



**MINUTES OF THE MEETING OF THE GOVERNING BODY
held at the school on
MONDAY 4th JULY 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	Ms Debi Mavers
	Ms Nadine Jones	Mrs Kerry Lilienfeld		
		Mrs Cath Tanner – Jt Vice Chair		

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

Bold = absent Clerk: Mrs Ursula Partridge

Item		ACTION
99	APOLOGIES FOR ABSENCE / WELCOME	
	Erik Boesten, Daryl Close and Sophie Daniells gave their apologies and these were accepted.	
100	DECLARATION OF BUSINESS INTERESTS relating to items on this Agenda	
	None related to this Agenda were declared.	
101	OBSERVERS – none	
102	MINUTES OF MEETING HELD ON 9th MAY 2016	
	Minutes were approved and agreed to be a true record of the meeting. The Chair to sign and Clerk to file.	
103	MATTERS ARISING	
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 reported that there had been no further progress and that there had been staff changes in the department. The Chair advised that at the recent Partnership Meeting, Rob Henderson (Deputy Chief Executive, Achieving for Children (AfC)) reported on reorganisation of EdPsyc from September 2016 (located in three clusters) and when asked whether there would be an increase in hours for all schools he advised there would not be. The HT advised the current issue was the core allocation for statutory work and Simon James was looking into whether money from other streams was available to support the system. Q: The Chair asked if there was any supportive action the GB could provide on the issue. A: The HT suggested that if there had been no formal response from Simon James then the GB should send the follow up letter.	

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	ACTION a) Update on response from Simon James/GB to write if no or unsatisfactory response.	MB/JG
103.2	84.1.6 62.2 MATTERS ARISING/ Nursery : The Clerk advised visit report from Kerry Lilienfeld still awaited ¹ .	KL
103.3	84.1.7 65.1 MATTERS ARISING/HT REPORT/ Lunch Club ASC/BC See Agenda item 109.4.	
103.4	84.1.8 69.1 MATTERS ARISING/AOB/ Letter to parents re schools' budget The HT reported that (i) James Berry MP (for Kingston) had agreed to open the Moon Gate (KS2 playground development) on the 18 th July at 10.30 and (ii) that there had been very little response from parents to the budget letter but some concerns expressed related to whether state schools or its parents would consider SEN children a financial drain. Both the Chair and HT affirmed that GA was an all inclusive and non discriminatory school. ACTION COMPLETED	
103.5	Other matters arising 84.1.1 55 APOLOGIES FOR ABSENCE 21st March 2016 /Kim Small's absence accepted; 84.1.3 59.4 41.2.2 26.2 STANDING ORDERS/Committee Structures/Distributed Leadership/Governor Monitoring Visits; 82.2.2 GOVERNOR MATTERS/ Prevent training ; 88.4 GOVERNOR MATTERS/ School Council ; 89.3 GOVERNOR VISITS/ Governor Visit policy ; 93 VETTING & BARRING ; 95 AOB/ Budget Letters were either Agenda items for this meeting or actions had been completed.	
103.6	88.3.2 MATTERS ARISING/GOVERNOR MATTERS/ Termly Newsletter (FR 21.03.2016) The Chair advised it was considered more appropriate that Code of Conduct be handled at first GB meeting in September.	
103.7	91.1.4 MATTERS ARISING/HT REPORT/ Spring Term Outcomes (FR 9.05.2016) Q: The Chair asked for clarification on how progress under the new curriculum would be measured, ie Y3 roughly a third made good progress last year, and whether they were now in line with expectations or above expectations. A: The HT advised that it was hard to extrapolate from the old to the new assessment system. For 2015/16 academic year progress had been benchmarked from Autumn 2015. For 2016/17 the benchmark would be from July 2016. Q: The Chair pressed the HT on what was deemed progress for More Able Children (MAC), was it in line or at mastery level. A: The HT advised that MAC would be expected to make good progress/mastery level because they should find the application and deeper understanding an easier target to reach. Within the first year of curriculum change they were not there yet, but by the Key Stage (KS) change they should be. Using the symphony assessment scheme those who started and finished the year at Age Related Expectation (ARE) would have made six points progress. The HT/SLT explained how some areas under the new curriculum had not previously been covered at the same Year Group point under the previous curriculum and the focus was to fill any gaps. There was also discussion around the advice from Ofsted of use by primary schools of secondary school specialist teachers to teach subjects to greater depth/mastery to Y6.	
103.8	94 MATTERS ARISING/ ACADEMY STATUS (FR 9.05.2016) The Chair reported from the recent Partnership meeting that it was not possible for AfC to act as an umbrella for a Multi Academy Trust School (MATS) for the borough's primary schools as it could not hold more than a 20% stake in an Academy. The HT advised that central government rules continued to change. At present no 'list' of schools that might fit together in the borough had yet been received.	
103.9	89.1 MATTERS ARISING/GOVERNOR VISITS/ School Council ACTION a) Feedback return from School Council visit 6 th May awaited from Cath Tanner.	CT

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103.10	95.2 MATTERS ARISING/AOB/SATS (FR 9.05.2016) Cath Tanner reported she had observed Y6 maths SATS on Wednesday 11 th May. ACTION COMPLETED	
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
104	IDENTIFY IMPACT OF GOVERNOR WORK ON CHILDREN FROM MINUTES	
	Observation during SATS week.	
105	GOVERNOR MATTERS	
105.1	Governing Body The Chair formally recorded the GB thanks to Andy Elmer, who had already stepped down from the GB, and to Debi Mavers who attended her last meeting before leaving the school at the end of term.	
105.2	New Governor The Chair reported that the NGA (National Governors Association) takes over (from One Stop Shop) responsibility for identifying new governors for schools from September 2016 and AfC had confirmed existing requests would automatically be referred. ACTION a) Governors were reminded that if they knew someone suitable for the vacancy on Resources & Finance committee would they encourage them to apply.	All Governors
105.3.1	Training feedback (5 documents) The Chair reviewed recent courses undertaken.	
105.3.1.1	Looked After Children have absolute priority for school places even if a school was full; funding of £1900 per child from which special grants of up to £300 per term can be applied for. Kingston top slice £1K to cover the virtual school costs but can be applied for on an additional funding form for special projects for the child eg: counselling. The Chair highlighted this for consideration if the school had LAC in future. The virtual school also had an expert (Ed Stein) to assist in completion of EHCP (Educational Health Care Plan). Comment: SLT highlighted that other boroughs the full £1,900 follow LAC.	
105.3.1.2	SEN(D) also attended by Cath Tanner and Kim Small. Introduced role of governors, the help available to Kingston schools and to the golden binder (bible - which sets out provision from local authority, schools, etc) and all parents could request access to it. Comment: the HT advised that at the launch Shona Pitcher was invited to speak.	
105.3.1.3	Raise-on-line which was better than previous year but little information about what this would look like in future as Raise had lost the contract for 2016/17.	
105.3.1.4	Prevent illustrations were from secondary perspective. Being aware it was a significant issue in primary schools in some other areas of the country the Chair requested any data about the strategy as to what the instances were like across the country in primary schools. No response or illustrations from a primary perspective had been received so far.	
105.3.1.5	Partnership Meeting looking at national and local developments. AfC news included expansion towards Windsor & Maidenhead, new director awaited appointment, a new multi academy trust (MAT) being established locally for September within which around 165 SEN places created (to reduce out of borough schooling costs) and looking to expand local schools Autism Syndrome Disorder (ASD) provision. Q: Governors asked why the cost of SEN provision (instances of EHCP statements and Appeals) was higher for Kingston/Richmond compared to national, London and statistical neighbouring/profiled boroughs. A: The Chair's view was two reactions. Locally, so far as appeals were concerned, parents across the two boroughs were articulate and well informed about their children's entitlement and were not put off from taking decisions to appeal. Other areas of high deprivation had very few instances of statements being issued preferring the 'cost' instead to be spent across a borough's children.	

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	<p>The HT/SLT explained criteria for EHCP consideration was much stricter with emphasis on both educational and health need elements identified. The school had the largest number of pupils in the borough with EHCPs (mostly joining post Reception).</p> <p>The Chair reminded all governors to send completed training proformas to Kerry Lilienfeld and Anna McKenna.</p>	
105.3.2	<p>Training summary 2015/16 (1 document) Kerry Lilienfeld presented draft analysis of training undertaken by the GB during the last academic year which showed most had done two pieces of training. The Chair explained that when the new CPD (Continuing Professional Development) schedule from AfC was published for 2016/17 gaps could be identified where committee skills needed to be strengthened, and suitable training needed or any which might be of interest to individuals would be identified. The schedule was due out but would not include financial items as this was subject to budget consultation in progress. Governors were reminded that workplace training relevant to their role on the GB also qualified and details should be registered using the normal proforma.</p> <p>ACTIONS</p> <p>a) Governors were asked to check analysis and advise any missed training to KL. b) Analysis to be updated and final version supplied to Chair.</p> <p>The Chair thanked Kerry for her work and advised new governors as to the quality and convenience of timing of the training available.</p>	All Governors KL
105.4	<p>eNews The Chair highlighted the following items since the last meeting: 24.05.2016: New GEL online training (now also under auspices of NAG), governors would need to re register, details of which would likely be available in September. 7.06.2016: Survey of parental view of 30 hour childcare provision. HT confirmed this was included in newsletter to parents. 14.06.2016: Keeping Children Safe in Education (published May 2016), the statutory Safeguarding document which all staff and governors should be familiar with together with a useful link to summary of changes. 21.06.2016: School survey about 30 hour childcare provision.</p>	
105.5	<p>Evaluation of GB performance See also Agenda item 105A. The Chair advised this was last done under the 20 Questions discussion earlier in the year. The HT commented that Ofsted assessed the GB was doing a good job.</p>	
105.6	<p>Reconstitution review The Chair invited comments on whether any adjustment needed be made to the GB (ie number of members and/or committees structure) following reconstitution September 2015. Following Debi Mavers' resignation there would be a Staff vacancy but the Chair acknowledged Autumn term would be a better time to identify someone to take on this position. There being no comments no changes were proposed for 2016/17.</p>	
105.7	<p>Annual Skills Audit/Financial Matrix The Chair encouraged all those present to complete the provided Skills Audit and let her have these at the end of the meeting.</p> <p>ACTIONS</p> <p>a) Distribute financial matrix to all GB members for completion/return to Chair by 19.07.2016. b) Distribute Skills Audit template to absent governors with deadline for return to Chair by 19.07.2016.</p>	Both Clerk and all Governors
105.8	<p>GB Chair 2016/17 The Chair invited any members to declare an interest in standing for either the Chair or Vice Chair of GB positions in September. Erik Boesten had advised he was willing to continue as a Jt Vice Chair but at present was unable to take on further responsibilities.</p> <p>ACTION</p> <p>a) Self nominations to go to Chair and to the Clerk before first meeting in September.</p>	
105.9	<p>FGB Meeting arrangements 19.09. 2016 The Chair reminded the meeting that the first</p>	

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	meeting of new academic year started at 4pm with visioning meeting with the HT/staff followed by FGB meeting from 5-7pm.	
105A	SCHOOL DEVELOPMENT PLAN (SDP) 2015/16 Governors' Targets (1 document)	
105A.1	<p>Under Section 6: Leadership and Management, is GB section. The Chair had completed the document identifying what had been achieved and what had been worked on. The big omission by governors (with some exceptions) was to undertake monitoring visits, which was part of the GB's strategic role. This was part of Code of Conduct/Distributed Leadership circulated in November and which governors signed up to. Governors were again encouraged not to leave these visits until the end of term and it would form part of Code of Conduct for 2016/17 again. The SDP for 2016/17 would be looked at afresh in September to identify areas where governors should reasonably be able to carry out those duties.</p> <p>ACTION</p> <p>a) Feedback following monitoring visits to be returned using usual visit proforma.</p> <p>There was discussion about other areas of work looked at. Although size of Curriculum & Community brief had been raised during whole GB training with Michele Robbins in January 2016 it had been considered that a three committees structure could raise quorate issues and therefore to remain with current structure. If specific subjects needed indepth consideration then working parties could be established eg: 2015 used Data and Ofsted preparation groups.</p>	All Governors
105A.2	The Chair reviewed two visits which had been reported to Curriculum & Community committee.	
105A.2.1	Maths/School Council Looked at use of maths in cross curricular work. Y2-Y6 had brought examples of work done which demonstrated consistency across Year Groups (YG).	
105A.2.2	Middle Leadership Team (MLT) & Y6 impressed by professionalism across the school and solid support. Should any change be needed to MLT in the future it would need to be as secure and robust as the existing structure.	
106	GOVERNOR VISITS (2 documents)	
106.2	Erik Boesten/School Council: The Chair advised EB would feedback following school visit and attendance at School Council this week.	
106.3	Liz Smith/School Council: Pupil gave feedback from visit to Gambia. Most of meeting was focussed on launch of the stationery shop which children were enthusiastic about, obviously proud that School Council had ownership involvement in its start-up.	
106.4	<p>Cath Tanner/Queens' 90th birthday Tea Party: Y6 had done well mingling with guests who were mainly neighbours to the school or from Athelstan Day Centre. SLT advised Y6 had been invited to sing at the Day Centre again.</p> <p>ACTION</p> <p>a) Activity to be included in Equality Report.</p>	AM
106.5	<p>The Chair explained the importance feedback forms provided in evidencing Governors' carried out monitoring.</p> <p>ACTION</p> <p>a) Governors section in School Ofsted folder be created for collecting feedback and other relevant papers.</p>	MB
107	CONFLICT OF INTEREST POLICY (1 document)	
	There being no comments or amendments the tabled document was unanimously approved. The document would be used in association with the Business Interest return to be completed by Governors for 2016/17 in September.	
108	FEEDBACK FROM COMMITTEES	
108.1	Curriculum & Community: Kerry Lilienfeld reported on Co-ordinator presentation by Sarah Owen (Literacy) on bar raised in assessment. Areas looked at: moderation, spelling and	

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	strategies, dyslexia, handwriting. SIMS analysis of behaviour data and future training were considered. Governors had requested analysis of data on basis of number of individuals involved. This analysis was now available and the Clerk would circulate to committee this week. The Chair had found the recommended YG personal reading lists useful. There were no questions to come back to HT.	
108.2	Resources & Finance: in the absence of both Chair and Vice Chair, SLT and committee members advised that subjects considered had been the budget scenarios for 2016/17 financial year, projects: swimming pool and KS2 playground development, and Conflict of Interest policy.	
108.3	Health & Safety: Daren Beaver (H&S governor) advised that KS2 playground development had been risk assessed as very low/low level, was open and being used. Update on boiler for hot water/kitchen supply awaiting response from School Business Manager. Kitchen repairs: retest to correct level still to be carried out. Fairly major issues with the main building had been identified and structural survey in process (costs responsibility of local authority). It had been good to have the independent survey after repair to roof by TFT and to have confidence water seepage had been dealt with. ACTIONS a) Update on boiler hot water/kitchen supply. b) Update on outcome of certification retest of electrics.	Both DB
109	HEAD TEACHER'S REPORT (verbal)	
109.1	Confidential Minute	
109.2	Nursery (Breakfast Club (BC), Lunch and After School Club (ASC)): Following surveying parents there had been a huge take up for lunch for both morning and afternoon sessions, but not for either a breakfast club/morning or afternoon/after school club. ACTION a) Response from new Nursery parents groups to breakfast/after school provision.	MB
109.3	Extended Provision (Nursery): The LA was now on a pilot scheme for how to provide the 30 hour provision. The HT confirmed bid had already been submitted for wrap-around care and that questionnaire had also been completed setting out what the school would like and priority identified: (i) bespoke wrap around care, (ii) use own out of hours club, (iii) team up with offsite out of hours provider but definitely team up with offsite provider for holiday care.	
109.4	After School Club (ASC) (1 document) Matter of new constitution was still with lawyers. Three weeks notice (before end of term) had to be given to parents that the charity would be wound down by the end of September 2016 and taken over by limited company. Letter accordingly would imminently be sent to parents advising no change to the service. All assets held by the charity may go to the school's Voluntary Fund.	
109.5+6	Confidential Minute	
110	SCHOOL DEVELOPMENT PLAN (SDP)	
	The Chair reported that three areas identified during Ofsted Inspection would be featured in the new SDP for 2016/17 and focussed on in Governor monitoring.	
111	VOLUNTARY FUND	
	The Chair advised VF were unable to meet until September so report would be to next FGB.	
112	ACADEMY STATUS	
	The Chair reported that government white paper indicated that academy status was still direction of travel but compulsion of deadline had been removed. Subject was still on HeadTeachers meetings' Agendas. At present plan was to work more collaboratively with other schools.	
113	AOB (to Chair 24 hours before meeting)	

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113.1	Summer Fayre: The Chair recorded thanks to Cath Thompson and Kerry Lilienfeld for their work and for the money raised for the school. Kerry thanked Governors for their support.									
113.2	Newsletter: The Chair invited a governor to write piece for Governor's Corner. Kerry Lilienfeld volunteered. ACTIONS a) Examples of previous pieces written to be forwarded to Kerry Lilienfeld. b) Text for Governors' Corner to be supplied to school by 15 th July 2016.	CT/JG KL								
114	SCHOOL COUNCIL									
	No items from this meeting referred.									
115	CONFIDENTIAL ITEMS: items 103 and 109									
	MEETING CLOSED at 9.30pm The Chair thanked governors for their attendance at all meetings this year. The HT thanked the Chair for her work. Dates of Next Meetings - 2016/17									
	<table border="1"> <tr> <td>VF</td> <td>7.09.16</td> <td>FGB</td> <td>19.09.16 – See item 105.8</td> <td>R&F</td> <td>3.10.16</td> <td>C&C</td> <td>17.10.16</td> </tr> </table>	VF	7.09.16	FGB	19.09.16 – See item 105.8	R&F	3.10.16	C&C	17.10.16	
VF	7.09.16	FGB	19.09.16 – See item 105.8	R&F	3.10.16	C&C	17.10.16			

Summary of Actions Arising

ACTION	MINUTES FROM FGB MEETING 4 th JULY 2016	WHEN BY
MB/SP	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) Update on response from Simon James/GB to write if no or unsatisfactory response.	Next FGB
KL	103.2 841.6 62.2 MATTERS ARISING/ Nursery: Visit report awaited from Kerry Lilienfeld.	Next FGB
CT	103.9 89.1 MATTERS ARISING/GOVERNOR VISITS/ School Council Feedback return from School Council visit 6 th May still awaited from Cath Tanner.	Next FGB
SP	103.11 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.	Next FGB
All Governors	105.2 MATTERS ARISING/Governor Matters/ New Governor – If any governor knew someone suitable for the vacancy on Resources & Finance committee would they encourage them to apply.	Next FGB
All Governors KL/JG	105.3.2 MATTERS ARISING/Training Feedback/ Training summary 2015/16 a) Governors were asked to check analysis and advise any missed training to KL. b) Analysis to be updated and final version supplied to Chair.	Next FGB
Both Clerk + all Governors	105.7 MATTERS ARISING/ Annual Skills Audit/Financial Matrix a) Distribute financial matrix to all GB members for completion/return to Chair by 19.07.2016. b) Distribute Skills Audit template to absent governors with deadline for return to Chair.	5.07.2016 19.07.2016
All Governors	105A MATTERS ARISING/ SCHOOL DEVELOPMENT PLAN 2015/16 Governors' Targets Feedback following monitoring visits to be returned using usual visit proforma.	End of term
AM	106.4 MATTERS ARISING/GOVERNOR VISITS/ Queen's 90th birthday Tea Party Activity to be included in Equality report.	Next FGB
MB	106.5 MATTERS ARISING/GOVERNOR VISITS – Governors section in School's Ofsted folder be created for collecting feedback and other relevant papers.	For 2016/17
Both DB	108.3 MATTERS ARISING/FEEDBACK FROM COMMITTEES/Health & Safety a) Update on boiler hot water/kitchen supply. b) Update on outcome of certification retest of electrics.	Next FGB
MB	109.2 HEAD TEACHER'S REPORT/ Nursery (Breakfast Club (BC), Lunch, After School Club (ASC)) Response from new Nursery parents groups to breakfast/after school provision.	Next FGB

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JG/CT KL	113.2AOB/Newsletter a) Examples of previous pieces written to be forwarded to Kerry Lilienfeld. b) Text for Governors' Corner to be supplied to school.	asap 15.07.2016
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