



GOVERNING BODY 2014-15

Meeting 4 - Minutes					
Date/Time:	Wednesday 20 th May 2015 6.30pm – 8.30pm		Location:	School	
Attendees	Initials		Attendees	Initials	
LA			Co-opted – 10		
vacancy			Katie Ljungdahl	KLj	
			Sabina Mangosi Regan	SMR	(Chair)
Parent – 2			Jenny Mikkelsen	JMi	(Vice-Chair)
Katie Rodney Smith	KRS		Jane Spencer	JSp	
Richard Leonard	RLe		Ian Todd	ITo	
			Graham Webber	GWe	
Headteacher – 1			Robin Birn	RBi	
Michael Dillon	MDi		Jamie Holloway	JHo	
			Lorna Francis	LFr	
Staff – 1					
Julie Smith	JSm		Total 11 of 14		

Bold = absent

Also attended	Initials	
John Grant	JGr	Associate Member
Katy Wakefield	KWa	Clerk

Apologies	Initials	
Jane Spencer	JSp	
Graham Webber	GWe	

No.	Item:	Owner	Due
1.	WELCOME AND APOLOGIES FOR ABSENCE	Chair	
	<p>SMR welcomed Richard Leonard (JGr), the recently elected Parent Governor, to the meeting.</p> <p>SMR advised that apologies were received from Jane Spencer and Graham Webber.</p>		
2.	DECLARATIONS OF INTEREST	Chair	
	There were no declarations of interest.		
3.	MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING	Chair	
	<p>The Governors noted the update on actions, circulated as appendix 2, and advised on any additional updates. This will be adjusted ahead of the next meeting.</p> <p>The Minutes of the 26th March 2015 were agreed and then signed by the Chair as an accurate record of the meeting.</p>	KWa	
4.	HEADTEACHER'S REPORT	MDi	
	<p>The Governors noted the written Head teachers report circulated as appendix 3.</p> <p>4.1 School Summary It was reported that the School Summary has recently been updated and that the title 'Free School Meals' has been replaced with 'PPG'. There were no questions raised by Governors on this section.</p> <p>4.2 Starters and Leavers It was reported that Reception currently has 31 children, but that the Local Authority (LA) would like the school to take on an additional child (whose sibling is currently in Y4 at Kew Riverside), which would take the total number of the class up to 32. This exceeds the maximum of 30 by 2 children, but it is understood that this is allowed if there are exceptional circumstances. The Governors asked the following questions: Q Is this in addition to the 17 children that already have placements? A It was explained that it is. Q Will it make a big difference to the class? A It was explained that it will not make a significant difference to the class.</p>		

	<p>Q Is it expected that any further movement will take place in this class ahead of the new school year? Q It was stated that, at this point, it is not known.</p> <p>Q Is the child currently at a school? A It was explained that the child is not currently at a school and that the family have recently moved to the area from India.</p> <p>Q Do the other local schools, that have taken on additional children, have 31 children in Reception? A It was stated that they do.</p> <p>Q Does the child require any additional support in the classroom? A It was explained that MDi is not aware of any additional support requirements and stated that the older sibling has settled in well.</p> <p>Action: It was agreed that MDi will respond to the LA to ask them what their plan is and what additional funds are available to the school for taking on the extra child.</p> <p>It was reported that one child in Y6 left the school, but returned after 8-12 weeks and that there is a similar situation with a child in Y5.</p> <p>Q Are reasons given for why the children leave? A It was explained that it is usually due to families relocating and that this is reported in the Head Teacher's report. Whether more detail is required going forward by the Governors was questioned. It was agreed that the amount of detail is fine, but that an exit interview type process would be useful.</p> <p>4.3 Attendance</p> <p>It was reported that the Education Welfare Officer (EWO) visited the school that day (20th May) and that there are no significant concerns regarding attendance.</p> <p>There has been a request for Flexi Schooling from a parent. It was explained that this needs to be given consideration, however, it was stated that the borough discourages it. It was explained that, although the law states that a child must attend school or be homeschooled, it is at the Head Teacher's discretion whether Flexi Schooling is allowed.</p> <p>Q What age is the child? A It was reported that the child is in KS1.</p> <p>Q Do any other local schools practice this? A It was explained that they don't and that Richmond LA advise against it.</p> <p>MDi explained that, whilst he is sympathetic to the request, the practicalities of how it will work, who is</p>	<p style="text-align: center;">MDi</p>	
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	<p>responsible and how it would be monitored is cause for concern.</p> <p>Action: It was agreed that a Working Group, consisting of MDi, SMR, JMi and KRS will meet to discuss and consider this request further. The Working Group will report back to the Full Governing Body.</p> <p>4.4 Outcomes It was reported that Rob Eyre-Brook, the School Improvement Partner (SIP), is visiting the school on the 19th June to do a learning walk to look at independent learning and that he will stay on to watch the Hobbies afternoon. A meeting has been scheduled on the 10th July for Rob to look at the SEF, SDP and the data analysis and Darren Norman should attend if he is available.</p> <p>Q Why has there been a negative movement of 1/3=33% to 4/8=50% of PPG children targeted to achieve the expected standard? A It was explained that there has been an increase in children entitled to PPG.</p> <p>4.5 Provision It was reported that work is continuing on EYFS provision and that there has been continued work on assessment for learning and differentiation in lesson planning and delivery, which will continue to be included in next year's SDP.</p> <p>4.6 End of year assessments It was reported that new end of year assessments, called GL Assessments, have been introduced. It was explained that the assessments have standardised scores that illustrate children's attainment. The expectation is that all children score 100. It was stated that the company Target Tracker have been selected to support the new assessment process and that it is expected that this will be up and running from September 2015. It was reported that a group of schools, Kew Riverside being one of them, have agreed to buy it and therefore a good price is being negotiated. Q Will there be staff training on the new system? A It was explained that training will be done via meetings with teachers. Q Are the teachers happy with it? A It was explained that teachers have accepted it and it is felt that Target Tracker is a good system. Q Will there be continued support from Target Tracker?</p>	MDi	
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	<p>A It was stated that there will be.</p> <p>Q Are there metrics to compare against other schools?</p> <p>A It was stated that Target Tracker are one of the biggest providers so it is expected that there will be.</p> <p>4.7 Single Central Register (SCR) It was reported that a table summarising progress and actions regarding the SCR has been put together, but that it is very basic at this stage.</p> <p>4.8 Behaviour folder analysis It was stated that this type of analysis was recommended by Rob Eyre-Brook (SIP) and that it is useful to report in this way.</p> <p>4.9 Staffing It was reported that the contract with Motive8 will terminate on the 15th July and that a part time PE Teacher has been appointed. This news will go in the bulletin on Friday (21st May). Q Will Motivate8 still offer after school clubs? A It was stated that they will for the short term and that, in addition to that, the PE Teacher will run after school coaching sessions, PE sessions and tournaments etc.</p> <p>4.10 Outstanding actions MDi took the Governors through the outstanding actions and provided updates:</p> <ul style="list-style-type: none"> - ICT; the contract has gone out for tender. - Pride; the school cook will be moved to another school on the 22nd May. Pride will be providing the school with a new chef, but in the meantime a chef will be seconded for a period of six weeks whilst the permanent post is recruited. This will be communicated to parents via the Bulletin. 		
5.	COMMITTEE REPORTS		
	<p>5.1 Committee minutes The Committee minutes, circulated as appendices 4-6 were noted by the Governors.</p> <p>5.2 Verbal Reports Engagement and Communication Committee The following update was given:</p> <ul style="list-style-type: none"> - It has been agreed that the Parent Questionnaire will have 24 questions and that it will go out to parents on the 5th June with the deadline for responses being the 15th June. A new answer option of 'not applicable/don't know' has been introduced this year. <p>Action: The Governors agreed that the school should</p>	KLj	

	<p>set up an account with Survey Monkey.</p> <p>5.3 Finance and Resources Committee The following updates were given:</p> <ul style="list-style-type: none"> - Penalty Notice Working Group volunteers needed. It was decided that SMR, JSm, KLj, KRS and MDi will attend a Working Group meeting before the end of the year so that the penalty notice is set up for September. <p>Action: Schedule a Working Group meeting.</p> <ul style="list-style-type: none"> - There will be a Pay Committee meeting at the end of the school year. <p>Action: Schedule a Pay Committee meeting.</p> <ul style="list-style-type: none"> - Clarification from the LA on a few points within the Safeguarding policy is needed before it can be approved. - The ICT tender has gone out and now awaiting replies. - There is a carry forward of £154k, £58k of which has been ring fenced, leaving £96k to build the budget with. Initially, the budget was built with a carryover of £75k; KRS listed how this extra £21k will be spent. <p>Q Why is there more carryover than originally budgeted? A It was explained that much work has been done to collect outstanding lunch money and trip debts, which has contributed to the extra funds.</p> <ul style="list-style-type: none"> - The school was awaiting the notification of estimated carryover from the LA, which was needed before the CFR (Continual Financial Reporting) could be produced. However, this has now been received. - The Statement of Internal Control has been approved and signed. <p>5.4 Curriculum and Achievement Committee The following updates were given:</p> <ul style="list-style-type: none"> - The SDP is on the main agenda for the Committee. - A report from Rob Eyre-Brook (SIP) has been received and there were no specific areas of concern. <p>Action: It was requested that a tab for Governor Link Visits be added to the website.</p>	<p>KRS</p> <p>SMR</p> <p>KWa</p>	
6.	REVIEW OF PUPIL PROGRESS AND SEF – ACHIEVEMENT OF PUPILS	MDi	
	It was reported that Kew Riverside is in a secure position, with some areas being 'outstanding'. It was		

	<p>stated that it is expected that targets will be met at the end of the year.</p> <p>It was reported that the new national curriculum dictates higher national targets, which will lead to a drop in attainment, but it was explained that this expected drop will be nationwide.</p> <p>Action: It was agreed that targets for 2016 will be discussed at the next Curriculum and Achievement Committee meeting.</p>	Ito	
7.	SCHOOL DEVELOPMENT PLAN (SDP)	MDi	
	<p>MDi explained the importance of this strategic document and took the Governors through the draft priorities and outcomes. Governors were queried whether the priorities make sense and whether the Key Performance Indicators (KPIs) used to measure progress are clear.</p> <p>The Governors asked the following questions/made the following comments:</p> <ul style="list-style-type: none"> - Q Will staff be asked for input and to challenge the priorities? A It was stated that staff input will be welcomed, but that it might be that their priorities go into their individual action plans rather than the SDP. - Assessment of progress will be crucial. - It is important to look at teaching and learning in regards to what they need to achieve. - The priorities need to be specific, not generic. - Q Is there pressure from the Government on 'British Values'? A It was stated that the Ofsted framework is changing in time for September and that it is likely 'British Values' will be a key element of it. It was reported that 'British Values' is covered at the school, but not necessarily under that heading. <p>Action: It was agreed that a broader discussion on 'British Values' and the Government will be had at the next Curriculum and Achievement meeting.</p> <p>MDi took the Governors through the acronyms used within the SDP so that everyone had full understanding of the document.</p> <p>Action: It was agreed that Governors will review the SDP and send any further comments and/or questions to SMR by the 5th June.</p>	Ito	
8.	GOVERNOR'S TRAINING AND SKILLS AUDIT	ALL	

	<p>8.1 Update on training It was reported that the new CPD training dates will be published at the end of June/beginning of July. Everyone was encouraged to attend courses to increase the knowledge base of the Governing Body. The Governors were reminded that, if they attend a training course, to ensure they write up a summary and circulate it to all Governors along with any training documents they received. This information will be published on the website and noted at FGB meetings.</p> <p>8.2 Skills Audit The recent skills audit was presented and there was a discussion had about the overall skills the Governing Body has. It was stated that, currently, the Governing Body is very well covered, but that there is still room for improvement in some areas.</p> <p>Uncertainty around whether Governors were to complete the audit from their own point of view or that of the Governing Body's was pointed out. Action: It was agreed that, going forward, Governors will be asked to provide both.</p> <p>Action: Governor Support will be contacted to seek comparative data to see what skills coverage other schools have.</p> <p>Action: LFr and KLj to review the skills audit and identify areas that require an improved level of knowledge. Governors will then be nominated to go on training course to address these areas.</p>	<p>LFr</p> <p>LFr</p> <p>LFr/KLj</p>	
9.	POLICIES		
	<p>9.1 Health and Safety Policy It was reported that Darell's Health and Safety policy has been sent to LFr. Action: This will be reviewed and clarified as to its provenance to ensure it is in line with LA and DfE guidelines. Using Darell's as a starting point, a draft will be produced. The policy will need to be ratified by the Full Governing Body.</p>	<p>LFr/MDi</p>	
10.	OFSTED AWARENESS CHECKLIST FOR GOVERNORS		
	<p>SMR began by thanking the Governors for their input and explained the purpose of the document. It was stated that the checklist will be formally reviewed annually, but that a 'live' version of the document will be held on the website. Action: It was agreed that any feedback or additional information be sent to SMR.</p> <p>Action: It was agreed that Governor Self-Assessments</p>	<p>ALL</p> <p>KLJ</p>	

	will be on the next Engagement and Communications Committee agenda.		
11.	AOB		
	<p>11.1 It was agreed that JMi will mentor new Parent Governor RLe.</p> <p>11.2 It was reported that the staff Governor vacancy needs to be filled.</p> <p>Action: MDi to liaise with staff about this.</p> <p>11.3 SMR gave the Governors an update on Sonia Cromey and explained that a note will be sent to parents on Friday (21st May). The content of the parent communication was read to the Governors. It was reported that deepest sympathies had been sent on behalf of the Governing Body.</p> <p>11.4 It was reported that there will be a Governors/staff drinks evening on the 1st July at 7:30pm in The Greyhound by Kew Green.</p> <p>11.5 The Surplus Balances Return was agreed and signed by the Chair.</p> <p>11.6 Governors were asked to arrive at 6pm instead of 6:30pm for the next FGB meeting so that photos can be taken of each Governor.</p> <p>Action: It was agreed that the list of Governors in reception, which is currently out of date, will be updated by SMR and MDi.</p>	MDi	
8.	CONFIRM DATE OF NEXT MEETING		
	Date of next meeting – Thursday 25 th June 2015		

Details of next meeting:			
Date/Time:	Thursday 25th June 2015 at 6:30pm (Governors to arrive at 6pm for photos)	Location:	School

Signed:

Date: