors to produce the written statement.</p> <p>Action: To present to the next FGB meeting</p>	RLe
11.8		<p><u>SEND Information Report/Policy</u></p> <p>This policy had also been recently updated with tracked changes. It was agreed to defer this policy until the next FGB meeting.</p> <p>Action: To present to the next FGB meeting</p>	RLe
11.13		<p><u>Medical Conditions Policy</u></p> <p>A governor asked about access to medicines kept in the fridge and was advised that the fridge is open before and after school but locked during the school day. JGr suggested that DNo amend the policy to reflect this point and it will then be presented to the next FGB meeting.</p> <p>Action: To amend and present to the next FGB meeting</p>	GWe
12		ANY OTHER BUSINESS	
12.1		<p><u>Skills Audit</u></p> <p>It was requested that all governors complete a fresh skills audit annually rather than simply say that their skills remain the same as the previous year.</p> <p>Action: Blank skills audit forms to be recirculated</p>	LFr
12.2		<p><u>Tennis</u></p> <p>SHy advised that he is a member of Pensford Tennis Club in Kew whose rates are very reasonable, and he could pass on the details to NSa if governors thought it might potentially be of interest to the school, particularly as Queen's uses the club.</p>	
12.3		<p>In closing the meeting, JGr thanked SHy, LQu and JHop for their assistance in preparing for this meeting. It was noted that the governors had not yet recruited a new Clerk to the Governors, and that the advertisement for one was continuing until January when hopefully a suitable candidate would be identified.</p>	

Details of next meeting:			
Date/Time:	Wednesday 7 February 2018 at 18:30	Location:	School

Signed:

Date: