



**MINUTES OF THE MEETING OF THE GOVERNING BODY
held at the school on
MONDAY 30th JANUARY 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	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		
	VACANCY	Mrs Cath Tanner – Jt Vice Chair		

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

Item		ACTIONS
39	WELCOME TO NEW GOVERNOR / APOLOGIES FOR ABSENCE	
	The Chair welcomed Alex McKee to his first FGB meeting. Regarding new Co-opted governor see <i>item 45.1</i> . Apologies were received and accepted from Agnetha Addison, Darren Beaver and Daryl Close.	
40	DECLARATION OF BUSINESS INTERESTS relating to items on this Agenda	
	The HT identified the WiFi quotation obtained by Rex Barrington (<i>item 43.3</i>).	
41	OBSERVERS – none	
42	MINUTES OF MEETING HELD ON 14th NOVEMBER 2016	
	Minutes were approved and agreed to be an accurate and true record of the meeting. The Chair to sign and Clerk to file.	
43	MATTERS ARISING	
43.1	24.2 5.4 105.3.2 MATTERS ARISING/Governor Matters/Training summary 2015/16 (FR 4.07.2016) Kerry Lilienfeld confirmed that the final summary of Y15/16 Governor training had been supplied to the Clerk. ACTION COMPLETED	
43.2	24.6 9.3 MATTERS ARISING/Governor Matters/Training/CPD Schedule/R&F governors' training on schools finances The Chair reported that two R&F governors had booked to attend this training. ACTION a) Feedback returns from Schools Finances training.	AMK / DC
43.3	24.7 13.3 VOLUNTARY FUND/Spending Bids/WiFi The HT presented quotation of £10.5K for system upgrade infrastructure which would include coverage of current dead spots such as Nursery, equipment, installation and configuration and would provide access for 90 pupils at an one time. A	

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	special school bid had been applied for. The meeting agreed the quotation be referred to R&F and VF. ACTION a) Quotation for upgrade of WiFi infrastructure to be considered by next R&F Meeting.	Clerk
43.4	26 Standing Orders/Committee Structure The Chair advised that Agnetha Addison had chosen area of responsibility from SDP (School Development Plan). ¹ ACTION COMPLETED	
43.5	27.2 Governor Matters/ Training / CPD schedule Kerry Lilienfeld confirmed that the recommendations on training courses for individual governors had been circulated. ACTION COMPLETED	
43.6.1	27.3.1 Governor Matters/Training booked/MATS and Academies: models and structures The Chair had asked if the “Blue Print” of academy links in the borough was still available and was advised that it could be requested but then AfC (Achieving for Children) would come and discuss.	
43.6.2	27.3.1 Governor Matters/Training booked/Schools Financial Training: Alex McKee reported there were some good ideas on MATS which he would be shared in feedback return.	
43.7	27.5 Governor Matters/Allocation of responsibilities from School Development Plan (SDP) The Chair reported that a number of Year Group visits had been completed by governors (see <i>Agenda item 46</i>). Nadine Jones identified that following her change of job in school arrangements of how her visits could be carried out needed to be agreed. ACTION a) Discuss logistics for Nadine Jones to carry out visits following job change.	NJ/JG/MB
43.8	29.1 HT Report Q: The Chair noted the high percentage EAL (English as an Additional Language) pupils in Y1 and asked to look at progress to date and impact on cohort. A: The HT reported that current cohort might not be as advanced as last year’s group but EAL-ness was more apparent in writing under the new assessment regime (at end of KS1 and KS2). Progress was being monitored.	
43.9	29.5.2 HT Report/Audit of ESTA (Enhanced Specialist Teaching Arrangement) The Chair noted the Audit report was now available. ACTION a) ESTA Audit Report to be considered at next FGB.	Clerk
43.10	29.7 HT Report/Early Years/Extended Provision (Nursery) The HT reported that the school was at this time unable to offer wrap around care, on the basis new provision had not been widely publicised and in view of eligibility criteria it was unknown what demand/take up there would be for any places. Prospective Nursery parents were being advised how additional 15 hours could be supported. Bid had been put in for capital funding so proper provision could be provided but it was unlikely to be received. The HT recommended a position of providing what was possible without financial implications during Y2017/18 and monitor demand for possible provision in Y2018/19.	
43.11	30.1 Committee Feedback/Curriculum & Community The Chair reported that two excellent presentations about spelling and MAC (More Able Children) had been had and extended thanks to both Co-ordinators. Q: The Chair asked whether the words Y4 were tested on in spelling were known to pupils in advance. A: SLT (Senior Leadership Team) explained the spelling list was combined Y3/Y4, the weekly process was based on topics or patterns with tests differentiated for different children. National curriculum words are preset.	
43.12	Other Matters Arising where actions had been completed or were an Agenda item for this meeting: 24.5 9.3 MATTERS ARISING/Governor Matters/Parent Governor, 27.2 Governor Matters/Training / CPD schedule, 27.3.2 Governor Matters/Training feedback reminder, 27.5 Governor Matters/Allocation of responsibilities from SDP, 27.8 Governor Matters/Business & Pecuniary Interest declaration and Code of Conduct, 31.2 SIP Report/Phonics, 34 Academy Status, 35.1 AOB/Termly newsletter, 35.2 AOB/GASPA School Fair.	

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44	IMPACT OF GOVERNORS WORK ON CHILDREN IDENTIFIED IN MINUTES	
	WiFi infrastructure/improvement of accessibility.	
45	GOVERNOR MATTERS	
45.1	<p>New Co-Opted Governor The Chair advised that Reen Magnus had not been heard from further to the school visit made and acceptance of the post. Contact to be made with Inspiring the Future and AfC and look to approaching local financial businesses to seek any interested candidates.</p> <p>ACTIONS</p> <p>a) Chair to phone Reen Magnus. b) Contact Inspiring the Future for update on Reen Magnus position and/or another candidate. c) Contact AfC to identify any new governor candidates available.</p>	All JG
45.2	Parent Governor election – Alex McKee’s appointment to the GB was ratified.	
45.3.1	Training / CPD training schedule The Chair confirmed feedback returns had been circulated from : Liz Smith / Getting to Grips (13.10.16); Jenny Gresson / Online Safeguarding (1.11.16), MATs & Academies (17.11.16), Partnership (24.11.16) and RAISEonline (30.11.16). In addition Erik Boesten had attended the MATS & Academies training.	
45.3.2	<p>Training / CPD training schedule The HT picked up on comment in Jenny Gresson’s feedback relating to PPG attendance, confirming that this was monitored by Anna McKenna</p> <p>Confidential Minute</p>	
45.3.3	RAISEonline training: In view of the background to Y15/16 data, the Chair proposed that in Autumn Y17/18 a small group of governors review Y16/17 significant goals and improvements with HT. Liz Smith volunteered to be involved with Jenny Gresson. The HT pointed out that MAC had been on Ofsted’s national agenda.	
45.4	<p>Training booked / feedback reminder.</p> <p>ACTION</p> <p>a) MATS feedback return from Erik Boesten awaited.</p>	EB
45.5	<p>eNews/termly newsletter The Chair explained that the Termly Newsletter was gold mine of information and useful links. Highlights from recent :</p> <p>eNews 15.11.16: support offered for Special Needs needed to be on school website. HT confirmed.</p> <p>Termly 13.01.17: list of government policy changes, new Governance Handbook, new competency framework for governors, MATS, Good Practice Guide, new Ofsted chief and the National Ofsted report for Y15/16, video links covering governors role in inspection, effective governance and the new DBS requirement (both of which the GB fully comply with), training on succession planning (9.02.17), likely impact of new funding formula, coasting schools determination, KS2 performance tables, DfE (Department for Education) complaints procedure (had been adopted), changes to Safeguarding training procedures (see note below) which was subject critical to children and to Ofsted.</p> <p>Alex McKee reported training recommended requirement for two named Safeguarding Governors (to ensure cover available).</p> <p>Note re Safeguarding training: the two hour session cannot be undertaken until the eLearning module had been completed.</p> <p>ACTION</p> <p>a) Need for all governors to undertake the eLearning module on Safeguarding.</p>	All governors
45.6	Allocation of responsibilities from SDP. The Chair advised there were no vacant slots but asked Alex McKee to identify area that was of interest to him and maybe consider making joint visit if	

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	convenient with paired governor. ACTION a) Send Alex McKee the SDP Monitoring document for him to choose an area.	Clerk/AMK
45.7	Year links – Spring A list had been circulated.	
45.8	School Council sign up sheet – was circulated and completed at the meeting.	
45.9	Business/Pecuniary Interest declarations ²	
46	GOVERNOR VISITS	
	The Chair highlighted feedback returns had been circulated as follows: Nadine Jones/School Council (11.11.16), Jenny Gresson/Y5 (16.11.16), PPG (Pupil Premium Grant) (1.12.16) and School Council (9.12.16); Kerry Lilienfeld/Christmas lunch (6.12.16) and Reception (19.01.17). Cath Tanner had made SEN visit in November and Y6 in December and provided verbal report: SEN was considered in Y2 in class work and did some reading. With Y6 helped a pupil with SEN needs make an Advent Calendar.	
47	HEAD TEACHER'S REPORT	
47.1	<p>The Chair invited any questions on tabled written report. Governors were invited to ask the HT any questions on areas that needed elaboration. HT highlighted from the report that the level of PPG (64 pupils) was the highest the school had ever had. 21 Clubs were run by staff 21 which provided 738 places which provided capacity for every child on roll (667) to be in a club. PPG pupils were targeted with offer of places.</p> <p>Q: The Chair asked about PPG Outcomes and based on October data PPG children meeting ARE (Age Related Expectation) were significantly below in most year groups. A: Progress to narrow gaps was expected but HT explained although number of PPG increased it only took a small number with significant additional needs to pull percentages down. For this reason data showed percentage of pupils at ARE rather than average figure. Percentages still needed be questioned especially with a small number in cohort.</p> <p>Q: The Chair asked about Y6 PPG data. A: Teachers were very cautious when predictions for Y6/KS2 outcomes were made and meeting to review October data had not yet been included. October data was not as good as last year's but next report would be significantly better than October. Y6 outcomes were no longer against Symphony assessment but against the different ITAFS (Interim Teacher Assessment Framework) measure. Having identified gaps work had been done to close and good progress had been made.</p> <p>Q: Governors asked why gaps in Y6 had not been picked up earlier, in Y5. A: SLT explained impact of new curriculum, only been taught two rather than four years of the whole curriculum studied.</p> <p>Q: Governors asked how the lessons learned were feedback back into Y5. A: HT acknowledged the school had been caught out a little but the school's assessment tool (Symphony) had been reviewed and how ITAFS requirement needed to be fed in and points had been identified where learning needed to start.</p> <p>There was discussion about mastery and how understanding terminology had moved from "fluency" to if you are working at Expected then you have mastered it. So now it had moved to "greater depth" on top of mastery.</p> <p>ACTION a) Try PPG data in two tables one with and one without SEN.</p>	MB
47.2	Events: HT advised that on feedback from parents a KS1/KS2 Grammar workshop was scheduled for 23rd February with Lindsay Pickton /Christine Chen. Governors were invited.	All FGB

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	Following success of Ally McClure workshop places for grammar workshop would be charged.	
47.3.1	<p>Section 2c C&C/More Able Children The Chair identified the Growth Mindsight initiative was excellent idea to build children's self esteem which was a strong resilience tool. HT explained it had been introduced a couple of years ago and fitted in well with recent Inset training, so was drip fed in but there would be a big launch later in the term.</p> <p><i>Erik Boesten left meeting briefly 8.35pm.</i></p>	
47.3.2.1	<p>Section 2a Attendance & Exclusion <i>Confidential Minute</i> The Chair referred Section 2 of the HT's Report to the Curriculum & Community Committee.</p>	
47.4.1	<p>Section 3i R&F/Personnel Staffing level in playgrounds at lunchtime was discussed which the HT explained was a mix of dedicated staff and part of the TA (Teaching Assistant) team. Four members each day. The Chair acknowledged lunchtime was a massive logistical challenge.</p> <p><i>Confidential Minute</i></p> <p><i>Erik Boesten returned to meeting 8.38pm.</i></p> <p>The Chair referred Section 3 of the HT's Report to the Resources & Finance Committee and thanked the HT and all those who contributed for their input.</p>	
48	CONSIDER PROGRESS IN KS1 RAISEonline	
	<p>Chair explained background to agenda item that KS1 pupils have had relatively high levels of attainment progress compared with GA and compared with Kingston and national but Y2015/16 had seen a dip in all three subjects. The HT reported on reading - broadly in line and at a good level of development; writing - weaker across the board and maths not as low as reading. Expected or good outcome grades had to be achieved in all three subjects.</p> <p>Q: The Chair asked if there was anything special about the characteristics of the cohort in terms of SEN, PPG, etc. A: Analysing cohort showed more girls than boys which would normally be positive, a fairly even spread of birth dates, PPG particularly suffered, current year Y3 included a high level of EAL emotional/behavioural needs, ethnic origin and/or on SEND register. Still a good level of children who will do well. Various issues included: very late arrival of ITAFS; GA were cautious/harsh on teacher assessment levels and perhaps not on top of techniques early enough. Moderation of maths and writing assessment had been reviewed and came out favourably.</p> <p>Next Steps: Kiri James had the measure of Y3 children who needed to make accelerated progress with monitoring and interventions in place; year group meetings with plans and interventions recently reviewed; HT review; emotional support provision was also being considered.</p> <p>Q: Governors sought clarification whether the school was using a different approach to marking to other schools in the borough. A: The HT advised that Y3 cohort would be reviewed against Symphony scores/ARE after Spring data. Current Y2 (Y15/16 = Y1) there had been a lot of moderation organised by the borough and local schools. Balance needed between being too harsh/too lenient. Important to identify what was being assessed and how frequently used to be confident pupils use securely. Questions were taken to borough and to moderation meetings to ensure marking accurate.</p> <p>Q: Governors asked about the timing cycle between tests-moderation-results. A: The HT explained tests were not reported on, tests were used to inform teacher assessment, so it was all on moderation. Teachers were constantly assessing, awarding a number in Symphony or against ITAFS for Y2, these are used to identify what needs to be revisited/reinforced, cycle of teaching/assessment while work samples taken to moderation to ensure assessment is correct. End of May for final assessments/secure judgments would hopefully be in line with ITAFS and other</p>	

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	people's interpretation of ITAFS.	
49	SCHOOL DEVELOPMENT PLAN (SDP)	
	Autumn Focus 2016 and Spring Focus 2017 documents which had been circulated with all the work of school identified in blue. The HT reported that as identified by Ofsted, Best Practice Leaders had been using their expertise with year group colleagues through appraisal, observation, team teaching to bring up less experienced teachers, and this had worked well. ACTION a) Governors' section of SDP to be considered at next FGB.	Clerk
50	COMMITTEE FEEDBACK	
50.1	C&C The Chair reported on double Co-Ordinator presentation at Spring A (<i>see item 43.11</i>).	
50.2	R&F In absence of both committee Chair and Vice Chair, R&F governors reported Hannah Gamble (School Business Manager) presented Budget – current position, what was committed, what costs were still to be received and five months in were in the right place.	
50.3	H&S (<i>1 document</i>) report from HT to go to R&F.	
50.4	Safeguarding (<i>1 document</i>) The Chair advised she and Cath Tanner had carried out termly walkabout. The visit had been very positive, looking to find someone who might not know the answers to the questions, but no one identified who if they had concerns would not pursue it. Cath commented that any highlighted concerns were promptly dealt with.	
51	SCHOOL IMPROVEMENT PARTNER (SIP) REPORT	
	The Chair explained the Autumn 2016 report was positive with school currently retaining its “good” status. The two subjects already discussed (writing and progress across KS1) were areas identified which need to be monitored and hopefully see better outcomes. Section 2 Confidential Minute Q: The Chair asked about comment from related to the school's strictness for inclusion on SEN Register. A: SLT advised that an SEN diagnosis required but the school was clear on the criteria of a significant long term need. The local authority acknowledge GA are fair and rigorous in its identification, the school contributed to a lots of local initiatives. There was discussion of the different strategies used by other schools for including children on SEN register. Q: The Chair asked about the targets for reading-writing-maths KS2 for Y2016/17 which looked lower. A: The HT explained targets were cohort dependant, which had done well at KS1, but the issues were EAL and spelling which combined had brought down the writing and the target. Targets need to be realistic and fair and, looking at February outcomes, Y6 had been rigorous with what had been put in place. The challenge was with the change of curriculum to get children to write English using and applying all the new curriculum requirements.	
52	PAY REVIEW	
	Confidential Minute	
53	ACADEMY STATUS	
	At this time the HT advised only Primary moving status at this time : Green Lane was to join Coombe and Knollmead Academy.	
54	AOB	
54.1	Voluntary Fund: Alex McKee was ratified as new Trustee. He confirmed his documents had been	

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	provided to school office before the Christmas break. Q: The Chair asked what had happened about the request from ASC (After School Club) regarding the balance funds being held by VF during its change of status to a limited company. A: Nothing further had been heard from Penny. ACTION a) Update from school office on completion of Alex McKee's Trustee process.	MB						
54.2	NGA Governor Matters The Chair reminded governors that a printed version of the termly magazine was available to borrow from the school office.							
54.3	Accident <i>Confidential Minute</i>							
55	SCHOOL COUNCIL nothing from from Agenda to refer							
56	CONFIDENTIAL items 43, 45, 47, 51 and 54.							
57	CLOSE OF MEETING							
	MEETING CLOSED at 9.23pm. Dates of Next Meetings – 2017-18							
	<table border="1"> <tr> <td>R&F</td> <td>6.02.2017 13.03.2017</td> <td>C&C</td> <td>20.02.2017</td> <td>FGB</td> <td>6.03.2017 27.03.2017</td> </tr> </table>	R&F	6.02.2017 13.03.2017	C&C	20.02.2017	FGB	6.03.2017 27.03.2017	
R&F	6.02.2017 13.03.2017	C&C	20.02.2017	FGB	6.03.2017 27.03.2017			

Post Meeting Notes:

43.4 ¹ Area chosen by Agnetha Addison: Children as leaders/Meet with 'Champions'.

45.9 ² **Business/Pecuniary Interest declarations** Clerk had provided updated Register to Chair for checking.

Summary of Actions Arising

ACTION	MINUTES FROM FGB MEETING 30 th JANUARY 2017	WHEN BY
DC/AMK	43.2 24.6 9.5 MATTERS ARISING/Governor Matters/Training/CPD training schedule – Feedback on financial training for schools finances.	Next R&F
DC	43.3 24.7 13.3 MATTERS ARISING/Voluntary Fund/Spending Bids/WiFi Update on quotation for new WiFi infrastructure.	Next Full Governing Body
LS	35.1 AOB/Termly newsletter/Spring – Governors Corner items to be written	
NJ/JG/MB	43.7 27.5 Governor Matters/Allocation of Responsibilities from SDP – Discuss logistics for Nadine Jones to carry out visits following job change.	Next FGB
Clerk	43.9 29.5.2 HT Report/Audit of ESTA (Enhanced Specialist Teaching Arrangement) to be considered at next FGB.	Next FGB
All JG	45.1 Governor Matters/New Co-opted Governor a) Chair to phone Reen Magnus. b) Contact Inspiring the Future for update on Reen Magnus position and/or another candidate. c) Contact AfC to identify any new governor candidates available.	Next FGB
Clerk	45.3.3 RAISEonline training – small group (LS/JG) to review Y16/17 significant goals and improvements with HT.	Autumn 2017
EB	45.4 Training – Feedback return from MATS course.	Next FGB
All governors	45.5 eNews/termly newsletter/Safeguarding: All governors needed to undertake eLearning module.	asap
Clerk/AMK	45.6 Allocation of responsibilities from SDP – Clerk to send list to Alex McKee for him to choose area to monitor.	Next FGB
MB	47.1 HT Report – Try PPG data in two tables one with and one without SEN.	Next FGB
All governors	47.2 HT Report/Events/KS1+KS2 Grammar workshop.	23.02.2017
Clerk	49 SDP Governors section to be considered.	Next FGB
MB	54 AOB/Voluntary Fund: Update on completion of Alex McKee's Trustee process	Next FGB

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