



**MINUTES OF THE MEETING OF THE GOVERNING BODY
held at the school on
MONDAY 9th MAY 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
	Mr Andy Elmer	Mrs Kerry Lilienfeld		
	Ms Nadine Jones	Mrs Cath Tanner – Jt Vice Chair		

Also attended:
Bold = absent

Associate Members: Ms Anna McKenna, Ms Shona Pitcher
Clerk: Mrs Ursula Partridge

Item		ACTION
80	APOLOGIES FOR ABSENCE / WELCOME	
	Daryl Close, Kerry Lilienfeld and Kim Small gave their apologies and these were accepted. Welcome was given to Liz Smith on her election and attendance at first FGB meeting.	
81	DECLARATION OF BUSINESS INTERESTS relating to items on this Agenda	
	None related to this Agenda were declared.	
82	OBSERVERS – none	
83	MINUTES OF MEETING HELD ON 7th MARCH 2016	
	Minutes were approved subject to agreed amendment being made and were agreed to be a true record of the meeting. The Chair to sign and Clerk to file.	
84.1	MATTERS ARISING	
84.1.1	55 MATTERS ARISING/APOLOGIES FOR ABSENCE Non attendance by Kim Small. ¹	Clerk
??84.1.1	59.1 41 22.1 MATTERS ARISING/HEAD TEACHER'S REPORT/Building/TFT roof (FR 22.09.2014) The HT advised update included in her report (<i>item 91 Appendix 5</i>). ACTION COMPLETED	
84.1.2	59.2 41.1.3 22.6 4.2 85.2 MATTERS ARISING/HT REPORT/SPECIAL NEEDS/EdPsync (FR 6.07.2015) The HT reported that at HT forum it was clear GA not only school that had brought	

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	issue to AfC's attention. Notification had also now been received that the preparation cost of EdPsyc reports was increasing which would equate to half session allocation, and had written to Anna Chiva (Head of Special Educational Needs and Disabilities) that EHCP needs written report. Backup from HT forum also giving a voice to this view .	MB
84.1.3	59.4 41.2.2 26.2 MATTERS ARISING/STANDING ORDERS/COMMITTEE STRUCTURES/Distributed Leadership/ Governor Monitoring Visits (FR 16.11.2015) The Chair urged Governors again to make contact with staff lead in area of their allocated responsibility urgently and not to leave this until the end of term to do.	All Governors
84.1.4	59.7 43.3.1 MATTERS ARISING/ GOVERNOR MATTERS Sophie Daniells advised she had been unable to attend the Role of Parent Governor training course.	
84.1.5	61.5 MATTERS ARISING/ GOVERNOR MATTERS/The Newsletter The Chair thanked Cath Tanner for writing item for Governors' Corner for last edition. ACTION COMPLETED	
84.1.6	62.2 MATTERS ARISING/ Nursery : The Clerk advised report on visit from Kerry Lilienfeld still awaited. ACTION a) Clerk to remind KL about submitting feedback report on Nursery visit.	Clerk/KL
84.1.7	65.1 MATTERS ARISING/HT REPORT/ Lunch Club Q: The Chair asked about developments in Early Years provision hours. A: The HT advised that further to the information in her report a proposal had been submitted to LA for 30 hours wrap-around care for 2017/18 academic year and had discussed various aspects with After School Club (ASC): changes as the Club expands and Charities Commission requirements. Looked to work with ASC and Breakfast Club (BC) to provide Nursery sessions 0745-1230 or 1130 to 1800. Comment: Governors acknowledged the need to support and extend Nursery provision to bring children into school/GA culture and parents were looking for more hours. There was discussion about space availability on the school site, the profitability and operational opportunities and constraints of standalone school provision or working with ASC/BC. Governors agreed that discussions with ASC/BC proceed with a Governor involved.	MB
84.1.8	69.1 MATTERS ARISING/AOB/ Letter to parents re schools' budget (2 documents) See Agenda item 95.1 Q: The Chair asked whether there had been any further contact from local MP James Berry. A: The HT advised there had not been any further contact but he together with Zac Goldsmith were due to come to forthcoming HT forum.	
84.1.9	Other matters arising item 59.6 DBS and 61.2 Governor Matters Agenda items for this meeting.	
84.2	Confidential Minute	
85	MINUTES OF MEETING HELD ON 21st MARCH 2016	
	Minutes were approved subject to agreed amendment being made and were agreed to be a true record of the meeting. The Chair to sign and Clerk to file.	
86.1	MATTERS ARISING	
86.1.1	77.3 AOB/Ofsted/ Parental Questionnaire: Q: The Chair asked whether a date had been set for a parent forum this term. A: The HT advised some suggested dates had been proposed.	
86.2	Confidential Minute	

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87	IMPACT OF GOVERNORS WORK IDENTIFIED FROM MINUTES	
	Ofsted report recognised impact of governors' work.	
88	GOVERNOR MATTERS	
88.1.1	New Governor Liz Smith had already been welcomed. The Chair reported three parents had applied for the position and been thanked by the school for being willing to support the school in this way.	
88.1.2	After consideration Liz Smith identified that she would like to serve on the C&C committee.	
88.2.1	Training (2 documents) Feedback returns had been received from Darren Beaver, How to Handle and Store Chemical and Hazardous Materials (COSHH) and Safeguarding – the Governing Body Role, which had been circulated to governors. No further comment needed.	
88.2.2	Prevent training The Chair identified that no governors had been available to attend the recent course offered by AfC in Twickenham. SLT advised staff complete an online course. ACTION a) Summary details of school's PREVENT training including details of online module to be circulated to governors by Clerk.	SP/Clerk
88.2.3	Looked After Children The Chair advised she planned to attend this new course at the Lensbury Centre, 12 th May, which introduces new virtual school head.	
88.2.4	RAISEonline The Chair highlighted 9 th June course (details in Termly Newsletter). All governors should be able to interpret data.	
88.3.1	eNews The Chair highlighted items in 8 th March (DBS requirements for governors), 12 th April holiday dates for 2017-18 and collective buying power of tablets from DfE ; 26 th April DfE. new complaints model policy, SEND provision inspections, Power of Reading and training on making writing exciting. Comment: SLT reported that new complaints policy model was with Chair of R&F for review.	
88.3.2	Termly Newsletter The Chair highlighted governor training recommendation was already included in current GAPNS Code of Conduct, DBS requirement, current website content requirements, new election process for staff and parent governors (which was used for the recent parent election), no longer any Data dashboard from Ofsted from September and that all governors would be registered on the government EduBase website. ACTION a) Code of Conduct for 2016/17 will be brought to next FGB for governors' completion.	Clerk
88.4	School Council (1 document) The Chair circulated meeting with current term dates and requested governors to sign up to vacant slots particularly members of R&F. ACTION a) Clerk to circulate updated list to absent governors for them to choose any remaining slots.	
88.5	20 Questions (1 document) The Chair advised that the latest document included some updates and was for the purpose of information only.	
89	GOVERNOR VISITS	
89.1	School Council feedback from Erik Boesten visit (4 th March) had been reported on at 7 th March meeting. Cath Tanner reported on visit (6 th May) discussion from Ofsted visit on the subject of bullying and all reps knew procedures. The stationery shop proposal was still of interest to the children and it had been agreed for every Friday before and after school, be run by Y6 with oversight from by Shona Pitcher. A pupil spoke about planned trip to Uganda. SLT confirmed feedback from these visits useful to track. ACTION a) Feedback return from School Council visit 6 th May.	CT
89.2	PPG The Chair reported on visit with Debi Mavers and would meet again before end of term.	

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89.3	<p>Governor Visit policy (1 document) The Chair introduced policy and background. There was discussion around purpose of visit not being “making judgments” with intention to encourage governors who felt unqualified to participate in this aspect of the governor’s role. Subject to incorporation of agreed amendment the policy was approved and adopted.</p> <p>ACTION</p> <p>a) wording to be amended “not expected to make judgments” and added to review cycle.</p>	AM
90	FEED BACK FROM COMMITTEES	
90.1	<p>C&C: Anna McKenna advised PASS Survey (Pupils Attitude to School) was discussed and data would be available for next meeting, Sarah Owen (Literacy) to be invited to make Coordinator presentation to next meeting, Maths data post SIMs training considered and progress in School Development Plan reviewed.</p>	
90.2	<p>R&F: Sophie Daniells advised updated Budget had been considered and sent to FGB for final approval at 21st March meeting. Benchmarking was also considered but had identified variations between how individual schools allocated costs meaning this was not easy to make spending and cost comparisons.</p>	
90.3	Neither committee had any questions to go back to HT for response.	
91	HEAD TEACHER’S REPORT (7 documents)	
	Chair reiterated current system report was prepared on basis Sections 2 and 3 would be referred for detailed consideration by C&C (including Appendices 1-3) and R&F (included committees respectively at their next meetings (Appendices 4+5). HT would take questions on report on basis governors had opportunity to consider in advance rather than going through in detail. Questions were invited.	
91.1.1	<p>Section 1: Q: The Chair asked about Pupil Premium and use of learning mentors, whether this could be expanded.</p> <p>A: HT advised that most children who it would a difference to had support allocated. Next year could have mentor for everyone but depended on budget constraints. However, the plan was to keep what was currently available.</p> <p>General observations included development of EAL (English as an Additional Language), next Ofsted Inspection expected to be in three years time (2018/19 academic year) therefore consequent need to check three year trends, acronym CFS (Chronic Fatigue Syndrome), the date of two transition meetings in weekly Newsletter should have been 29th June.</p>	
91.1.2	<p>Event Dates: Q: A governor noticed there was nothing listed to mark the Queen’s 90th birthday and asked as part of promoting British Values, what plans had been made.</p> <p>A: The HT explained that she had done an assembly to mark her actual Birthday but would consider what could be done for her official birthday.</p> <p>ACTION</p> <p>a) Identify arrangements to mark the Queen’s official birthday and any plans by Emmanuel Church.</p>	
91.1.4	<p>Spring Term Outcomes: HT explained data as at February half term, ARE (Age Related Expectation) was as at end of Year and Progress was from previous October. Benchmark currently based on Autumn Term following move to new system but next academic year would be proper benchmark from July 2016.</p> <p>Outcome of Y1 reading buddies working well for Yr 1 reluctant readers and Y5/6 buddies. Maths overall picture was very positive. Would look again at English as, although it was good compared with where it was three years ago needed to continue looking to improve further.</p> <p>Q: The Chair asked if Y3 and Y5 were expected to make ARE progress.</p> <p>A: HT advised that it was a struggle for Y3, taking into account the move to new curriculum but</p>	

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	this was being monitored closely. Y5 will have had an extra year of new curriculum by the time they reached Y6 but averages had been pulled down.	
91.2.1	Section 2: Attendance & Exclusions: <i>Confidential Minute</i>	
91.2.2	2i Sports premium: Updated text for this section had been supplied. The Chair observed the difference this had made in two years and how well the pupils represented the school. Although the school had slipped to third place in the borough rankings this was identified as being due to reliance on parents for transport. The HT was looking into possibilities of borrowing a minibus.	
91.2.3	2b SEND: <i>Confidential Minute</i>	
91.2.4	2b Support Staff: <i>Confidential Minute</i>	
91.3.1	Section 3 Staff: HT reported new assistant caretaker was Mr Broughton. <i>Confidential Minute.</i>	
	The Chair thanked HT for her work and for preparation of the reports.	
92	OFSTED INSPECTION	
92.1	<p>Q: Governors asked what responses the HT had received from parents. A: Only good supportive comments. <i>Confidential Minute</i> The GB considered the report represented the school accurately although the three development points were generically relevant, particularly relating to assessment, to all schools at this point in time. The HT explained that comments on the further improvement for More Able Children had been already in the 2015/16 School Development Plan as fluency and mastery are key areas of the new curriculum. However, Ofsted had implied children should be moved onto the curriculum of the year group above which seems to go against national curriculum philosophy. Further clarity in this area is being sought from Rob Eyre Brook (School Improvement Partner – SIP). Pupil Voice had been done and they had been very positive about maths. Further response from pupils had highlighted outdoor learning which was a different way of working but a challenge they rose to.</p> <p>Q: The Chair asked about how use of outdoor space as a classroom was promoted. A: The HT advised that two members of staff were tasked with championing this over the year. It had grown and would continue to be developed.</p> <p>Q: Governors sought explanation of transparency of Ofsted’s reporting procedures following Inspections. A: HT received letter to check for factual accuracy. Comments were sent but no response was received although a couple of references had had been picked up and changed in finally published report. HT could also fill out evaluation of the process but this had not yet been done.</p> <p>Q: A Governor asked if response from school was published so parents could track process. A: There was a lot besides the letter but this was not published alongside the report. There was a complaints procedure for major issues.</p> <p>The HT thanked governors for support and challenge offered.</p>	
93	VETTING AND BARRING UPDATE	
	The Chair reported that the LA had recently removed its previous guidance that DBS should be renewed every three years to instead be on new five year basis. However as governors’ terms run for four years it was proposed that the DBS be brought into line with this. It was agreed that requirement for GA should become effective immediately on basis of once every term of office or at least once every four years.	

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	ACTION a) Relevant policy to be updated.	AM
94	ACADEMY STATUS	
	<p>The HT advised that following the latest government announcement on academisation and HT forum, she was able to report that of the few single Primary Schools in the borough that had become academies none wanted to become MATS (Multi Academy Trusts). There was a clear feeling in Kingston that the LA works well through the work of clusters, sign posts from SIPs and the work of AfC (Achieving for Children) which allowed each Primary to maintain its own personality and with no benefit from a change. Agreement of the HT forum was to invite AfC to look into the possibility of forming a Charity Trust which is an umbrella MAT of schools.</p> <p>There was discussion of how funding was different between maintained and academy, AfC MATS structure involved Senior school, no list yet received of which schools might fit together and expansion of AfC into other boroughs.</p> <p>The GB acknowledged the Academy agenda had not gone away. It was likely to be on the agenda for the June Partnership meeting.</p>	
95	AOB	
95.1	<p>Budget letters: (2 documents) HT reported that Primary schools in RBK (Royal Borough of Kingston) would send out letter to parents shortly after 20th May to explain to parents although budgets had not been cut the cost of services had gone up. Proposed model letter was discussed and various suggestions and changes were proposed by governors. It was agreed that the HT would rewrite the letter to reflect governors concerns and comments including reassurance to parents that budget for 2016/17 had been set and approved by GB.</p> <p>ACTIONS</p> <p>a) Revised letters to be supplied to Clerk for circulating to governors. b) Any comments/concerns to be provided to HT before distribution</p>	MB/Clerk All Governors
95.2	<p>SATS: Anna McKenna asked if any governors were available to observe administration of this week's tests.</p> <p>ACTION</p> <p>a) Cath Tanner to observe SATs on Wednesday 11th May.</p>	
95.3	Staff: Confidential Minute	
96	SCHOOL COUNCIL	
	The meeting agreed to send the question of funding in school to School Council to gauge from the children what they value and would want the school to maintain in any budget cuts and any ideas of further cost savings. .	SP
97	CONFIDENTIAL ITEMS	
	Matters under item 91, 92 and 95.	
98	MEETING CLOSED at 9.42pm	

Post meeting notes

¹ 84.1.1 Kim Small had explained that FGB acronym had been misunderstood. Chair proposes this be accepted as an approved absence.

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Summary of Actions Arising

ACTION	MINUTES FROM FGB MEETING 9 th MAY 2016	WHEN BY
Clerk	84.1.1 MATTERS ARISING/APOLOGIES FOR ABSENCE FGB 7 th March 2016 Non attendance by Kim Small	Next FGB
MB/SP	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 current EdPsyc position.	Next FGB
All Governors	84.1.3 59.4 41.2.2 26.2 MATTERS ARISING/STANDING ORDERS/COMMITTEE STRUCTURES/ Distributed Leadership (FR 16.11.2015) All Governors to have made contact with staff lead in allocated area of responsibility.	Before next FGB
Clerk/KL	84.1 62.2 MATTERS ARISING/ Nursery : Feedback report from visit awaited.	asap
MB	84.1.8 69.1 MATTERS ARISING/HT REPORT/ Lunch Club – Update on discussions with Breakfast Club and After School Club.	Next FGB
SP/Clerk	88.2.2 GOVERNOR MATTERS/ Prevent Training Summary details of school's PREVENT training including details of online module to be circulated to governors. ²	asap
Clerk	88.3.2 GOVERNOR MATTERS/ Termly Newsletter Code of Conduct for 2016/17 to be brought to next meeting for governors' completion.	Next FGB
CT	89.1 GOVERNOR VISITS/ School Council Feedback return on visit 6 th May.	Next FGB
AM	89.3 GOVERNOR VISITS/ Governor Visit policy wording to be amended as agreed and policy to be added to review cycle.	Next FGB
AM	93 VETTING BARRING UPDATE Relevant policy to be updated in line with the decision on DBS renewal cycle for governors.	Next FGB
HT/Clerk Governors	95.1 AOB/ Budget Letters Revised letters to be supplied to Clerk for circulation to governors. Any comments/concerns to be provided to HT before distribution.	Pre 20.5.16

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