



**MINUTES OF THE MEETING OF THE GOVERNING BODY
held at the school on
MONDAY 13th NOVEMBER 2017**

Constitution, membership and attendance

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

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

Item	Meeting started 7.34pm	ACTIONS
121	APOLOGIES FOR ABSENCE Apologies were received and accepted from Onika Russell and Darren Beaver.	
122	DECLARATION OF BUSINESS INTERESTS – in relation to 125.1. Personal relationship between HT & Rex Barrington.	
123	OBSERVERS – none	
124	MINUTES FROM FGB MEETING 25th September 2017 The draft Minutes were approved and agreed to be an accurate and true record of the meeting. The Chair to sign and Clerk to file.	JG
125	MATTERS ARISING FROM MEETING OF 25th SEPTEMBER 2017	
125.1	5.1 107.1 92.1 62.2 43.3 24.7 13.3 Matters Arising/Voluntary Fund/Spending Bids/ WiFi (FR 19.09.16) The HT provided a quote from Rex Barrington’s company, Moneywise (HT’s husband). He has carried out a survey (at no cost) on what will be required. Equipment would be provided at cost. Fitting would be done by the in-house team so no extra cost. Cost of Wifi configuration would be £500. Overall quote £9,260 plus VAT (would change if price of equipment changed). Q: How do we know we are getting value for money if we only have one quote? Governors agreed other companies would be asked to provide cost of undertaking a survey. If more than £500 Governors know the received quote is acceptable. ACTION a) Obtain quote for survey from another company by the next R&F.	MB
125.2	5.3 107.5 94.8 Matters Arising/ Performance Management (FR 15.05.17) JG and EB booked onto Performance Management training.	JG/EB
125.3	5.4 107.8 96.2.2 Matters Arising/HT Report/ School Development Priorities (FR 15.05.17) Ofsted due within the next two years and it was highlighted that Governors must remain on top of things.	
125.4	5.5/5.6 107.9 96.2.8 Matters Arising/HT Report/ Health & Safety (15.05.17) RoSPA (Royal Society	

Signed/Initialled (Chair of Governors): Date:

	for Prevention of Accidents) has confirmed that this type of prickly shrub is often used as a thorny border. School needs to do it's own risk assessment and manage. It was noted that there have been no injuries since it was planted over a year ago and it is not in an area where children go unsupervised. ACTION: a) Ensure the bush remains pruned and monitor.	MB
125.5	7.2 Pay Committee Now consists JG, EB, CT and SK	
125.6	8.2 Appointments of Sneha Kapoor and Daniel Mannin as governors ratified.	
125.7	9.3 110.3 Matters Arising/Governor Visits/ Exit Interviews (FR 3.07.17) Governor confirmed positive feedback from exit interview with Gosia Gonclaves. One suggestion was smaller groups for handwriting. Governor confirmed positive feedback from exit interview with Oscar Sanders. His suggestions: <ul style="list-style-type: none"> Specified member of SLT to be responsible for KS2 (as it is so big) Could a staff member shadow a TLR to encourage recruitment internally when a vacancy comes up? The SLT confirmed they are currently satisfied with the school's management structure and how the SLT and MLT interact ACTION: a) HT and SLT agreed to consider the suggestions.	SLT
125.8	14.1 JG was elected as Chair and EB / CT as Vice Chairs. EB highlighted the fact that, due to other commitments, he would not standing for position of Chair in the future.	
125.9	15.2 AOB / Dedicated Schools Grant meeting No decision on schools funding by Council as yet. Preferred option appears to be (f) Claw back money from schools where there is under spend (confirmed as 16%). Schools unhappy as they were told to save for 'hard times' but now being told these savings will be clawed back. Even with this and general cut backs the Council will not raise enough to cover the £20m short fall.	
125.10	Other Matters Arising where actions had been completed or where an Agenda item for this meeting: 5.2 107.3 92.7 66.2 Matters Arising/ HT Report ; 5.3 107.4 92.8 71 Matters Arising/Review Governors' Section SDP/ SRP (Specialist Resource Provision); 5.3 107.5 94.8 Matters Arising/ Performance Management ; 5.7 107.12 100.1 Matters Arising/AOB/Governor Visits/ Photos for Governors Board .	
126	IMPACT OF GOVERNOR WORK ON CHILDREN FROM MINUTES	
126.1	The following items were identified: dealing with prickly bush, CCTV policy, school visits by governors make staff / pupils feel an interest is being taken, exit interviews provide feedback that can help improve the school.	
127	STANDING ORDERS / COMMITTEE STRUCTURE	
127.1	TORS Review. Governors areas of responsibilities (penultimate page of TORS) discussed and the following was agreed: Computing – Daniel Mannin E-Safety – Erik Boesten E-Safety talks by Peter Cowley (Kingston Borough Consultant) taking place at the school on 14/11/17. Parents and pupils invited. Around 85 parents accepted and information will be sent to all parents after the talks. ACTIONS: a) DM to liaise with EB regarding feedback from e-safety talks. b) EB to undertake specific training on e-safety c) Ask Onika Russell if she will be the governor responsible for numeracy.	DM EB JG
127.2	Pay Committee. Now consists JG, EB, CT and SK.	

Signed/Initialled (Chair of Governors): Date:

128	GOVERNOR MATTERS	
128.1	<p>FGB Meeting 25th September 2017: JG wanted to explore why only one governor had attended the 4pm staff meeting and why so few governors had attended the 5.30pm FGB meeting (non quorate). The two main reasons were other commitments and governors forgetting about the earlier time. Conclusion was that at the last FGB meeting of 17/18 firm confirmations for both meetings from governors would be sought and then reminders sent at the beginning of Autumn term 2018. At that point the viability of the 4pm meeting would be assessed.</p> <p>ACTION:</p> <p>a) Clerk to schedule onto relevant agenda</p>	Clerk
128.2	<p>Ratifications approved:</p> <p>Chair – JG</p> <p>Vice Chairs – EB/CT</p> <p>R&F Chair – AMK</p> <p>R&F Vice Chair – DB</p> <p>SK and DM ratified as governors.</p>	
128.3	<p>Training AfC Ofsted training course full so no one attended.</p> <p>ACTION:</p> <p>a) Write to AfC and ask for another session to be scheduled as clearly lots of demand.</p>	JG
128.4	<p>Training Lots of governors booked onto training courses. KL keeps a schedule of which governor is booked on to do which course and where gaps occur. Safeguarding training – Level 1 can be undertaken on line. Only need to do Level 2 if in school regularly.</p> <p>ACTION:</p> <p>a) Undertake Safeguarding CPD Level 1 (online)</p> <p>b) Redo Getting to Grips with Governance (due every 3 years)</p> <p>c) Email individual governors with specific training suggestions</p> <p>d) Email R&F governors who need to undergo specific two part training</p> <p>e) Email JG notes from Clerk briefing</p> <p>f) Send feedback forms of recent training undertaken to AM</p>	All KL/EB/DB/ CT KL KL Clerk JG/SK
128.5	<p>Enews JG reminded all governors that they should receive Enews via email and it has topical articles. Recently these included data protection, anti bullying, discussion of the new format for Ofsted (IDSR), DFE guidance on exclusions etc..</p> <p>ACTION:</p> <p>a) Ensure SK and DM receive Enews</p>	Clerk
128.6	<p>Governors Corner JG will write the Autumn edition.</p> <p>ACTION:</p> <p>a) Volunteer needed to write next edition</p>	All
128.7	<p>Financial Matrix JG now completed the analysis which shows how capable the Governing Body is against specified criteria. Compared to last year the Governing Body is stronger / weaker in certain areas. This is to be expected as the governors leave and new governors join. AMK is main governor in relation to financial aspects.</p>	
128.8	<p>NGA Skills Audit This audit is needed for Ofsted. The essential components were analysed and conclusion is that all areas are covered by the governors though financial planning remains a key area to strengthen.</p> <p>ACTION:</p> <p>a) Ensure all R&F governors undertake the two part training.</p>	KL
129	FEEDBACK FROM COMMITTEES	
129.1	<p>R&F Staffing, budget and health and safety were discussed at the last R&F meeting. Communication in event of an emergency is still being considered. It currently relies on someone in the office being conscious and being able to press the panic button (to Kingston Police Station) or</p>	

Signed/Initialled (Chair of Governors): Date:

	communicate with other parts of the school. If the office staff are incapacitated or buildings have to be evacuated procedures are less clear. HT confirmed procedures are constantly being reviewed.	
129.2	C&C The following were discussed at the last C&C meeting: SWLSEP, SATS results, Raiseonline, SDP, Governors visits focus, DBS Policy impact, review of a number of policies, Coordinator presentations schedule decided up to Spring 2018 (writing, PPG and PE identified).	
129.3	Health and Safety No reportable accidents. E-safety a big priority (Peter Cowley giving e-safety talks to several sets of parents and children on 14/11/17). DBS and Single Central Register up to date.	
129.4	Safeguarding Audit undertaken by AM and sent to CT & JG. JG has been checking the Central Register once a term but External AfC Trainer, Michelle Robbins, notified that the Central Register needs to be checked and signed by the HT every month. JG and CT ask staff about Safeguarding once a term to check they know procedures but Michelle Robbins suggested also asking randomly selected children questions about safety to ensure they know the basics both at home and school. A governor did explain that the school has previously sent out a list of suggested e-safety measures to parents e.g. safety measures on iPads. Q: Can a regular reminder of e-safety measures be highlighted in the School's weekly news letter? Governor said this does happen on an adhoc basis and the school uses childnet.com / commonsensemedia.org as basis of information. Governor responsible for Computing highlighted that children have to sign a Computing Policy Code of Conduct at the beginning of each year so they know limits. Q: Does the school have a Social Media Policy? HT confirmed yes. Governor said there are age limits on most social media platforms which the school highlights to parents and to keep accounts private (though it was acknowledged this isn't a guarantee of information not being shared). Q: Are parents advised regarding social media / Whatsapp/ publicising photographs? SLT to add this to induction pack to new parents. Could Class Reps be made responsible to report any misuse of Whatsapp?	
130	GOVERNOR VISITS AND FEEDBACK	
130.1	A number of governors confirmed visits have been booked in for November. Visits made so far this term: JG – Yr 6 visit and looked at writing; Yr 3 assembly, Harvest assembly and PPG visit. SK – Yr 3 visit. Reported that children were engaged and intrigued by a governor visiting. Looked at reading, writing and maths. KS – Yr 4 assembly. ACTIONS: a) Feedback forms to be filled in and returned to AM. b) Send SK feedback form. c) Governors to make arrangements for year group visits if not already done so.	All Clerk All
131	SWLSEP DOCUMENT	
131.1	FGB sections in red and are Qs 1, 2, 3, 10 and 12. JG invited all governors to review the document and raise anything that they think needs changing or adding as this needs to be a 'live' document. Need to add evidence and actions to the questions and areas of development. Q3. Area of Development – identify governor with expertise in ICT to monitor e-safety in school. Actioned as EB has volunteered. Q: Is the school chasing the E-Safety mark? DM to look into this and report back to FBG. Q9: Relates to Performance Management. EB and CT to review the areas for development. Governors on Performance Management Panel must undertake specific training. KL to advise specific governors. One other governor to volunteer for the training in case one of the Performance Management Group is indisposed. Website is being updated following suggestions from parents via questionnaire re improvements. Annual report to FGB on appraisal of pay reviews. Suggestion from Pay Committee is to include	

Signed/Initialled (Chair of Governors): Date:

	<p>staff feedback into the appraisal system. To be considered. Q10 and 12 – no changes.</p> <p>ACTIONS:</p> <p>a) DM to find out about E-Safety Mark. b) EB & CT to review areas of development for Q9. c) One other governor to volunteer for the training in case one of the Performance Management Group is indisposed d) Consider including staff feedback to make changes to the appraisal system.</p>	<p>DM EB/CT All SLT</p>
131.2	<p>Michelle Robbins provided JG with the new list of questions that Ofsted want to see in the document. There are now 15 questions rather than 12.</p> <p>ACTION:</p> <p>a) JG to review and update document as necessary.</p>	JG
132	EQUALITIES OBJECTIVE UPDATE	
132.1	<p>KS has reviewed and has some suggestions including renaming the document 'Equality Policy' and setting objectives beneath that to ensure school is meeting equality care of duty. Helena Fraser and Rosie Holdaway are reviewing and will feedback to AM before C&C so it can be fully discussed at that meeting. AM & KS to take everybody's ideas and amalgamate it into one document.</p> <p>ACTION:</p> <p>a) Discuss at C&C Committee</p>	KS/AM
133	SIP REPORT	
133.1	<p>Rob Eyre-Brook (a Senior School Improvement Advisor) has been into the school and reviewed the SIP. He looked at the data and worked with the SLT. He undertook some learning walks with Gemma Sergejev and AM. HT commented that the SIP report is in a different format this year – more streamlined and ongoing and reporting on the school's priorities (which have come from Ofsted and the KS1 and KS2 Outcomes).</p> <ol style="list-style-type: none"> Priority 1 – Assessment and Tracking System to ensure SEND and More Able children are well supported. RE-B felt the school was 'Good' but that the outcomes of KS2 meant it couldn't be classified as 'Good' so classified as 'Requires Improvement' –. HT acknowledged this was disappointing but it does mean the school will get extra support from AfC. Priority 2 – English with a focus on writing. This was the focus of the learning walks. RE-B identified the actions the school is undertaking to support an improvement including the Action Plan, the power of reading, support from AfC and independent consultants, support for less experienced teachers and moderation across GAPNS and with other schools. RE-B felt there were lots of strengths – good teaching (& use of additional adults in the classrooms), subject knowledge, communication of expectations to the pupils, consistency across year group classes, planning as well as interesting activities and collaborative working. His recommendations were to ensure consistency in the use of draft books across the school, consideration of group sizes for More Able Learners for particular activities and how spelling is taught. Priority 3 – Good Behaviour through work with the Anti-Bulling Alliance 'All Together Programme'. RE-B felt there was a very high standard of behaviour in the classes. <p>Q: Are staff always aware that he is coming to visit? Yes, but they do not know what he is specifically looking for / doing.</p>	
134	HEAD TEACHERS REPORT	
134.1	HT provided a verbal update to the full report given at the last FGB meeting.	
134.2	<p>School Roll Leavers – 0. Joiners - 3. Currently only spaces in Yr 2 and Yr 3. Also full in Nursery so not able to offer a January intake. Seven nursery goers want to increase hours from 15 to 30. Would need 1 more member of staff to accommodate this. SLT did investigate taking on more 30 hours but as it would involve moving children between morning and afternoon, it became too complicated, so decided to wait until Sept 2018.</p>	
134.3	<p>Pupil Premium numbers 61 across the school (up by a few on last year). This equates to 9.1% of pupils.</p>	

Signed/Initialled (Chair of Governors): Date:

134.4	Clubs Autumn 2017 812 places booked over 49 Clubs. Now includes the Gardening Club and Cricket Academy.	
134.5	<p>Key Priorities 2017 English remains number one priority. English consultant for AfC, Debbie Thomas, undertook an audit. In a meeting she fed back the findings to staff and then the staff came back with ideas which was beneficial as staff had direct input. She found the following strengths:</p> <ul style="list-style-type: none"> • All good teachers • Every class is organised, settled & has high expectations • Pupils are engaged and willing to work • Learning behaviours are positive and well supported – risks and questions are praised • Working walls are a clear expectation • Vocabulary and grammar teaching are high priority • Editing, redrafting and peer assessment have become established practices • Letter formation and handwriting are improving • Feedback and focus groups are an expectation from pupils • Shared writing and modelling of writing are common features of teachers' practice <p>Following staff discussion the following 'quick fixes' were identified:</p> <ol style="list-style-type: none"> 1. Non-negotiables from the previous year 2. Which books, for what? 3. Visit each-others' working wall 4. Using precise or effective vocabulary 5. Celebration walls 6. Children writing up their own examples to display 7. Celebrate by going to another class 8. Superstar assembly – take writing to share 9. Talk about 'being a writer' not 'doing some writing' 10. Review "Polish Boxes" <p>More in-depth next steps also identified regarding spelling, vocabulary, challenging and supporting children and keeping excitement levels up. These have been incorporated into the English Action Plan.</p>	
134.6	Inset Day Lindsay Pickton undertook a training day on sentences and grammar.	
134.7	Events School has participated in lots of sports competitions. Bikeability continues. Lots of school events coming up in Autumn term. HT encouraged Governors to attend if they want to (dates listed each week in the school Newsletter).	
134.8	Attendance Overall attendance = 97.1% Confidential Minute	
134.9	<p>School Development Priorities ASP (the new Raise) is now live. Matthew Brown is coming into school to support the SLT with the new features on 14th November. He could visit to discuss the data with Governors.</p> <p>ACTION:</p> <p>a) Decide whether to invite Matthew Brown to speak at Governors meeting (probably C&C)</p>	JG
134.10	PSHE Two visitors have spoken in assembly. Whole school singing assembly outside was a success.	
134.11	Health & Safety Flu Jabs. All staff were offered a flu jab this term. 33/90 members of staff took up the offer. Children also offered and all except 2 took it up.	
134.12	Staffing Confidential Minute	
135	VOUNTARY FUND	
135.1	An extraordinary meeting was held on 13/11/17. Caroline Robertson was ratified as Secretary. Bank should now allow new signatories as the VF Committee has followed the specified procedures. All monies have been spent. Letter asking for voluntary contribution from parents to be sent very soon. Currently £35pa; to be increased to £48pa. Still lower than that asked at surrounding schools. It was reported that take up had been historically low with c.30% contributing. To encourage a higher	

Signed/Initialled (Chair of Governors): Date:

	number payments will now be able to made quarterly. The VF Committee is exploring using an online tool to make it easier. This would also make Gift Aid contributions easier. When the VF purchases something for the school this should be publicised in the Weekly Newsletter. ACTION: a) VF to advertise purchases in Weekly Newsletter to increase profile.	CR						
136	ACADEMY STATUS							
136.1	Confidential Minute							
137	PAY REVIEW							
137.1	Pay Review Committee met and made recommendations resulted in R&F Extraordinary meeting on 13/11/17. ACTION: a) Report back to next FGB.	JG						
138	AOB							
138.1	The new GDPR and Privacy Policy means that all governors must have school email addresses (and not use personal email addresses). Also governors should not store documents on personal computers. Full guidance on GDPR awaited (as not school specific). May need to appoint a Data Protection Officer who has no interest in the school but no school specific guidance as yet. Sir Ed Davey to advise. ACTION: a) School to set up email addresses for governors.	MB						
139	SCHOOL COUNCIL							
139.1	Children to write a letter to the VF to say what they've enjoyed about something the VF has funded. No dates of School Council available yet.							
140	CONFIDENTIAL: Items 134.8, 134.12 & 136.1							
	CLOSE OF MEETING 9.53PM							
141	DATES for meetings in Spring Term 2018							
	<table border="1"> <tr> <td>R&F</td> <td>02.10.2017</td> <td>C&C</td> <td>16.10.2017</td> <td>FGB</td> <td>13.11.2017</td> </tr> </table>	R&F	02.10.2017	C&C	16.10.2017	FGB	13.11.2017	
R&F	02.10.2017	C&C	16.10.2017	FGB	13.11.2017			

Summary of Actions Arising

ACTION	MINUTES FROM FGB MEETING 25TH SEPTEMBER 2017	WHEN BY
MB	125.1 5.1 107.1 92.1 62.2 43.3 24.7 13.3 Matters Arising/Voluntary Fund/Spending Bids/WiFi Obtain quote for survey from another company.	Next R&F
MB	125.4 5.5 107.9 96.2.8 Matters Arising/HT Report/ Health & Safety Ensure prickly bush remains pruned and monitor.	Continuous
SLT	125.7 9.3 110.3 Matters Arising/Governor Visits/ Exit Interviews (FR 3.07.17) HT and SLT agreed to consider the suggestions made by departing staff.	Continuous
DM EB JG	127.1 TORS Review. DM to liaise with EB regarding feedback from e-safety talks. EB to undertake specific training on e-safety Ask Onika Russell if she will be the governor responsible for numeracy.	ASAP ASAP Next FGB
Clerk	128.1 FGB Meeting 25th September 2017 Clerk to schedule attendance re first FGB in 2018/19 onto relevant agenda	Summer 2018
JG	128.3 Training Write to AfC and ask for another training session on Ofsted to be scheduled.	ASAP
All CT/KL/EB/ DB KL	128.4 Training Undertake Safeguarding CPD Level 1 (online) Redo Getting to Grips with Governance (due every 3 years) Email individual governors with specific training suggestions	Next FGB Next FGB Next R&F

Signed/Initialled (Chair of Governors): Date:

KL Clerk JG/SK	Email R&F governors who need to undergo specific two part training Email JG notes from Clerk briefing Send feedback forms of recent training undertaken to AM	Next FBG Next FGB Next FGB
Clerk	128.5 Enews Ensure SK and DM receive Enews	Next FGB
All	128.6 Governors Corner Volunteer needed to write Spring Term edition	Next FGB
KL	128.8 NGA Skills Audit Ensure all R&F governors undertake the two part training.	Next FGB
All Clerk All	130.1 Governors Visits Feedback forms to be filled in and returned to AM. Send SK feedback form. Governors to make arrangements for year group visits if not already done so.	Next FGB Next FGB November 17
DM EB/CT All SLT	131.1 SWLSEP Document DM to find out about E-Safety Mark. EB & CT to review areas of development for Q9 One other governor to volunteer for the training in case one of the Performance Management Group is indisposed. Consider including staff feedback to make changes to the appraisal system	Next FGB Next FGB Next FGB Ongoing
KS/AM	132.1 Equality Objectives Discuss changes at C&C Committee	Next C&C
JG	134.9 School Development Priorities Decide whether to invite Matthew Brown to speak at Governors meeting (probably C&C)	Next C&C
VF	135.1 Voluntary Fund VF to advertise purchases in Weekly Newsletter to increase profile.	As and when
JG	137.1 Pay Committee Report back at next FGB following Extraordinary Meeting on 13/11/17	Next FGB
MB	138.1 AOB School to set up email addresses for governors.	Next FGB

Signed/Initialled (Chair of Governors): Date: