



**MINUTES OF THE MEETING OF THE GOVERNING BODY
held at the school on
MONDAY 6th MARCH 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		
	VACANCY	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
58	APOLOGIES FOR ABSENCE	
	Apologies received and accepted from Shona Pitcher. There had been no message received from Daryl Close.	
59	DECLARATION OF BUSINESS INTERESTS – none.	
60	OBSERVERS – none	
61	MINUTES OF MEETING HELD ON 30th JANUARY 2017	
	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 joined the meeting at 7.35pm</i>	
62	MATTERS ARISING	
62.1	43.2 24.6 9.3 MATTERS ARISING/Governor Matters/Training/CPD Schedule/R&F governors' training on schools finances (2 documents) The Chair reported that feedback from Alex McKee (parts 1+2) and from Daryl Close (part 1) had been circulated to governors. ACTION COMPLETED	
62.2	43.3 24.7 13.3 VOLUNTARY FUND/Spending Bids/WiFi (FR 19.09.16) The HT advised two comparative quotes still being obtained. ACTION a) Quotations for upgrade of WiFi infrastructure to be provided to next R&F meeting.	MB
62.3	43.7 27.5 Governor Matters/Allocation of responsibilities from (SDP) (FR 14.11.16) Nadine Jones advised her Year Group visit (Y4 PE and science) had been arranged in the next couple of weeks. ACTION a) Visit return to be completed and received.	NJ

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62.4	<p>45.1 MATTERS ARISING/Governor Matters/New Co-Opted Governor (30.01.17) The Chair reported on her unsuccessful attempts to make contact with Reen Magnus. Made simultaneous contact with AfC (Achieving for Children) who reported few candidates available, and Inspiring the Future who followed up with candidates introduced and there were now two prospective candidates.</p> <p>ACTION</p> <p>a) Update on filling Co-opted vacancy.</p>	JG
62.5	<p>45.4 MATTERS ARISING/Governor Matters/Training booked / feedback reminder. The Chair confirmed MATS & Academies feedback return from Erik Boesten had been received and circulated for this meeting. ACTION COMPLETED</p>	
62.6	<p>45.5 MATTERS ARISING/Governor Matters/eNews/termly newsletter (FR 30.01.17) The Chair reminded governors that eLearning Safeguarding module needed to be completed by all governors. The Chair highlighted that GB needed two governors to hold Safeguarding brief.</p> <p>ACTIONS</p> <p>a) Training feedback from eLearning module be supplied to Kerry Lilienfeld and Clerk.</p> <p>b) Self nomination by governor for Safeguarding brief.</p>	Both all Governors
62.7	<p>45.6 MATTERS ARISING/Governor Matters/Allocation of responsibilities SDP (FR 30.01.17) The Chair reported that Alex McKee had chosen section 3.5/school website to monitor and asked that he seek feedback from parent community on its ease of use. ACTION COMPLETED</p>	
62.8	<p>47.2 HT Report/Events/KS1+KS2 Grammar workshop (FR 30.01.17) There was extensive and detailed discussion about the level of attendance at workshops generally, and the Grammar workshop specifically (30 out of the 80 attended), whether payment for attendance should be on booking rather than on door, logistics and rationale for workshop to be available on website to be viewed at parents' convenience, conflicting feedback (more maths wanted) with attendance levels (13 out of 90 for assessment workshop).</p> <p>The meeting noted the pressure on working parents and arranging childcare. Extensive range of reminders provided on different mediums. Apologies were now requested, the school had tried different times of day, provision of crèches but felt an effective link was being missed.</p> <p>ACTIONS</p> <p>a) Seek feedback on how to improve and get workshops right for both parents and staff.</p> <p>b) Include feedback extracts from parents in newsletter.</p> <p>c) Explore (i) WiFi firewall protection to allow live streaming of workshops, (ii) use of Webinar/IRIS, (iii) if 2-way recording system via GEL and (iv) pre-recorded through website to allow data analysis of hits.</p>	All MB
62.9	<p>47.1 MATTERS ARISING/HT Report (FR 30.01.17) <i>Carried forward to next written report for Summer A term.</i></p> <p>ACTION</p> <p>a) PPG Data to be tried in two tables: one with and one without SEN.</p>	MB
62.10	<p>54.1 MATTERS ARISING/AOB/Voluntary Fund (FR 30.01.17) The HT explained that Penny Bell had advised that following change in Club's status Gillian Barrett (co director for After School Club) was now in charge of fund arrangements.</p> <p>ACTIONS</p> <p>a) Update from school office on completion of Alex McKee's Trustee process.</p> <p>b) Follow up with Gillian Barrett re fund arrangements.</p>	Both MB
62.11	<p>Other Matters Arising where actions had been completed or were an Agenda item for this meeting: 43.9 29.5.2 HT Report/Audit of ESTA (Enhanced Specialist Teaching Arrangement), 49 SDP/ Governors Section.</p>	
63	IDENTIFY IMPACT OF GOVERNOR WORK ON CHILDREN FROM MINUTES	
	Pending: upgrade of WiFi infrastructure and change in PPG data presentation.	

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64	GOVERNOR MATTERS	
64.1	Updated on new Co-Opted Governor <i>See item 62.4</i>	
64.2	Training / CPD training schedule – Kerry Lilienfeld reported that no one had taken up How to Challenge Effectively, Liz Smith volunteered to undertake Getting it Right as a Parent Governor.	
64.3	Training booked / feedback The Chair thanked those governors who had provided feedback: see <i>items 62.1 and 62.5</i> plus 28.01.17 Alex McKee Getting to Grips and 9.02.17 Jenny Gresson Succession Planning (<i>see item 72</i>).	
64.4	eNews /termly newsletter The Chair highlighted the following items: 21.02.2017 RAISEonline replacement service and 30 hours Nursery provision. 28.02.2017 Primary support service for advice and guidance on social, emotional and mental health needs; SWLSEP (Southwest London School Effectiveness Partnership) training on 20.03.2017 on Disadvantaged Children (formerly Pupil Premium Grant).	
64.5	Allocation of monitoring responsibilities from SDP <i>see item 62.7</i> .	
64.6	Termly Newsletter: ACTION: Governors self nominate to write Governors Corner for Summer term.	All governors
65	GOVERNOR VISITS (including School Council feedback)	
	The Chair thanked all those who had completed visits (23.11.16, 23.12.16 and 24.02.17 Cath Tanner; 24.02.17 Erik Boesten) and the Clerk for producing one page summary of visits and training. ACTION a) (Doc: GAPNS Visit and Training summary) Governors to use their discretion on providing feedback returns following visits linked to Distributed Leadership areas. Summary to be amended.	Clerk
66	HEAD TEACHER'S REPORT	
66.1	(Doc: HT Report Spring No on Roll) HT reported roll was up to 671 (682 school's maximum number). Y6 would shortly be the only year with spaces. Attendance stood at 96%. Workshops had included dyslexia and a couple in preparation for Growth Mindset week. Next Inset 12 th May. Secondary school admissions: all pupils had a place or were happy with arrangements. SIP made visit on 21.02.2017 and started new learning audit and in connection with continued concerns about writing assessments had arranged for Debbie Thomas (AfC English support) to come in and Lindsay Pickton being booked for an Inset. No significant H&S, DBS and Safeguarding up to date, one referral to SPA (Single Point of Access) for investigation and one escalated from child in need to a CP (Child Protection) issue. Staffing: Lesley O'Donogan retires at end of the month. Outside activities: School Journey to Windmill Hill; dyslexia workshop 21.03.2017 and Grand Singers Concert 27.03.2017. ACTION a) Governors invited to dyslexia workshop and concert.	All governors
66.2	(Doc: Notional SEND budget) HT provided background to LA deficit but latest plan was for this to be put on hold but going forward had to work within its budget. Despite inviting and receiving suggestions on ideas for cost savings on the Special Educational Needs and Disabilities (SEND) budget this would be a challenge. AfC were however pushing schools on the notional SEND budget and HT explained calculation formula (prior attainment of school and number of pupils in January census for FSM (Free School Meals) and its intended use (the first £6K of support for each SEN pupil prior to EHCP (Educational Health Care Plans) being evidenced/applied for. Q: Governors asked about the philosophical connection between SEND and FSM. A: HT explained there was correlation demonstrated when data was put in to a VENN diagram, produced significant overlap. The Chair explained historical correlation over decades extends to pupils with ASD (Autism Syndrome Disorder), ADHD (Attention Deficit Hyperactivity Disorder), dyslexia and Asperger syndrome are no respecters of affluence. Although the HT noted another problem was the criteria of average low attainment which was not an issue for the school because of	

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	<p>the level of support provided to them.</p> <p>Confidential Minute</p> <p>The meeting considered proposal from C&C Committee for a letter to go to parents informing them of what cuts could look like next year: class sizes, no school on Friday afternoon.</p> <p>ACTIONS</p> <p>a) Governors were asked to add their support to parent forum from Coombe Junior.</p> <p>b) Erik Boesten to draft letter from GB to parents giving scenarios where budget cuts could hit.</p>	All governors EB
66.3	(Doc: HT Report Spring No on Roll) HT present report from Nadine Jones (Office Manager) setting out breakdown on year groups showing that only Y1 and Y6 had places available.	
66.4	<p>(Doc: Spring 1 APS and Progress 201617 for Gov) HT presented data covering YG reading, writing and maths and talked through the analysis. The Symphony assessment tool would be reviewed to identify if there was a system error or if there were some sticking points with children not being able to progress, as it was no longer best fit but all boxes needed to be ticked. Highlighted to governors was the high percentage of PPG pupils who also had at least one additional behavioural, language or educational need. The next HT written report would include breakdown of outcomes.</p> <p>Confidential Minute</p> <p>Progress was looking really good from low start point. Expectation of independent work feedback from best practice indicated books were comparable, looking at more practical and modelling for pupils as well as correct focus on ITAFS (Interim Teacher Assessment Framework) and marking.</p> <p>Q: Governors asked what feedback was received from Secondary schools on how past pupils compare with past pupils from other schools.</p> <p>A: HT explained there was little feedback except from informally meeting other HTs, Southborough Boys sends information of GCSE results of past pupils and hear about pupils with behavioural issues.</p> <p>There was brief discussion of the differences between primary and secondary education environments which impacted on pupils.</p>	
67	SELF EVALUATION FORM	
	(Doc: Summary SEF 15/16) The meeting considered the tabled document, what fluency/great depth looked like in art and science having focussed on Maths (good grasp) and English (developing/exploring) in 15/16. The Chair invited the HT to explain the power of reading in outcomes: a class novel used for reading and writing as base for that year group to develop understanding and skills in grammar, figurative writing, comprehension inference, etc.	
68	COMMITTEE FEEDBACK	
68.1	Curriculum & Community: The Chair advised in absence of Kerry Lilienfeld she had chaired the last meeting. Areas discussed included swimming in school, non participation by some and the voluntary pool contribution from parents; Co-ordinator presentation on PPG, with presentations planned for Summer on PE and Science; budget for 17/18 and letter from governors to parents, behaviour review, SEND review; SDP update; British Values policy and how this was woven and embedded into curriculum; current assessment procedure update; targets for MAC (More Able Children); considered writing at great length, Autumn SIP Report, the PASS survey – children’s responses to their learning and specifically the 50 questions asked.	
68.2	Resource & Finance: In the absence of Daryl Close, the Chair reported the proposed Budget for 17/18 was presented and discussed different scenario options to balance and quantify impact on children. Budget projection for three year. SFVS (School Financial Values Standard). WiFi quote for infrastructure upgrade. H&S and Premises reports.	
	Health & Safety: Darren Beaver and HT reported kitchen boiler work had been completed.	
	Safeguarding: The Chair and Cath Tanner advised next walk round would be carried out before end of Spring term and apart from items included in HT Report there was nothing else to report.	

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69	SCHOOL FINANCIAL VALUES STANDARD	
	<p>(Doc: draft SFVS Assessment Form 15/16) The Chair thanked Daryl Close and Hannah Gamble (SBM, School Business Manager) for their work on the SFVS. There was brief discussion about answer on budget which HT explained response related to current 1516 budget.</p> <p>ACTIONS</p> <p>a) A couple of grammar corrections noticed by Alex McKee to be advised to SBM. b) Final version to be printed out for Chair of GB to sign.</p>	AMK/HG HG/JG
70	REVIEW ENHANCED SPECIALIST TEACHING ARRANGEMENT (ESTA)	
	<p>(Doc: 2016 November GA ESTA Review) The Chair reported that the Review was considered by Curriculum & Community Committee and considered very positive. The HT reported that LA (Local Authority) were still discussing options.</p>	
71	REVIEW GOVERNORS' SECTION SCHOOL DEVELOPMENT PLAN (SDP)	
	<p>(Doc: Whole School SDP 2016-17 Aut Review) The Chair explained this meeting was to review Everyone a Leader/TARGET 5 which set out the GB's role and identify what areas still have work outstanding and needed completion by end of Summer term.</p> <p>The meeting noted:</p> <ul style="list-style-type: none"> • Item 6.4 Self Evaluation/NGA (National Governors Association) 20 Questions see <i>item 72</i>. • Item 6.5 The small amount of funding to cover Academies set up process (£25K) had been withdrawn. • Item 6.5 Nursery provision and SRP (Specialist Resource Provision) no progress at present. <p>ACTIONS</p> <p>a) The Chair to follow up on SRP at next Partnership meeting. b) Progress an agenda item for next C&C c) Outstanding SDP monitoring visits to be carried out by governors.</p>	JG Clerk EB/LS/DC/ KS/NJ/CT/ AM/AA
72	SUCCESSION PLANNING	
	<p>The Chair explained that at both the Partnership and Clerks Briefing meetings succession planning had been highlighted as an area of concern for AfC to ensure Chairs did not exceed recommended two terms in post (eight years) or GB left with no one to step up. As part of the solution succession planning would become an agenda item for all FGB meetings going forward. Process needed to be opened up to identify potential Chairs for committees as well as GB and job descriptions were now available.</p> <p>Template (Doc: Succession Planning Audit 1617) was circulated for governors to complete at end of the meeting. The returns would be available at each FGB meetings for governors to update and track their personal development and enabled profile of GB to be identified and potential for possible future development as a chair. While it was recognised the role of Chair was not right for everybody the audit would be a useful tool. Angela Langford from AfC coming to speak with Chair/HT to discuss on 20th March 2017.</p> <p>(Doc: SWLSEP Governance Standard Final Updated 17 Oct colour coded) Produced by Michele Robbins the document was a self evaluation tool linked to Ofsted's ten areas in leadership and management to do with governance. The Steering Group had allocated the 12 questions to GB, R&F and C&C Committees with intention that for 2017-18 academic year this would (i) become framework for identifying impact of governors work on children, (ii) items being worked on would form the basis of SDP Target 5 and (iii) replace the 20Questions previously used as self evaluation of GB. Angela Langford from AfC was coming to discuss use of this tool with Chair and HT.</p>	

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	ACTIONS a) Succession planning audit form to be sent by Clerk to absentees. b) Colour code (GB/C&C/R&F) and add Key to SWLSEP document and Clerk to circulate. c) Clerk to add items to Schedule of Works for Summer term GB/C&C/R&F: Summer A look at; Summer B feedback and where to find evidence. d) Bring succession planning audit forms to next FGB. e) Update on meeting with Angela Langford.	DC/SP MB/Clerk Clerk JG JG/MB
73	ACADEMY STATUS	
	The HT reported that at latest HT Conference Nick Whitfield (Head of AfC) explained Richmond and Kingston grouping of social services and schools. GA was in a cluster of schools all located within Kingston boundary. The clusters represented groupings that should consider joining as MATS (Multi Academy Trusts). Although there was not the will amongst primary schools nationally and academisation was no longer high on the government's agenda it would happen eventually. There was brief discussion about the makeup of cluster GA within (still included a large number of church schools and geographical boundaries).	
74	AOB	
	The HT reported that Audit of the Budget Finances had been notified which would last three days starting 12 th June. It was a big piece of work for the office to undertake. Everything was in order but it was good practice to undergo to identify any areas which needed attention.	
75	SCHOOL COUNCIL	
	Nadine Jones reported that request from C&C for survey of 'like' of reading was being undertaken by class reps. Anna McKenna reported that an item in the newsletter inviting parents to donate unwanted books had already produced a good response. The meeting noted there were no items from this meeting to be referred to School Council.	
76	CONFIDENTIAL items	
77	CLOSE OF MEETING	
	MEETING CLOSED at 9.23pm. Dates of Next Meetings 2017-18	
	R&F 13.03.2017 FGB 27.03.2017 C&C 24.04.2017	

Summary of Actions Arising

ACTION	MINUTES FROM FGB MEETING 6 th MARCH 2017	WHEN BY
MB	62.2 43.3 24.7 13.3 Matters Arising/Voluntary Fund/Spending Bids/WiFi Quotations for upgrade of WiFi infrastructure.	Next R&F
NJ	62.3 43.7 27.5 Matters Arising/Governor Matters/ Allocation of Responsibilities from SDP Visit return from YG4 PE and Science to be received.	FGB 15.05.17
JG	62.4 45.1 Matters Arising/Governor Matters/ New Co-opted Governor Update on filing Co-opted vacancy.	FGB 27.03.17
Both all governors	62.6 45.5 Matters Arising/eNews/termly newsletter/ Safeguarding: a) Training feedback from eLearning module to be supplied to Kerry Lilienfeld and Clerk. b) Self nomination by any governor for Safeguarding brief.	Asap
All MB	62.8 47.2 Matters Arising/HT Report/Events/ KS1+KS2 Grammar workshop a) Seek feedback on how to improve and get workshops right for both parents and staff. b) Include feedback extracts from parents in newsletter. c) Explore (i) WiFi firewall protection to allow live streaming of workshops, (ii) use of WebNair / IRIS , (iii) if 2-way recording system via GEL and (iv) pre-recorded through website to allow data analysis of hits.	FGB 15.05.17
	62.9 47.1 Matters Arising/HT Report PPG Data tried in two tables: one with/one without SEN.	FGB 15.05.17
	62.954.1 Matters Arising/AOB/ Voluntary Fund:	

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Both MB	a) Update from school office on completion of Alex McKee's Trustee process b) Follow up with Gillian Barrett/After School Club re fund arrangements	FGB 15.05.17
All governors	64.6 Matters Arising/Governor Matters/Termly Newsletter : Governors to self nominate to write Governors Corner for Summer Term.	FGB 15.05.17
Clerk	65 Matters Arising/Governor Visits : Visit/Training summary - governors to use their discretion on providing feedback returns following visits linked to Distributed Leadership areas. Summary to be updated.	FGB 15.05.17
All governors	66.1 Matters Arising/HT Report/Outside activities – Governors invited to dyslexia workshop and Grand Singers Concert.	21.03.17 27.03.17
All governors EB	66.2 Matters Arising/HT Report/Notional SEND Budget a) Governors asked to add their support to parent forum from Coombe Junior. b) Letter to parents to be drafted from GB giving scenarios where budget cuts could hit.	Both asap
AMK/HG Clerk/HG	69 Matters Arising/SFVS a) Grammar corrections to go to SBM. b) Final version to be printed for Chair of GB to sign.	R&F 13.03.17 R&F 13.03.17
JG Clerk EB/LS/DC/ KS/NJ/CT/ AMK/AA	71 Matters Arising/Review Governors' Section SDP a) The Chair to follow up on SRP (Specialist Resource Provision) at next Partnership meeting. b) Progress an agenda item for next C&C. c) Outstanding SDP monitoring visits to be carried out by governors.	16.03.17 17.04.17 FGB 15.05.17
DC/SP MB/Clerk Clerk JG JG/MB	73 Matters Arising/Succession Planning a) Succession planning audit form to be sent by Clerk to absentees. b) Colour code (GB/C&C/R&F) and add Key to SWLSEP document and Clerk to circulate. c) Clerk to add items to Schedule of Works for Summer term GB/C&C/R&F: Summer A look at; Summer B feedback and where to find evidence. d) Bring succession planning audit forms to next FGB. e) Update on meeting with Angela Langford.	FGB 15.05.17 Asap C&C 17.04.17 FGB 15.05.17 FGB 15.05.17

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