



**MINUTES OF THE MEETING OF THE GOVERNING BODY
held at the school on
MONDAY 15th MAY 2017**

Constitution, membership and attendance

LA – 1	COOPTED – 8		PARENT – 2	STAFF – 2
Ms Kim Small	Mrs Jenny Gresson - Chair	Mr Daryl Close	Alex McKee (AMK)	Mrs Margaret Barrington – Head Teacher (<i>ex officio</i>)
	Mr Darren Beaver	Mr Erik Boesten – Jt Vice Chair	Liz Smith	Agnetha Addison
	Ms Nadine Jones	Mrs Kerry Lilienfeld		
	Ms Onika Russell	Mrs Cath Tanner – Jt Vice Chair		

Also attended: Associate Members: Ms Anna McKenna (AM), Ms Shona Pitcher
Bold = absent Clerk: Mrs Ursula Partridge

Item		ACTIONS
88	APOLOGIES FOR ABSENCE	
	In the absence of the Chair, Erik Boesten took the Chair. Apologies were received and accepted from Agnetha Addison, Daryl Close, Jenny Gresson and Kerry Lilienfeld.	
89	DECLARATION OF BUSINESS INTERESTS – none	
90	OBSERVERS – none	
91	MINUTES FROM FGB MEETINGS 6th and 27th MARCH 2017	
	Both sets of Minutes were approved and agreed to be an accurate and true record of the meeting. The Chair to sign and Clerk to file. <i>Kim Small and Shona Pitcher joined the meeting at 7.34pm.</i>	
92	MATTERS ARISING FROM 6th and 27th MARCH 2017	
92.1	62.2. 43.3 24.7 13.3 Matters Arising/Voluntary Fund/Spending Bids/WiFi (FR 19.09.16) The HT advised that all quotes would include the set cost for boxes, based on cost specially obtained from Cisco, but in order to ensure like-for-like quotations for the installation/configuration provided a detailed map of the site's location requirements had to be produced and therefore the project was taking longer to cost. The cost for the work had been included in the projects budget for 1718. ACTION a) Upgrade on WiFi infrastructure project.	MB
92.2	62.3 43.7 27.5 Matters Arising/Governor Matters/ Allocation of responsibilities from (SDP) (FR 14.11.16) Nadine Jones confirmed her Year Group visit (PE and science) had been completed. ACTION a) YG visit return (PE and Science) to be received.	NJ
92.3	62.8 47.2 Matters Arising/HT Report/Events/ KS1+KS2 Grammar workshop (FR 30.01.17)	

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	The HT reported enquiries into Webinar system identified this would not be straightforward to breach firewall protection. London Grid for Learning (LGfL) had a tool which might be suitable to provide the required live streaming from workshops. IT staff would investigate further. ACTION COMPLETED	
92.4	62.9 47.1 Matters Arising/ HT Report (FR 30.01.17) Request from governors for PPG Data to be tried in two tables (one with and one without SEN) <i>see item 96.1.3</i> ACTION COMPLETED	
92.5	62.10 54.1 Matters Arising/ AOB/Voluntary Fund (FR 30.01.17) a) Alex McKee/Trusteeship - required paperwork had been submitted but completion of process still outstanding. b) The HT reported that Gillian Barrett would be in touch once the ASC's (After School Club) charitable status had been closed to discuss arrangements going forward. ACTIONS a) Update on completion of Trusteeship for Alex McKee. b) Update on ASC (After School Club) fund and VF arrangements.	Both MB
92.6	64.6 Matters Arising/Governor Matters/ Termly Newsletter (FR 6.03.2017): Kim Small volunteered to write piece for Summer Term Governors' Corner. ACTION a) Examples of recent Governors' Corner items to be supplied to Kim Small.	Clerk
92.7	66.2 Matters Arising/ HT Report (FR 6.03.2017) Following discussion of recent changes in terms and conditions of payment policy for school trips the meeting agreed that letter from the Governing Body to the parent community should be delayed for a short time. The HT advised governors that surprisingly the position on payment for trips had deteriorated since going paperless/online. ACTION a) Letter from GB to parents to be drafted giving scenarios where budget cuts could hit.	EB
92.8	71 Matters Arising/Review Governors' Section SDP/ SRP (Specialist Resource Provision) (FR 6.03.2017) Anna McKenna reported Chair of GB had received reply from Clarice Penfold about how long process was taking. Shona Pitcher reported AfC had now communicated plan following the Consultation: this term they would look at interested schools (feasibility/financial) looking towards more SRP places within main stream schools. ACTION a) Outstanding SDP monitoring visits to be carried out by governors.	DC/KS/NJ CT/AA
92.9	83 Matters Arising/Governor Matters/ New Co-Opted Governor (30.01.17) The Chair reported that Jenny Gresson was in contact with two potential candidates for GB positions, with view to succession planning to start as Associate Governors with view to step up when needed.	
92.10	84 AOB/ SFVS (FR 27.03.2017) The HT confirmed final return submitted by deadline.	
92.11	Other Matters Arising where actions had been completed or were an Agenda item for this meeting: 62.4 45.1 Governor Matters/ New Co-Opted Governor , 62.6 45.4 Governor Matters/eNews/ termly newsletter , 65 Governor Visits Visit and Training Summary updated; 66.1 HT Report/dyslexia workshop and concert and 72 Succession Planning .	
93	IMPACT OF GOVERNOR WORK ON CHILDREN FROM MINUTES	
	Survey by School Council of children's reading likes had been enjoyed by pupils. Shona Pitcher reported that all but one set were ready to go out, awaiting reorganisation of Annex books. Budget for 1718 had been set within allocated funds.	
94	GOVERNOR MATTERS	
94.1	Skills Audit/Financial Matrix templates distributed for GB completion and return by next FGB which would be used to inform training requirements.	
94.2	Training / CPD training schedule Clerk advised Kerry Lilienfeld would provide details of any	

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	suggestions by email and confirmed link to eLearning Safeguarding module had been recirculated.	
94.3.1	<p>Training booked / feedback (Docs: 30.11.16 RAISEonline; 12+19.01.17 H&S Management of Premises; 15.02.17 The Role of Governors in Safeguarding Children; 22.02.17 Fire Safety Awareness; 16.03.17 Partnership Meeting; 20.03.17 Disadvantaged pupils; 27.04.17 Getting it Right as a Parent Governor) The Chair invited any further comments on feedbacks or course recommendations. On Disadvantaged pupils (formerly PPG)/Research that interventions delivered by TAs was less effective than direct input by teachers: HT explained to governors that TAs who worked in school with intervention groups were HLTA (High Level), delivering programmes they had been trained in while teachers had oversight and supported those pupils who needed the greatest input and support.</p> <p>Q: Governors asked whether everyone working in intervention groups were aware of the research conclusion.</p> <p>A: HT explained the school used this research tool (formerly Sutton Trust), were aware of this study and definitely school did not allocate pupils to intervention groups in the way described.</p>	
94.3.2	Training The Clerk confirmed the link to eLearning Safeguarding training had been re circulated to governors after previous meeting.	
94.4	eNews/termly newsletter SLT (Senior Leadership Team) reported that main subjects had been data and SATs, ASP (formerly RAISEonline). HT had signed up to offer of free training from Anti Bullying Alliance to RBK schools. There was no financial cost but entailed a full audit of policy and practice on behaviour and bullying, action plan had been written and subject to evaluation after nine months. Training to be attended 20th June. Would come to FGB in due course.	
94.5	Year Group links The Chair highlighted updated schedule circulated for governors' information.	
94.6	<p>Termly Newsletter Kim Small volunteered to write Governors Corner for Summer Term.</p> <p>ACTION</p> <p>a) Provide examples of previous Governors Corner articles to Kim Small.</p>	Clerk
94.7	<p>Succession planning On behalf of Chair to GB, the Clerk invited all governors to consider if they were prepared to re/stand for Chair/Vice Chair positions on the GB or on its Committees for 2017-18 academic year. The Chair explained there was both short and longer term need in this respect for which governors could consider training towards. The Clerk explained the opportunity to shadow a post if interested for the future. Job descriptions were available.</p> <p>ACTION</p> <p>a) Any governor interested or with aspirations to stand for GB/Committee role 1718 or in the future to contact Chair/Clerk.</p>	All governors
94.8	Performance Management Clerk advised that Kerry Lilienfeld was checking training status.	KL
95	GOVERNOR VISITS	
95.1	(Doc: 24.03.17 and 5.05.17 School Council) Erik Boesten had seen the beginning and end of the survey of reading 'likes' and how that process had been worked through. Reps very engaged and last session had been a very hands on activity.	
95.2	(Doc: 24.03.17 SDP Monitoring Assessment) Erik Boesten had observed Growth Mindset activity and how it worked in practice.	
95.3	(Doc: 27.03.17 More Able Learners) Liz Smith met 10 children on the register and was very good time. Would be helpful to see data on progress at end of academic year. Darren Beaver left the meeting 8.02pm.	
95.4	(Doc: 8.05.17 SEN) Cath Tanner had attended two intervention groups for Y1 and Y3 and explained what activities/aims/reflections feedback had been observed and taken part in. Darren Beaver rejoined meeting 8.05pm.	
95.5	(Doc: 26.04.17 Termly safeguarding walk with Jenny Gresson) Cath Tanner was able to report overall responses to the questions evidenced robust safeguarding policy and process in school. CT	

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	taking L3 safeguarding at work next month.	
95.6	Liz Smith reported she had observed SATS previous week. Strict procedure followed, adults knew where and what they were doing. Everyone appeared relaxed. ACTION a) Feedback return from visit to Kerry Lilienfeld/Clerk.	LS
95.7	School council (Doc: School Council Summer 2017) signup sheet had been circulated. Nadine Jones volunteered for the final slot: 7 th July 2017.	
96	HEAD TEACHER'S REPORT	
96.1	(Doc: Report Summer 2017) HT highlighted a couple of items and would then take questions. Section 1 Class Numbers/Waiting Lists – Roll numbers close to full. Confidential Minute With 30 on waiting list for Reception 1718 confident school roll would be full.	
96.1.1	Nursery received a big application, of the 52 placings 36 had gone to siblings. Q: Chair asked how many nursery children usually went on to join Reception year. A: HT reported that nearly all but one or two each academic year.	
96.1.2	FSM/PPG (Free School Meals/Pupil Premium Grant) 9.8% highest percentage known by the school, up from around 7%.	
96.1.3	PPG profile of children Table requested by governors (<i>see item 92.4</i>) looking at progress/outcome/range split in to PPG/non PPG, comparison can therefore be considered by governors. HT explained how and what staff consider to identify whether gaps being closed as well as individuals who had SEN (Special Educational Need). Ensure not dismissive of small group and averages skewed. YG targets/interventions/class support identified accordingly. Table identifies writing as the particular challenge but it is the hardest skill to make progress in. Q: The Chair identified Y2 and Y5 had bigger gaps, the other years were closer. A: HT explained that the table also identified the breakdown of SEN needs in each year group. Interventions were used not just for PPG but for any child who did not make expected progress so knock on effect meant the gap did not always close for the PPG children. Considered not only as a group but also looked at as individuals.	
96.1.4	Governors were invited to attend the scheduled Events listed.	
96.2	Section 2 Information on PPG included, who Anna McKenna supports. Confidential Minute	
96.2.1	School Development Priorities (Doc: App2 Summer 2017 and Summary SEF 201617) HT explained that key issues from OFSTED were still being worked through. Symphony assessment tool was still being considered in various areas although MLT (Middle Leadership Team) were able to use this well to plan next steps.	
96.2.2	Changes to national curriculum testing HT presented current assessment for Outcomes for end of KS1 (end of July) but currently lower than predicted outcomes for writing and maths. Now looking at evidence against assessment framework used. Reading and maths should be slightly higher after teacher assessment. Writing already had low percentage target but was unlikely to hit 60%. HT confessed that combination of progress meetings, some outstanding teachers in Y6 had been swept along with their enthusiasm. ITAFS framework for marking writing was presented with explanation of 'working towards' expected standard and the requirement for each step to be 'evidenced'. Secure fit not best fit. HT had reviewed every child's books and papers. Working hard to collate the evidence. Looking to the future working hard with Y4/Y5 to ensure go into Y6 further advanced in new curriculum and working process. Lindsey Picton and Debbie Thomas (LA Literacy Advisor) booked to work with the school over two terms, rolling out Power of Reading/training plan to audit school's curriculum to ensure check list achieved without destroying enjoyment and creativity of writing.	

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	<p>Fresh look at non negotiables across KS1/KS2.</p> <p>Q: The Chair asked when the next Ofsted inspection might be expected. A: The HT explained it would normally be Spring of 2018/19 academic year, but with such a drop in writing the school could be scrutinized so it would be important to demonstrate how across the school lessons had been learned and applied from this particular situation.</p>	
96.2.3	<p>Equalities work by Helena Fraser and Shona Pitcher. Q: Governors enquired if School Council had feed into this work. A: Shona Pitcher confirmed that booklets had included their input and would be put towards Equalities Award evidence, which needed another year's work before submission. HT advised Anti Bullying Alliance work would also form part of the evidence.</p>	
96.2.4	<p>Quality of teaching HT reported Best Practice Leaders had really stepped up in support to deputy headteachers during 1617. Q: The Chair asked if the Y6 learning should be reflected in this. A: HT reported that all the evidence demonstrated teaching in this YG was good or outstanding and all the pupils had made really good progress.</p>	
96.2.5	Early Years Gemma Sergejev had returned from maternity leave.	
96.2.6	30 Hours funding HT reported a lot of interest from parents accepting Nursery places in taking up 15 hours of child care with the school. Although clear to all parents this was not available for 1718 it would be possible to offer 8-10 families the provision through morning/afternoon sessions. This would benefit Nursery by provision of additional adult and additional activities. Currently identifying viability through firm commitments from families using admissions criteria. HT acknowledged the work of Gemma Sergejev and Nadine Jones on this activity.	
96.2.7	PSHE (Personal Social and Health Education) The Growth Mindset work had been tied in with this and HT encouraged governors to see the display in main hall.	
96.2.8	<p>Health & Safety HT advised accident breakdown (covering 58 school days and after school clubs) was included as requested by governors which evidenced the number of visits by pupils to school office. Monitoring being paid to any hot spots.</p> <p>Meeting agreed to consider report (Doc: App7 Health & Safety Report)</p> <p>Darren Beaver (H&S governor) reported on last H&S Walk about planting on Moonscape relating to issue raised by various members within school community concerning prickly bushes and potential hazard posed. There was robust discussion over location, intent, advice received after consultation with contractors and ultimate decision. HT explained bushes were intended as a deterrent and variety was standard use for this purpose. Staff advised no issues had been reported in books or through first aid.</p> <p>Comment: Governors concern surrounded introduction of a barrier that posed foreseeable risk to cause harm. ACTION a) Investigate concerns raised regarding prickly bush planting in Moon Scape.</p>	MB
96.2.9	<p>Risk Assessment HT explained structure of headings considered for all visits and activities. ACTION a) Concerns about Moonscape planting (<i>see H&S item 96.2.8</i>) be added before any action taken.</p>	AM
96.2.10	3g. Summary Financial Report RBK had retained balance excess for Primary schools to 16% - and the school was well within this at 12.5%.	
96.2.11	Personnel <i>Confidential Minute</i>	
96.2.12	Staff Attendance comparison to this time last year, generally favourable. <i>Confidential Minute</i>	
96.3.1	Inset CPD (item 3K) Governors request for column identifying Impact of training had been	

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	considered by HT/Anna McKenna. A lot of impact was identified in quality of teaching, outcomes for children, progress, subject specific then outcomes for the subject or own personal professional development seen through appraisal. Role and area responsibility included for each person and courses done so governors get better idea of purpose of training.							
97	COMMITTEE FEEDBACK							
97.1	Curriculum & Community: In the absence of both Chair and Vice Chair various committee members provided feedback: Oscar Sanders gave Co-ordinator presentation on PPG; progress had been looked at, up to date with schedule of works; working group to meet after halfterm to consider SWLSEP document.							
97.2	Resource & Finance: no meeting held since last FGB.							
97.3	Health & Safety: See discussion under item 96.2.8.							
97.4	Safeguarding See item 95.5.							
98	SUCCESSION PLANNING See item 94.7.							
99	ACADEMY STATUS							
	<p>HT reported on recent borough meeting with Regional Commissioner. Currently organising and building teams to manage South West area with remit covering all schools irrespective of status (free schools, academies, maintained, etc). Not interested to push any one style of school, all that mattered was it was a good school. If not then priority was to support a school to become a good school. Although AfC (Achieving for Children) had created clusters across Kingston and Richmond (groups of around 15), the Commissioner recommended groupings of no more than five and to be in close proximity.</p> <p>The benefits he saw of academies were mutual support and sharing of expertise and admin roles. Most schools that had academized were secondary; most primary schools that academised became MATS (Multi Academy Trusts). No agenda to academise though that may be the advice given. Kingston acknowledged to be in a unique position being a small authority with support provision with Richmond (AfC, providing small network support).</p> <p>On umbrella trusts, he would not support any new ones because all the ones he had known had failed, because no one person took the lead.</p> <p>In RBK HTs were still talking, listening, thinking about the subject but most the primary HTs still waiting to see. GA in the position that a lot of the local schools were church schools so if they academized they would go in with diocese. Tolworth Girls had invited HT/Chair of Governors for discussions while an informal request had been received from Hollyfield.</p>							
100	AOB							
100.1	Governor visits: Kerry Lilienfeld requested pictures of governors in action during school visits be arranged with school office for use of the Governors' Board. HT advised it was known which children could not have their pictures taken.							
100.2	Clerk: Would be stepping down from post by the end of this academic year. Wanted to provide opportunity of a good handover and was willing to support new Clerk depending on experience. HT advised that advert was out for the post.							
100.3	School quiz: The Chair noted that winning table had been made up of range of staff.							
101	CONFIDENTIAL items 92 and 96							
102	<p>CLOSE OF MEETING 9.22pm Dates of Next Meetings in Summer B term</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #f0e6ff;">R&F</td> <td style="background-color: #f0e6ff;">5.06.2017</td> <td style="background-color: #fff2cc;">C&C</td> <td style="background-color: #fff2cc;">19.06.2017</td> <td style="background-color: #d9ead3;">FGB</td> <td style="background-color: #d9ead3;">3.07.2017</td> </tr> </table>	R&F	5.06.2017	C&C	19.06.2017	FGB	3.07.2017	
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Summary of Actions Arising

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ACTION	MINUTES FROM FGB MEETING 15th MAY 2017	WHEN BY
MB	92.1 62.2. 43.3 24.7 13.3 Matters Arising/Voluntary Fund/Spending Bids/ WiFi (FR 19.09.16) Update on upgrade on WiFi infrastructure project.	Next FGB
NJ	92.2 62.3 43.7 27.5 Matters Arising/Governor Matters/ Allocation of responsibilities from (SDP) (FR 14.11.16) YG visit return (PE and Science) to be received.	Next FGB
both MB	92.5 62.10 54.1 Matters Arising/AOB/ Voluntary Fund (FR 30.01.17) a) Update on completion of Trusteeship for Alex McKee. b) Update on ASC (After School Club) fund and VF arrangements	Next FGB Autumn 2017
Clerk	92.664.6 Matters Arising/Governor Matters/ Termly Newsletter (FR 6.03.2017) Examples of recent Governors' Corner items to be supplied to Kim Small.	Asap
EB	92.7 66.2 Matters Arising/ HT Report (FR 6.03.2017) Letter from GB to parents to be drafted giving scenarios where budget cuts could hit.	Asap
DC/KS/NJ CT/AA	92.871 Matters Arising/Review Governors' Section SDP/ SRP (Specialist Resource Provision) (FR 6.03.2017) Outstanding SDP monitoring visits to be carried out by governors.	Next FGB
Clerk	94.6 Governor Matters/ Termly Newsletter (FR 15.05.17) Provide examples of previous Governors Corner articles to Kim Small.	Asap
All governors	94.7 Governor Matters/ Succession planning (FR 15.05.17) Any governor interested or with aspirations to stand for GB/Committee role 1718 or in the future to contact Chair/Clerk.	Next FGB
LS	95.6 Governor Visits/SATS (FR 15.05.17) Feedback return to be supplied to KL/Clerk.	Next FGB
MB	96.2.8 HT Report/Section 2/H&S (FR 15.05.17) Investigate concerns raised regarding prickly bush planting in Moonscape.	R&F 5.06.17
AM	96.2.9 HT Report/Section 2/ Risk Assessment (FR 15.05.17) Concern about Moonscape planting (see H&S item 96.2.8) be added before any action taken.	Asap

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