



**MINUTES OF THE MEETING OF THE GOVERNING BODY
held at the school on
MONDAY 19th SEPTEMBER 2016**

Constitution, membership and attendance

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

Also attended: Associate Members: Ms Anna McKenna, Ms Shona Pitcher

Bold = absent Clerk: Mrs Ursula Partridge

Item		ACTION
1	APOLOGIES FOR ABSENCE / WELCOME	
	Daryl Close and Sophie Daniells gave their apologies and these were accepted.	
2	DECLARATION OF BUSINESS INTERESTS relating to items on this Agenda	
	None related to this Agenda were declared.	
3	OBSERVERS – none	
4	MINUTES OF MEETING HELD ON 4th JULY 2016	
	Minutes were approved and agreed to be a true record of the meeting. The Chair to sign and Clerk to file.	
5	MATTERS ARISING	
5.1	<p>103.1 84.1.2 59.2 41.1.3 22.6 4.2 85.2 MATTERS ARISING/HT REPORT/SPECIAL NEEDS/EdPsyc (FR 6.07.2015) The HT provided feedback from recent HT meeting re Clinical/CAMS/EdPsyc increased workload/ no increase in finances or capacity therefore AfC (Achieving for Children) were unable to increase any school's core allocation. Core allocation had to be used exclusively for report writing and for Y6 transition meetings. Charge for Education Health Care Plan (EHCP) had been increased from three to six hours. If core allocation insufficient to do statutory work then AfC would have to find more. SLT (Senior Leadership Team) clear that buy-back not to be used for report writing.</p> <p>There was discussion about maintaining log of time spent (copy of AfC Blue Record plus school EdPsyc record), process/level of annual EHCP applications (normally 3 per year) and although previously no EdPsyc involvement in Y6 transition pupils this would now be required,</p>	

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	<p>the difference in admission requirements if the school was full (negotiable position) or not, use of SEN/PPG allocated funding as part of buy-back.</p> <p>Q: The Chair sought clarification that if Primary Schools wanted any field work (ie observations/assessment/meeting with staff for /training/advice) done with pupils this had to be paid for.</p> <p>A: The HT confirmed that was now the position but if there were a child that needs an EHCP then it needs to be applied for.</p> <p>Q: The Chair asked what impact the ring fenced money in Y2015/16 budget had made addressing potential EdPsyc requirements.</p> <p>A: SLT reported that the backlog of pupils identified as needing specialist intervention in class had been cleared which put the school in a good position for 2016/17. There would always be new priorities to consider from September admissions.</p> <p>Comment: The Chair recognised that funding needed to continue being ring fenced within the budget to allow top-up hours for this work.</p>	
5.2	103.2 84.1.6 62.2 MATTERS ARISING/ Nursery (FR 7.03.2016): The Clerk advised visit report from Kerry Lilienfeld still awaited ¹ .	KL
5.3	103.11 96 MATTERS ARISING/ SCHOOL COUNCIL (FR 9.05.2016) Update on gauging what pupils valued and wanted maintained or any ideas for future cost savings to help inform future budget considerations.	SP
5.4	105.3.2 MATTERS ARISING/Governor Matters/ Training summary 2015/16 Kerry Lilienfeld reported that further training had been notified for inclusion in the final summary document by Anna McKenna and the Clerk. ACTION a) Final summary of Y15/16 Governor training to be sent to Chair/Clerk.	KL
5.5	106.4 MATTERS ARISING/Governor Visits/Queens 90 th birthday Tea party. ACTION Activity to be included in Equality Report. Anna and Kim to discuss this pre-post C&C meeting to resolve requirement. Clerk to update by way of post-meeting note when resolved.	
5.6	106.5 MATTERS ARISING/Governor Visits/ School Ofsted folder The Chair confirmed Governors' feedback from training and school visits should be collected for ease of future reference. The HT advised this would be started from this year. ACTION COMPLETED	
5.7	108.3 MATTERS ARISING/FEEDBACK FROM COMMITTEES/ H&S Email update circulated with meeting papers relating to boiler hot water. (Certification retest of kitchen electrics)	
5.8	109.2 MATTERS ARISING/HT REPORT/ Nursery BC/Lunch/ASC The HT reported that there had not been any further take up and the Chair expressed confidence this would happen when the extended provision comes into effect. ACTION COMPLETED <i>Shona Pitcher left the meeting at 5.33pm</i>	
5.9	109.3 MATTERS ARISING/HT REPORT/ Extended Provision (Nursery) (FR 9.05.16): The HT advised the LA pilot scheme was going ahead but there was no news about who was involved since survey submitted. The Chair expressed concern about the short amount of time to put in place building/space. ACTION a) Chase LA about plans.	AM
5.10	Other Matters Arising 103.9 GOVERNOR VISITS/ School Council Feedback return Cath Tanner/School Council/6 th May; 113.2 Newsletter examples and copy supplied. ALL ACTIONS COMPLETED. <i>Shona Pitcher returned to meeting at 5.39pm</i>	

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6	IDENTIFY IMPACT OF GOVERNOR WORK ON CHILDREN FROM MINUTES	
	Nothing identified.	
7	STANDING ORDERS / COMMITTEE STRUCTURE (2 documents)	
7.1.1	The Chair reviewed draft TORS and changes reflecting GB membership were agreed. Kim Small was appointed to Pay Review Committee while other committee memberships remained unchanged subject to noted vacancies, R&F and C&C sections to be reviewed by first committee meeting of year,	
7.1.2	Delegated Responsibility (page 14): The Chair explained there was no defined list of responsibilities although there were some statutory areas ie: SEND, Safeguarding, SFVS and Performance Management which required named governors. Governors were invited to check the area of responsibility allocated to them was still suitable for them to engage with through visits to school and meetings with staff. Changes in liaising contact were provided to the Clerk for updating document. Liz Smith took over More Able Children. Vacancy for Budget to await appointment of new governor. ACTION a) TORS document to be updated and referred to R&F and C&C.	Clerk
7.1.3	Link Year Group: The Clerk had already circulated the list for governors to check any conflict and as none had been notified the draft list was adopted. The Chair explained the purposes behind the allocation: (a) to ensure that when making school monitoring visits governors did not all look at the same year group, (b) opportunity for governors to see the progress of cohorts through their time at the school and (c) for all pupils to meet governors and understand the work of the GB.	
7.1.4	Three Year Policy Cycle: The Chair asked if there were any changes required to the draft list and SLT advised one correction was required and it was explained that (a) represented policies which were for annual review.	
7.2	Schedule of Works (1 document): The Chair introduced draft document. HT provided clarification to scheduling for H&S between FGB/R&F. ACTION a) Schedule of Works document to be updated and referred to R&F and C&C.	Clerk
8	SCHEME OF DELEGATION	
	The HT confirmed this was the Scheme of Financial Delegation. It had been considered by R&F, no changes in delegations had been made. The only changes were in respect of designated roles rather than staff names being used. This was unanimously agreed and ratified by GB, and signed by the Chair.	
9	GOVERNOR MATTERS	
9.1	New Co-opted Governor: The Chair reported that in addition to One Stop Shop she had registered with the new Inspiring the Future provider and identified 16 possible candidates in the Kingston area who had required finance skills for R&F committee, from which she had short listed six (considered with sufficient time to give to the post) and sent invitation emails to. If no response in a week would continue to work through candidates. Comment: A governor encouraged the Chair to consider more senior people in companies as they would have assistants to delegate their business commitments to which released them for such voluntary work. ACTION a) Update on Co-opted Governor replacement.	
9.2	New Staff Governor: The HT reported that the first candidate was unable to do Monday evenings so were now looking again. ACTION a) Update on Staff Governor replacement.	MB

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9.3	<p>Parent Governor election: The Chair advised that Sophie Daniells' term of office finishes in November 2016. Parent Governors were an elected position. The Chair welcomed Sophie to stand again but if there was more than one candidate for the vacancy then an election would be run. The Chair reported from the annual skills audit finance was the area where the GB needed developing and this would be reflected in the invitation letter to the parent community.</p> <p>ACTION</p> <p>a) Letter of invitation for parent governor nominations to include wording that previous candidates could reapply.</p>	MB
9.4	<p>Training / CPD training schedule (1 document): The Chair introduced July schedule and encouraged governors to check out courses for something they would like to know more about. Capability, Discipline, Grievance: a Governor's perspective hopefully will appear in future updates. Governors were reminded to keep Kerry Lilienfeld and Anna McKenna advised on training courses undertaken and provide completed feedback to them.</p> <p>ACTION</p> <p>a) R&F governors reminded to undertake financial training for schools finances.</p>	R&F Governors
9.5.1	<p>Annual Skills Audit (1 document): The Chair reported on analysis process (generic average score in essential areas/excluded SLT skills). Scored highly on commitment, needed strengthening and developing in financial planning particularly for R&F. The Chair thanked all governors for taking part.</p>	
9.5.2	<p>Financial Matrix (1 document): The Chair reported process (generic average scores for R&F/GB/GB excluding SLT) outcomes showed competent in some areas, competent or developing in others. Need continued to identify governors who had financial skills.</p> <p><i>Kim Small left the meeting at 6.10pm.</i></p>	
9.6	<p>Training: Darren Beaver and Liz Smith reported they have respectively booked training on Fire Safety and RAISEonline/Getting to Grips respectively.</p>	
9.7	<p>eNews/Termly briefing: The Chair reported that there was nothing significant to report in the two weekly eNews editions received this term relevant to governors. Termly Briefing crammed with important information including primary performance, Governors competency, PE funding (doubled from 2017-2020), new legislation planned, Disclosure Barring Service (DBS) and current attainment levels across the curriculum.</p> <p>Reminder: Governors urged to read Termly Briefing.</p>	All Governors
9.8	<p>Named responsibilities from School Development Plan (SDP): The Chair reported that the Steering Group would revisit to write the Governors section. Last year when evaluated the area where the GB had not done as well as it could was in school monitoring visits. In initial discussion with the HT it was likely each governor be allocated one area of focus from the SDP.</p> <p>ACTION</p> <p>a) Steering Group to identify area of focus from SDP.</p> <p>b) List of areas to be circulated to governors for them to choose from.</p> <p>REMINDER If visits were left until the last two weeks of academic year then it would likely not be possible to monitor because transition was in process.</p> <p><i>Kim Small returned to meeting 6.12pm.</i></p>	
9.9	<p>Year links (see Agenda item 7.1.3) / Visit Scheduling: The Chair advised visits would be linked to area of responsibility or area from SDP.</p>	
9.10	<p>School Council dates / sign up sheet: SLT advised that election to School Council still had to be held with meetings starting after halfterm. The HT advised that in order that some general business could be handled at School Council meetings, rather than governors attending every meeting, it was proposed that a selection of dates, in Autumn B (post elections), be chosen for governors to attend. This was unanimously agreed.</p>	

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	ACTION a) List of School Council dates for governors to attend be supplied to Clerk.	MB/SP/Clerk
9.11	Annual Business/Pecuniary Interest declarations/Code of Conduct (3 documents): The Chair confirmed these had been circulated/supplied for all governors to complete and return to the Clerk at the end of the meeting. ACTION a) Clerk to collate and check returns and follow up returns from absent governors.	Clerk/SD/DC
10	GOVERNOR VISITS including School Council (6 documents)	
10.1	Erik Boesten/School Council attended lively meeting. Children were very engaged with discussion about stationery shop (pricing structure, using their maths, preparing adverts). Comment: SLT reported that the stationery shop had sold out of stock each time it had been open and the loan to cover set up costs had already been paid back.	
10.2	Jenny Gresson/PPG explained held as two part meeting. Evidence and tracking was very thorough. Recognised that these children have many different needs and one solution did not fit every child. The mentoring programme introduced last academic year had positive outcome for some. The HT advised that where no positive impact was identified then interventions were reviewed/discontinued. This year the focus was to strengthen links between the mentoring teacher and the parents.	
10.3	Kim Small/School Council (meeting not held) was given a tour of the site by two Y6 pupils who had a very positive experience of the school, were pleased with the contribution they made to SC and the input they had. It was a good visit, the facilities were impressive and although the school was preparing for the summer break it was good to see pupils still engaged with learning.	
10.4	Erik Boesten/Recorder class the class Y3/Y4 pupils were all engaged and wanted to spend more time on music, a subject where they are not measured on a numerical scale. The pupils talked about the Grand Rules and were engaged about their school experience.	
11	HEAD TEACHER'S REPORT (inc SATS, KPI summary, SDP/ Summer Term SIP)	
11.1	The Chair confirmed that Sections 2 and 3 would be looked at in detail at the C&C and R&F committee meetings respectively and invited any questions or queries for the HT that governors had on general Section 1. Q: Governors asked about percentage levels of pupils with English as an Additional Language (EAL) following September admissions. A: HT advised that figures from Nursery and Reception were not yet available although quite a few had joined throughout the school who also need to go on the system. SLT advised that the data would be on the system for the 6 th October Census.	
11.2	Staffing <i>Confidential Minute</i>	
11.3	KS2 Outcomes (1 document) The Chair invited questions or comments. The HT identified that these were unvalidated as were national figures and the RBK figures. Maths was strong. Writing did not appear to be on the basis of 'on the page' and RBK's was not either. There was controversy among the professional bodies over whether all authorities applied assessment rules as rigorously as Kingston to writing. Nobody could argue with the assessments against Key Performance Indicators (KPIs). The writing of children who left the school this year had never been better. While the outcomes had been heeded and staff strived to support pupils in their learning, in writing these were not considered reliable for benchmarking in Kingston and Richmond. Governors discussed some of the factors affecting the outcomes for all including changes to the tests which were challenging at both KS1 and KS2, first year of new curriculum and some elements only being released part way through the year.	

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	<p>Q: Governors asked how teacher assessment compared with test results. A: HT advised these had been a little higher. Benchmarked against other authorities GA was low against other local authorities for writing. However, reading outcomes were higher than writing outcomes for GA and RBK which is the typical pattern that is always seen. This year most authorities had the writing outcomes higher than the reading outcomes, which is extremely unusual, suggesting they had not applied the writing assessments rigorously. Writing was only teacher assessment. GA results matched better against the test based on Key Performance Indications (KPI) in assessment regime.</p>	
11.4	<p>KS1 Outcomes HT tabled document and results were not as high whereas historically the school's results had been very high compared to Kingston and national. This year GA was inline or a little lower, in reading.</p>	
12	<p>SELF EVALUATION (SEF)/SCHOOL DEVELOPMENT PLAN (SDP)/VISIONING/ STAFF ANNUAL REVIEW</p>	
12.1	<p>School Development Plan (2 documents) The Chair explained the Summary SDP was covered at today's Visioning meeting and noted the Governors section of the full document would be updated by Steering Group. Questions or comments were invited.</p> <p>Q: The Chair noted that a 6% increase in pupils achieving ARE was targeted in the SDP but recalled Ofsted had been unhappy about the progress of More Able Children (MA), so asked if a percentage target should also be set for children who exceeded ARE. A: The HT advised there was a lot about MA in the SDP with the targets included in Challenge for All in terms of progress. Under the current assessment system of numerical data a numbering system could not be identified for those children who worked at greater depth. Consideration would be given this year on how to identify this numerically.</p>	
12.2	<p>School Improvement Partner (SIP) (1 document) The Chair considered the Summer SIP report to be very fair and positive, always provided ideas for focus. There was brief discussion about government plans for HeadTeachers from other schools to carry out the SIP role. Comment: The HT explained that HTs do work together and provide support but an advantage of the SIP system was the opportunity for signposting to good practice from a wide variety of different schools.</p>	
12.3	<p>Self Evaluation Form (1 document) The HT advised this was prepared at the end of Summer Term, SLT were currently reviewing initial outcomes.</p>	
13	<p>VOLUNTARY FUND</p>	
13.1	<p>Erik Boesten gave report from Y2015/16 AGM held on 7th September 2016: General duties included acceptance of Andy Elmer's resignation, Daryl Close voted as Trustee and Erik Boesten elected as Chair of Trustees.</p>	
13.2	<p>Finances were considered and income/expenditure broadly positive which allowed acceptance of similar bids to previous year. HT advised fund currently stood at £3K and new letter inviting donations for this year would go out shortly.</p>	
13.3	<p>Spending/Bids: fruit provision on top of government funding had been scaled back and was working at new level and would be continued; F1 project postponed; future bids to be considered were IT related for iPads projection to whiteboards, upgrade of school WiFi (whether should come under school budget), Beebots (fitted with IT coding) and Nexus (with handwriting).</p>	
14	<p>ACADEMY STATUS</p>	
14.1	<p>At the recent HT meeting three new cluster groups were identified which cover Kingston/ Richmond, mostly related to commissioning of resources especially for children with Special Educational Needs & Disabilities (SEND) and vulnerable children. For Kingston it represents AfCs suggestion on how schools should be grouped academy-wise. The government's desire continued to be for all schools to become academies and the powers of the Local</p>	

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	Commissioners had been strengthened. The HT saw no benefit in going to academy status at present and reported there were no other local schools at this time that a Multi Academy Trust (MATS) could be formed with.							
14.2	The Chair highlighted availability of governor training on 17 th November 2016 MATS - Exploring Models and Structures.							
15	ELECTION OF CHAIR / VICE CHAIR							
15.1	There having been no nominations for the role of Chair , Jenny Gresson advised that if it was the wish of the GB she was prepared to continue for another year. This was unanimously agreed by the Governing Body.							
15.2	There being no nominations for the role of Vice Chair : Erik Boesten and Cath Tanner (who advised this would be her last year in the role) agreed for their names to go forward as joint Vice Chairs. Kim Small volunteered to shadow her in the role. This was unanimously agreed by the Governing Body.							
16	AOB							
	The Chair advised that she would be unavailable for Spring Term 2017 so the FGB meetings 30 th January and 6 th and 27 th March would be chaired by Erik Boesten/Cath Tanner.							
17	SCHOOL COUNCIL							
	There were no items to be referred from this Agenda.							
18	CONFIDENTIAL ITEMS identified 11.2							
19	MEETING CLOSED at 6.55pm Dates of Next Meetings - 2016/17							
	<table border="1"> <tr> <td>R&F</td> <td>3.10.16</td> <td>C&C</td> <td>17.10.16</td> <td>FGB</td> <td>14.11.2016</td> </tr> </table>	R&F	3.10.16	C&C	17.10.16	FGB	14.11.2016	
R&F	3.10.16	C&C	17.10.16	FGB	14.11.2016			

Post meeting notes

¹Report now received.

Summary of Actions Arising

ACTION	MINUTES FROM FGB MEETING 19 TH SEPTEMBER 2016	WHEN BY
KL	5.2 103.2 84.1.6 62.2 MATTERS ARISING/ Nursery - Report from Kerry Lilienfeld awaited	Next FGB
SP	5.3 103.11 96 MATTERS ARISING/ School Council – Update on gauging what pupils value and want maintained or any ideas for future cost savings to help inform future budget considerations.	Next FGB
KL	5.4 105.3.2 MATTERS ARISING/Governor Training/ Training Summary 2015/16 – Final version of Y15/16 Governor training to be sent to Chair/Clerk.	ASAP
AM	5.9 109.3 MATTERS ARISING/HT Report/ Extended Provision (Nursery) – Chase LA about plans.	Next FGB
Clerk	7.1.2 MATTERS ARISING/Standing Orders/Committee Structure/ Delegate Responsibility – TORS document to be updated and referred to R&F and C&C.	R&F 4.10.16
Clerk	7.2 MATTERS ARISING/ Schedule of Works – document to be updated and referred to R&F+C&C	R&F 4.10.16
MB	9.2 MATTERS ARISING/Governor Matters/ New Staff Governor – Update on replacement.	Next FGB
MB	9.3 MATTERS ARISING/Governor Matters/ Parent Governor election – Letter of invitation for parent governor nominations to include wording that previous candidates could reapply.	Autumn B
All R&F	9.4 MATTERS ARISING/Governor Matters/ Training/CPD training schedule – R&F governors reminded to undertake financial training for schools finances.	December 2016
MB/SP/Clerk	9.10 MATTERS ARISING/Governor Matters/School Council dates/ signup sheet – list of dates for governors to attend be supplied to Clerk.	R&F 4.10.16
Clerk/SD/DC	9.11 MATTERS ARISING/Governor Matters/ Annual Business/Pecuniary Interest declarations/Code of Conduct – Clerk to collate/check returns/follow up absent governors	R&F 4.10.16

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