**Full Governing Body Meeting**

**Kew Riverside Primary School**

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| **Minutes** | | | | |
| **Date/Time:** | **23rd March 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 |  | Ardeep Virdi | AV | Deputy Head |
| Parent elected | Y | Jennifer Cropley | JC |  | Alex Watson-Jones | AWJ | Clerk |
| Y | Mona Lukha | ML |  |  |  |
| Staff | Y | Marie Mavale | MM |  |  |  |  |
| Head Teacher | Y | Elizabeth Strong | ES |  |  |  |  |
| Co-opted | Y | Stephen Hyams (Ch) | SH |  |  |
| Y | Peter King | PK |  |  |  |  |
| Y | 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 SH welcomed governors to the meeting and introduced the new governors, JS and HO, in person. There were no declarations of interest and no apologies for absence. |  |
| 2. |  | **Minutes of previous meeting on 8th December and matters arising** |  |
|  |  | All matters from the previous meeting had been addressed. Governors self-evaluation will be revisited during the Summer Term, including a Chair 360 review and discussion groups amongst governors.Governors approved the minutes of the meeting as an accurate record and the Chair signed a hard copy. |  |
| 3. |  | **Head Teacher’s Report** |  |
|  |  | The current number on roll is 136 pupils, which has decreased from 145 reported at the last FGB meeting. The majority of leavers are due to relocations to other London boroughs or further afield.  ES provided an update on Reception numbers for 2022-2023, with 8 1st choice and 14 2nd choice places, and no siblings. This is a disappointing number, which reflects a borough wide issue.  ES explained that staff absence had been higher than usual but costs had been kept down by providing internal cover where possible. One LSP is currently on long-term sickness absence. Two people supplied as agency cover have been recruited as permanent members of staff, with a modest release fee being paid to the agency. Lunchtime cover continues to be tight but LSPs and the SLT are helping with this.  Governors asked whether the reduced numbers on roll would reduce the need for LSPs. ES explained that EHCP pupils required a certain number of hours of LSP time and this was covered by the current members of staff, with no surplus time. The school was in a better position than in the Autumn Term as there was no longer a need for agency staff.  ES informed governors that financial benchmarking against similar schools had been completed but that it was difficult to compare as no school was exactly the same as KRPS. The school has worked hard to reduce costs in areas of the budget within their control but next year there may be the need for a new server which would be a large capital expense.  Governors asked how the IT provision compared with other schools. ES was confident that the school had essential items but that work was being done with the new Computing Lead and there may be some training that could be done with AfC credits next term to improve the IT further.  ES explained that pupil progress meetings were ongoing until the end of the term, and that the impact of interventions would be assessed at the end of the academic year. Gaps for PPG and SEND pupils were being identified and assessments for Foundation subjects were being developed  The Little Wandle Phonics scheme has been introduced for Reception, Y1 and Y2 and would be spread further up the school where needed.  Governors asked whether reduced class numbers would mean increased progress for children, but ES explained that it was not that simple as there were vulnerable learners who were impacted by other factors such as support at home and learning difficulties.  Subject leaders have been given more time to work on their subjects and monitor in school. Curriculum intents have been shared on the website and Foundation subject leaders are creating subject portfolios, policies and assessments methodologies.  Teaching and Learning week has been held where the SLT observed classroom teaching and this feeds into performance management. The week also involved CPD, Kagan structure discussions, teacher partnering involving discussions and providing each other with informal support.  Attendance has been impacted by COVID, but KRPS is above the national average at 95.06% and close to the school target of 96%. Pupils are being rewarded for good attendance.  Governors asked what were the main reasons for poor punctuality. It is family specific and AV has held structured conversations with the families concerned to set targets for attendance. It is important that families feel supported as there are a range of complex issues. The school continues to work with the Educational Welfare Officer and it is clear these issues are found across the borough.  Ofsted commented on the great behaviour at KRPS and the effort of the staff has been key in reducing the more extreme behaviour experienced last year. Education Inclusion Support Service are satisfied with the strategies in place at the school.  MM left at 6:10pm  ES is delighted that school trips are back to normal, events are being organised and visitors can come to the school. The children are completing the Daily Mile (running a mile in laps around the playground.) Governors were asked if any could present at the Y6 Careers Fair. ES has completed a staff wellbeing survey; the results are not yet analysed but will be shared with governors in due course. Staff are generally happy, but workload is an issue. Staff suggested social events and mindfulness workshops as a way of improving wellbeing at school. | ES |
| 4. |  | **SDP Update and Monitoring** |  |
|  |  | ES explained that the SDP has been RAG rated to indicate progress made against expectations. Governor monitoring meetings have been held for each SDP priority. ES said these meetings have been useful from her perspective, including in her discussions with the School Improvement Partner, Emma Smith.  Reports for SDP1-3 were shared at the last C&A meeting.  JC reported on the SDP 4 monitoring visit regarding raising pupil numbers. One aspect is retaining current pupils. In this regard, it was noted that parent surveys have indicated a desire for better communication regarding what children are being taught each term. ES has various plans to address this, including sharing the curriculum intent with parents at the start of each *block* of foundation subjects.  With regard to attracting new pupils, it was agreed that the school website is important, as well as social media. For the website, resourcing is an issue and falls mainly on ES. It was agreed that market research would be useful by asking parents of school-age children for their views on the website in terms of attracting new parents. CHW undertook to pursue this further, and to prepare a document with tips on how to promote the school through social media.  ES asked governors to participate in new parent open mornings, as well as the Y6 Careers Fair mentioned earlier, and to suggest links with local businesses that may be interested in helping to promote the school. | CHW |
| 5. |  | **Report from F&R committee** |  |
|  |  | JC reported back from F&R that the forecast outturn for 2021-22 is a deficit of £88k, leaving a carried forward surplus of £132k.  The draft Budget for 2022-2023 shows a projected in-year deficit of £201k, resulting in an end year deficit of £69k after allowing for the carried forward surplus. The school is holding meetings with the LA to discuss the situation and to formulate a realistic deficit recovery plan. In the meantime, Anna-Marie O’Connor (AOC) advised that the LA are happy for this draft budget to be submitted, and, on that basis, it was **approved** by F&R.  The Best Value Policy and Statement has been updated and is now tabled for FGB approval; this was thereby **approved**.  JC explained that she, PN, SH and AOC had met to draft the SFVS as tabled for approval by FGB. This was **approved** for submission to the LA. | AOC |
| 6. |  | **Report from C&A committee** |  |
|  |  | As noted earlier in the meeting, CHW observed that monitoring visits have taken place for each SDP priority. There followed some discussion about how such visits impact staff workload and it was agreed to limit the number of visits to SDP priorities and essentials such as safeguarding.  On discussion it was decided to hold one C&A meeting late in the Summer Term in order to discuss PiXL data and that the SATs data would be discussed in the last FGB of the year. | AWJ |
| 7. |  | **Safeguarding Update** |  |
|  |  | ES explained that the Safeguarding Audit report had finally been agreed with AfC and all relevant recommendations had been actioned. ES was confident that safeguarding was effective and robust. This was confirmed by the recent Ofsted report and the governor monitoring visit in the Autumn Term (*report was shared via Governor Hub on 24/03 following the meeting)*. ES explained the school would be completing further online safety training and that governors were welcome to any safeguarding training taking place. An upcoming safeguarding visit is scheduled for March 30th with the safeguarding link governors. | PK/PN/MG |
| 8. |  | **Policies** |  |
|  |  | SH recapped on the governors’ role regarding policies. AWJ maintains a schedule of all statutory policies and other policies requiring governors’ approval. Governors need to ensure that all statutory policies are maintained, including those approved by the school. The schedule is used by AWJ to populate the annual planner at the start of each academic year, to plan which policies are to be tabled at each meeting throughout the year. Policies not on the schedule are not tabled at governor meetings.  Where governors are required to approve a policy, the key questions are to understand what has changed from the previous version and why. If the policy is a standard prepared by the HR consultants, the key point is to ensure the latest version is being used. Governors are not responsible for drafting policies and are not qualified to critique them in any detail. Statutory policies not requiring governors’ approval are tabled to ensure they are being kept up-to-date.  Governors need to understand the approval process in order to manage their workloads when preparing for meetings. A detailed read of each policy tabled is not necessary, but it was agreed that the school should highlight what has changed, preferably in advance of the meeting. AWJ will work with ES to ensure this is made clear for future meetings.  With regard to the policies tabled for this meeting, ES confirmed that the latest HR versions were being used for Staff Disciplinary, Staff Grievance, Staff Code of Conduct. The following policies had been updated as required: Complaints, Supporting Pupils with Medical Conditions and Exclusions. Two new policies were tabled: Children with Medical Needs who Cannot Attend and Early Career Teachers.  On the above basis, all these policies were **approved** subject to a few formatting and date points.  In relation to Children with Medical Needs who Cannot Attend, governors asked what provision is made for them. It was explained that the home schooling procedures are robust using Google Classrooms. | AWJ/ES |
| 8. |  | **Review latest news** |  |
|  |  | SH explained this is a standing item to ensure governors are aware of relevant educational news. No items were raised on this occasion. |  |
| 9. |  | **Feedback on recent training** |  |
|  |  | There was no feedback from recent training. AWJ and SH noted the Leading in Governance Course which was a valuable follow up the New Governor Course for all governors to consider. AWJ invited governors to email her with any course bookings. |  |
| 10. |  | **Any other business** |  |
|  |  | There was no further business, so the meeting closed at 7.20pm |  |
|  |  | **Date of Next Meeting: Wednesday 15th June** |  |

**Signed:**

**Date:**