



**MINUTES OF THE MEETING OF THE GOVERNING BODY**  
**held at the school on**  
**MONDAY 1<sup>st</sup> FEBRUARY 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	<b>Mr Paul Wieczorek</b>	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 and Gemma Sergejev (Reception)

Item		ACTION
<b>37</b>	<b>APOLOGIES FOR ABSENCE / WELCOME</b>	
37.1	Andy Elmer gave his apologies and these were accepted. No contact from Paul Wieczorek.	
37.2	The Chair welcomed Nadine Jones who had taken on the vacant Co-opted governor position and was the non-teaching staff rep and her appointment was approved. Governors introduced themselves.  <i>Kim Small joined the meeting at 7.33pm</i>	
<b>47.1</b>	<b>HEAD TEACHER'S REPORT/NURSERY (1 document)</b>	
47.1.1	The Chair asked approval of the meeting that the item on Nursery, which formed part of the HT report, be taken first and this was agreed.	
47.1.2	The Chair welcomed Gemma Sergejev (Assistant HT with responsibility for whole of Foundation Stage) to speak about Extended School Provision in the Maintained Nursery Class. <i>Confidential Minute</i> <i>Shona Pitcher joined meeting at 7.35pm</i>	

Signed/Initialled (Chair of Governors): ..... Date: .....

47.1.4	<p><b>Chair put to the vote: Acceptance of the Terms &amp; Conditions as outlined. Governors agreed unanimously to accept.</b></p> <p><b>ACTIONS</b></p> <p>a) Cost per session to be included in Terms &amp; Conditions.  b) Review detailed be amended: Reviewed: January 2016, Next Review date: June 2016.</p> <p><i>Governors thanked Gemma Sergejev for all her work on the project, left meeting 7.52pm</i></p>	GS GS
38	<b>DECLARATION OF BUSINESS INTERESTS</b>	
	None related to this Agenda were declared.	
39	<b>OBSERVERS</b> – none	
40	<b>MINUTES OF THE LAST MEETING HELD ON 28<sup>th</sup> SEPTEMBER 2015</b>	
	Minutes were approved subject to agreed amendments being made and were agreed to be a true record of the meeting. The Chair to sign and Clerk to file.	Chair/Clerk
41	<b>MATTERS ARISING FROM MEETING OF 28<sup>th</sup> SEPTEMBER 2015</b>	
41.1.1	<p><b>FROM MEETING HELD 11<sup>th</sup> MAY 2015</b></p> <p><b>22.1 (4.1 69.1 5E.) HEAD TEACHER'S REPORT/Building/TFT roof (FR 22.09.2014)</b></p> <p>a) Update on report from the independent Surveyor.<sup>1</sup></p>	
41.1.2	<p><b>22.2 4.1 71. MATTERS ARISING/GOVERNOR MATTERS/eNews 24.03.2015 (FR 11.05.2015)</b> The Chair reported she had spoken with AfC, and the HT advised the office had also chased but the Educational Achievement in Kingston leaflet could not be identified.</p> <p><b>ACTION COMPLETE</b></p>	
41.1.3	<p><b>22.6 4.2 85.2 MATTERS ARISING/HT REPORT/SPECIAL NEEDS/EdPsyc (FR 6.07.2015) – Q: The Chair asked for an update on progress in respect of EdPsyc funding.</b></p> <p><b>A:</b> SLT advised there was still discussion between Achieving for Children (AfC) and the Educational Psychology Department as to whose responsibility it was to deliver the additional hours. The planned meeting of 12<sup>th</sup> December was cancelled, currently awaiting a new date from Anna Chiva (Head of Special Educational Needs) and at which Hannah Webber Speech and Language Advisory Teacher will also be present. This matter goes with the provision piece <i>under item 41</i>. The matter was also due to be discussed in terms of the allocation at the Heads Steering Group meeting but that had also been cancelled, now rescheduled for March.</p> <p><b>Q: The Chair asked if there was anything the GB could do by writing to express its dissatisfaction because the school was out of pocket as a result of this scenario.</b></p> <p><b>A:</b> SLT advised to write to Simon James and contact details can be provided.</p> <p><b>ACTION</b></p> <p>a) The Chair to write on behalf of GB to Simon James on this matter.</p>	SP / JG
41.2.1	<p><b>FROM MEETING HELD 16<sup>th</sup> NOVEMBER 2015</b></p> <p><b>25.3 HEAD TEACHER'S REPORT/SEN</b> The HT reported there was no development in respect of the SRP (Specialist Resource Provision) project.</p>	Next FGB
41.2.2	<p><b>26.2 STANDING ORDERS/COMMITTEE STRUCTURES/Distributed Leadership</b> The Chair urged Governors to be in touch with the nominated member of staff in connection with the area of responsibility each governor had been allocated. One of the major tenets of the training most Governors attended in January was that everybody should be taking an active role in their area of responsibility.</p>	

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	<b>ACTIONS</b> a) Each Governor to make contact with the nominated member of staff for their allocated area of responsibility as identified on Distributed Leadership list. b) The Chair would contact Nadine Jones about allocating an area of responsibility.	All Governors JG / NJ
42.2.3	<b>28 DISCLOSURE AND BARRING SERVICE (DBS)</b> Shona Pitcher confirmed that all the actions on the DBS Check Panel had been completed. <b>ACTIONS</b> a) Updated policy needed to be put on school website. b) Proposed revised policy wording to be sent to Anna McKenna for GA styling.	AM AM
41.2.4	<b>29.4 GOVERNOR TRAINING 2015-16/Outstanding Governance and Beyond</b> see Agenda item 43.3.3 ACTION COMPLETE	
41.2.5	<b>33.1 AOB/School newsletter:</b> New weekly format includes picture of governor, appearing in alphabetical order. ACTION COMPLETE	
41.2.6	<b>33.2 AOB/School Council meetings</b> <b>ACTION</b> a) Shona Pitcher to send Clerk Spring B meeting dates when finalised.	SP/Clerk
41.2.7	Actions listed under items 22.4 (NGA website log ins), 23 (Governor Matters/Business Interest and Code of Conduct), 24.4 (Governor Visits/proforma), 27 (20 Questions), 32 Qualitative Report on IRIS and 33 (AOB/School Council Meetings) had all been completed.	
<b>42</b>	<b>IMPACT OF GOVERNOR WORK ON CHILDREN FROM MINUTES</b>	
	Following discussion of Minutes the following items of impact were identified: <b>ACTION</b> to be incorporated on schedule by Clerk: improved communication of GB with parents through weekly newsletter and Governor Board; impact on School Council (by KL); Audit carried out of Child Protection/Safeguarding procedures and as a result procedures had been tightened and now included provision that parents who help with swimming undergo 3-yearly induction training. Aide memoires for future impact consideration to go in brackets: ASD provision and Extended provision for Nursery.	Clerk
<b>43</b>	<b>GOVERNOR MATTERS</b>	
43.1	<b>Co-opted governor vacancy</b> had been filled by Nadine Jones as already noted ( <i>item 37.2</i> )	
43.2	<b>Business Interest Register:</b> the Clerk reported was now complete and on website. To be updated at end of each term including attendance at FGB and Committee meetings and any Governor changes/updates.	
43.3.1	<b>Governor Training:</b> The Chair exhorted all Governors to complete feedback on training undertaken as this provided assessment of the value of individual courses and identified what areas Governors were developing/updating skills in. The feedback was also being collated for an Ofsted ready folder. The Chair reminded Governors of the CPD list of courses identified at the beginning of the academic year which Kerry Lilienfeld (named Governor for GB Training) considered to be interesting/useful to be undertaken. Training opportunities highlighted: Performance Management of HT, Challenging Effectively; The Role of the Parent Governor; The Role of the Staff Governor; SEND (7 <sup>th</sup> Jun) incorporated Equality and Disability.	
43.3.2	Kerry Lilienfeld asked that if Governors had done any <b>work based training</b> that was relevant to their work on the GB this information would be useful to have on record, Sophie Daniells had recently provided some.	
43.3.3	<b>Outstanding and beyond training (13<sup>th</sup> Jan)</b> It was agreed that the report received from Michele Robbins could be <b>included in the Ofsted folder</b> and be <b>published on the website</b> . The Chair reported that the majority of those who attended considered it high quality and useful. Recommendations incorporated into the GB Action Plan and Schedule of Works.	

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43.3.4	<b>Partnership Meeting training:</b> The Chair and Jt Vice Chair (Cath Tanner) had attended and feedback circulated. The Ofsted Inspection Check List for Chairs was provided which had been useful in identifying a few areas where more information was needed.	
43.3.5	<b>Governor Visits training:</b> Attended by the Chair. Feedback had been circulated.	
43.3.6	The Chair further reported: <b>PREVENT</b> training for Governors was planned by AfC with dates awaited. <b>OFSTED Preparation</b> training: new dates were awaited.	
43.3.7	Kim Small reported she had completed <b>Getting to Grips training</b> which had been done by Michele Robbins and was excellent.	
43.4.1	<b>eNEWS</b> The Chair drew Governors attention to: <b>1.12.2015</b> <sup>2</sup> : useful links to: (a) letter from Sir Michael Wilshaw (HM Chief Inspector) which focused entirely on the effectiveness of governance and his recommendations include an instruction to Ofsted Inspectors to focus on training. He recognised that the performance of the GB had an impact on the performance of the school. If the Chair/Vice Chair are not properly trained then GB not fit for purpose. The importance of Governors challenging effectively. The impact of PPG funding was paramount. (b) the new Governance Handbook (Nov 2015) specifically page 13, section 2.2.2. 16 areas for governors "Asking the right questions" to be used as part of monitoring visits. <b>26.01.2016</b> <sup>3</sup> : link to Top 10 Planning Checks for Governors on Schools Financial Efficiency.	
43.4.2	<b>Termly Newsletter</b> 12.01.2016 (Spring) gave links to eNews and e-learning modules; FAQ which came from the MATS conferences, revised procedures for staff/parent elections, best practice for serial complainants and DfE Mandatory time lines for legal requirements.	
<b>44</b>	<b>GOVERNOR VISITS</b> including School Council	
44.1.1	<b>School Council visits:</b> The Chair reported that on her visit the children had discussed ways to improve the school, that they get their allocation of PE (which included swimming) and they expressed their view that they did not want all of their PE lessons taken for Christmas Concert practices. Response: SLT advised the children's views had been shared with the staff.	
44.1.2	Kerry Lilienfeld had heard discussion about Whole School target sheets in their classrooms. SLT briefly explained the intent was to capture the essence of the Whole School Priority Targets in a memorable four word phrase. <b>Comment:</b> KL was not convinced it was child friendly as children struggled to understand what the phrase meant. <b>Response:</b> SLT advised that an action from School Council was to ensure all staff had the necessary discussion with class. The more the language was used within the school context the more the children would understand it.	
44.2	<b>Governor visits into school:</b> The Chair explained that the GB was not fulfilling its role in this area, so needs to be addressed. The Governor Visits training recommended the school have a policy which addressed the principles, the practicalities and the expectations. Kerry Lilienfeld advised she expected to visit Nursery later this week. <b>ACTION</b> a) Kim Small volunteered to draft Governor Visits policy which would be based on template in the Getting to Grips training Handbook.	
44.3	The Chair advised that in light of Distributed Leadership the Steering Group were to meet to <b>consider the School Development Plan (SDP)</b> , for strands from it to be assigned to both committees for allocation to individual Governor to take responsibility.	
44.4	The Chair had made a School Visit and spoke to the children in Year 4 classes about Grand Learning. (Exploring Culture, PSHE, RE, Science). Feedback forms had been circulated. The Chair had also spoken with Mr Leyden about the provision for More Able Children.	

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	<p><b>Q: The Chair asked for more information about how children were identified who had a particular interest or that they achieved highly outside of the school environment.</b></p> <p><b>A:</b> SLT explained it was in conversations with parents or from children themselves, evidenced by certificates of achievement e.g.: swimming, piano, skipping, chess, badges earned at cubs. Children are added to the register. When they have been granted time off for competitions, through participation in the various clubs.</p> <p><b>Q: The Chair asked if at any point during the year parents were specifically asked about children's particular forte.</b></p> <p><b>A:</b> The HT acknowledged that there was not a specific time when parents were asked if they had a child who was particularly good at something. Parents are asked about achievements outside of school in a more general way and it also goes out in the school's newsletter. Certificates of achievement were celebrated, particularly - for example Grade 1 piano. There might be parents and children who have not shared achievements but it would be quite rare. SLT and staff governors advised that during choir practice and Superstar Assemblies a lot of certificates are bought in. A culture had been fostered within school for children to share.</p>	
<b>45</b>	<b>FEEDBACK FROM COMMITTEES</b> (including H&S and Pay Committee)	
45.1	<b>R&amp;F (1 document):</b> Daryl Close advised there were a few matters around the Budget as there was a recognised stress going forward. The financial training he and Sophie Daniells had undertaken gave principles for financial awareness which the SBM had already employed in respect of achieving financial efficiencies from suppliers. There was no guidance on next steps.	
45.2	<b>C&amp;C (1 document):</b> Kerry Lilienfeld reported on the Extraordinary meeting which Debi Mavers presented on Pupil Premium Grant and Rebecca Strong on Maths. Really good reports from both which had been circulated to all Governors. Details of meeting discussion still in preparation.	
45.3	<b>Pay Committee Confidential Minute</b>	
45.4	<b>Health &amp; Safety:</b> The HT advised this was all covered within her report ( <i>Agenda item 47.2</i> )	
<b>46</b>	<b>20 QUESTIONS FOR GOVERNORS</b> (break for discussion in small groups)	
	<p>Governors broke into three small groups with staff distributed across the groups to discuss allocated questions from 9-20 with three questions to address: where are we now, where do we want to be and what do we need to do to get there? Feedback was verbally given to the meeting, notes from each group passed to the Chair for analysis.</p> <p>The Chair highlighted that the Governors Handbook recommended all governors be trained to interpret RAISEonline as it was the key document. Recognised GB needed to be more creative about how governors who found it difficult to get into school during the day could be more involved.</p> <p><b>ACTION</b></p> <p>a) Add to next FGB Agenda for discussion of report.</p>	Clerk
	The HT reported that in the SIMS Audit (which was LA wide) the only question was to do with business continuity and if the school would be able to function next day following being burned down. The answer had been probably if equipment could be acquired. Data was secure.	
	The HT pointed out that outcomes of 2015 KS2 maths had not significantly improved, but at KS1 it had. The national level had improved more than the school's had at KS2.	
<b>47.2</b>	<b>HEAD TEACHER REPORT Confidential Minute</b>	
<b>48</b>	<b>SIP REPORT AUTUMN TERM (2015) Confidential Minute</b>	
<b>49</b>	<b>SCHOOL JOURNEY</b>	
	Anna McKenna gave brief description of annual residential activity offered to all Y6 pupils	

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	<p>(week starting 7<sup>th</sup> March) and activities undertaken. This year 55 out of 60 pupils were going. A lot of work is done with the parents and children who opt out and for those who decide not to go, a special timetable of activities is devised, something over and above their normal week. . They work with different classes (tend to be in Y5) and in the afternoon they support in Reception, trips to museums, etc. School Journey was staffed from within the school. Children in receipt of FSM funding got substantial reduction on the cost.</p> <p><b>Q: Governors asked if day visits were an option.</b>  <b>A:</b> AM confirmed this had been done before and continued to be available. Pupils unsure or with special needs were offered opportunity to visit the venue during the weeks ahead so they knew where they would be staying.</p> <p><b>Q: Governors asked about plans for 2017 when Y6 would be 90 in number, if staffing the activity would be an issue.</b>  <b>A:</b> AM advised that there was always over subscription of staff prepared to come, a strong TA team who were willing to join the activity. Both parents and governors occasionally had helped out although as one of the purposes of the activity was to encourage independence for the pupils, parents were not actively encouraged to come.</p> <p>AM explained the work done with pupils in circle groups in the weeks running up to the activity to prepare them well, dealing with any anxieties, what was anticipated or what pupils might be worried about.</p>																			
<b>50</b>	<b>STAFF DISCIPLINE POLICY</b>																			
	<p>The Chair advised she had reviewed the policy. Kim Small indicated she had some points to raise. The GB agreed unanimously that subject to her comments the policy be formally adopted.</p> <p><b>ACTIONS</b></p> <p>a) Comments from Kim Small to be supplied to Anna McKenna.  b) Policy to be updated and be considered by R&amp;F</p>	KS/AM AM/R&F/Clerk																		
<b>51</b>	<b>AOB</b> – no items had been notified to the Chair.																			
<b>52</b>	<b>SCHOOL COUNCIL</b> items from meeting to be referred for comment - none																			
	<p><b>Q: The Chair wondered if the children ever had the opportunity to discuss the content of the curriculum, specifically the new topics which had been introduced.</b></p> <p><b>A:</b> SLT advised that Co-ordinators covered the curriculum within Pupil Voice and subjects such as history and geography are covered by those Co-ordinators under Topic Voice. Rebecca Strong had given feedback on this to the Curriculum group.</p>																			
<b>53</b>	<b>CONFIDENTIAL</b> – items 47 and 48.																			
<b>54</b>	<p><b>MEETING closed at 9.42pm</b></p> <table border="1"> <thead> <tr> <th colspan="2"></th> <th colspan="4"><b>Dates of Next Meetings this term:</b></th> </tr> </thead> <tbody> <tr> <td><b>R&amp;F</b></td> <td>8<sup>th</sup> Feb 2016</td> <td><b>C&amp;C</b></td> <td>22<sup>nd</sup> Feb 2016</td> <td><b>FGB</b></td> <td>7<sup>th</sup> Mar 2016</td> </tr> <tr> <td><b>R&amp;F</b></td> <td>14<sup>th</sup> Mar 2016</td> <td></td> <td></td> <td><b>FGB</b></td> <td>21<sup>st</sup> Mar 2016</td> </tr> </tbody> </table>			<b>Dates of Next Meetings this term:</b>				<b>R&amp;F</b>	8 <sup>th</sup> Feb 2016	<b>C&amp;C</b>	22 <sup>nd</sup> Feb 2016	<b>FGB</b>	7 <sup>th</sup> Mar 2016	<b>R&amp;F</b>	14 <sup>th</sup> Mar 2016			<b>FGB</b>	21 <sup>st</sup> Mar 2016	
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**Post meeting notes:**

**41.1.1** <sup>1</sup> Copy of report has been sent to LA & TFT but not given to governors.

**43.4.1** <sup>2</sup> Links to eNews 1.12.2015

(a) <https://www.gov.uk/government/speeches/hmcis-monthly-commentary-november-2015>

(b) [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/481147/Governance\\_handbook\\_November\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/481147/Governance_handbook_November_2015.pdf)

<sup>3</sup> Link to eNews 26.01.2016 <https://www.gov.uk/guidance/schools-financial-efficiency-top-10-planning-checks-for-governors>

Signed/Initialled (Chair of Governors): ..... Date: .....

### Summary of Actions Arising

ACTION	MINUTES FROM FGB MEETING 1 <sup>st</sup> FEBRUARY 2016	WHEN BY
both Gemma S	<b>47.1.4 HT REPORT/NURSERY</b> a) Cost per session to be included in T&C b) Review detail to be amended: Reviewed: January 2016, Next Review date: June 2016.	Both Next FGB
SP / JG	<b>41.1.3 MATTERS ARISING/MINUTES 28<sup>th</sup> SEP 2016</b> (FR 6.07.2015) The Chair to write on GB to Simon James on matter of EdPsyc.	Next FGB
MB	<b>41.2.1 25.3 MATTERS ARISING/MINUTES 16<sup>th</sup> NOV 2015/HT REPORT/SEN</b> Update on SRP (Specialist Resource Provision) project.	Next FGB
All JG / NJ	<b>41.2.2 26.2 MATTERS ARISING/MINUTES 16<sup>th</sup> NOV 2015/STANDING ORDERS/ COMMITTEE STRUCTURES/Distributed Leadership</b> a) Governors to make contact with nominated member of staff for allocated responsibility area. b) Identify area of responsibility for Nadine Jones	Next FGB
AM AM	<b>42.2.3 28 DISCLOSURE AND BARRING SERVICE</b> a) Updated policy on website. b) Revised policy GA styled by Anna McKenna.	Both Next FGB
SP	<b>41.2.6 33.2 AOB/School Council Meetings</b> a) Spring B meeting dates to be sent to Clerk.	Next FGB
Clerk	<b>46 20 QUESTIONS</b> Agenda item for next FGB meeting.	22.02.2016
KS/AM R&F/Clerk	<b>50 STAFF DISCIPLINE POLICY</b> a) Comments to be supplied to Anna McKenna. b) Updated policy to be considered by R&F.	5.02.2016 8.02.2016

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