



ALL SAINTS C of E PRIMARY SCHOOL

Governing Body Meeting

Meeting 1, 2019/20 Cycle

Monday 4th November 2019, 18.30pm

Bishop's Avenue, Fulham, London, SW6 6ED

MINUTES

Draft for circulation

MEMBERSHIP			ATTENDANCE
Julia Loizou	JL	Co-opted Governor - Chair	
Rachel Neaum	RN	PPC Foundation Governor	
Penny Seabrook	PS	Ex Officio Governor – Officiating Minister	***
Geoff Green	GG	LDBS Foundation Governor	
Diana Deighton	DD	Deanery Synod Foundation Governor	
Emily Richardson	ER	Deanery Synod Foundation Governor	
Matt Nixon	MN	PPC Foundation Governor	
Fr Ross Gunderson	RG	Deanery Synod Foundation Governor	***
Nicky Baly	NB	LDBS Foundation Governor	
PJ Murphy	PJM	LA Governor	
Vanessa Fawcett	VF	Parent Governor	***
Anna Spence	AS	Staff Governor	
Carol Gray	CG	Ex Officio Governor - Head Teacher	

IN ATTENDANCE:		
Emma Benwell	PV	Acting Deputy Head Teacher
Penny Venters	PV	Clerk

ITEM	BUSINESS	ACTION
1	APOLOGIES FOR ABSENCE	
	Apologies were received and accepted from Fr Ross Gunderson and Penny Seabrook. Vanessa Fawcett was not in attendance.	
2	DECLARATIONS OF INTEREST for this agenda	
	There were no declarations made.	
3	CONSTITUTION AND APPOINTMENTS	
3.1	Resolution: Penny Seabrook, Chief Officiating Minister, was appointed as an Ex-Officio Governor	PV
3.2	The Clerk noted those names who did not submit an annual declaration of business interests and will follow up outside of the meeting.	
3.3	The election of a new Parent Governor is in-hand.	
4	CHAIR'S ACTIONS	
4.1	The Chair has met with the Mark Newton, the schools' LDBS Adviser, to discuss Safeguarding and Ofsted preparation.	
4.2	The school underwent an Ofsted Inspection which was attended by Geoff Green and Julia Loizou.	
5	MINUTES OF THE PREVIOUS MEETING	
	Resolution: The minutes of the meeting on 20th May 2019 were agreed and signed as an accurate record.	
6	MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA	
6.1	Governors are still to complete personal development plans incorporating their training needs. The Bi-borough are running New Governor Induction Training on 29 th February 2020 from 10am to 3pm. A Governor recommended a workshop run by the PREVENT team at H&F which is accessible to all teachers, Governors and parents' associations.	
6.2	The website has been updated and Ofsted noted it was compliant.	
6.3	The Scheme of Delegation and Terms of Reference document has been updated and circulated.	
6.4	The Parent Governor election is taking place 21 st November 2019.	

6.5	PJ agreed to be the Link Governor for IT, being assured it did not require technical knowledge. He will meet with the ICT Coordinator to familiarise himself with the curriculum	
6.6	Governors requested another small group Learning Walk, to be arranged in the first half of next term.	CG
7	2019/20 STAFF PAY AWARD	
	The Staffing Committee agreed to adopt the nationally agreed 2.75% pay award. 2% of this is provided for in the 2019/20 Budget with the 0.75% balance being funded by central Government.	
8	HEAD TEACHER REPORT	
8.1	This had previously been circulated and no follow up questions had been received. It contained the old SDP and the Head Teacher will circulate the new one.	CG
8.2	A Governor enquired how the interview on PHSE had gone with the pupils. Younger pupils requested circle time and KS2 expressed a wish to talk about LGBT issues. This was discussed in the PP&C meeting, see below.	
8.3	In response to a Governor query about results, CG confirmed that the moderation team upheld all of the judgements made by the teachers The Governors passed on their congratulations to the staff for the KS2 results, particularly for Greater Depth in Reading.	
8.4	Governors challenged what had been actioned in regard to Phonics intervention and strategy. CG explained that a new teaching system called Letters and Sounds was being introduced. All lessons will be pitched at the appropriate ability level with those requiring intervention pulled out for specific help. When a Governor probed historical phonics attainment and teaching methods, CG explained that the school had lacked a little coherence in its teaching approach and that expectation of attainment at the end of Year 1 could be higher. When a Governor asked if teacher expectation could be judged low in any other teaching areas, CG confirmed that this was not the case, as evidenced by official results. In addition, CG was able to report that Ofsted were pleased with the quality of learning, recall and evidence from pupil books. A Governor queried if staff had struggled to see the value of Phonics teaching. CD replied that if this was the case, renewed emphasis on Phonics and the new learning system would address this, adding that the revised target for Phonics would be to achieve over 90%. Another Governor pointed out that the school had previously implemented a successful push to improve Maths and that it was the cyclical nature of teaching that meant that different subjects came up for focus in turn. CG asked Governors to consider that increasingly pupils were arriving at All Saints not having English as their first language and thus unable to access high quality spoken English when not in school.	
8,5	A Governor enquired if the SDP was a useful document that was actively and effectively used in planning for the school. CG confirmed that the main Ofsted Inspection Criteria are used to inform its content. In this way, senior leaders identify and focus on key areas. The document is a platform to analyse strengths and weaknesses and to thus develop resulting action plans. Ofsted will refer to the SDP by way of evidencing that a school has the vision to manage effective education.	

9	POLICIES	
	Resolution: With slight amendments incorporated which had been fed back via e-mail, the Safeguarding and Child Protection Policy was approved by the Governing Body	
10	SAFEGUARDING	
10.1	<p>As Health and Safety Governor, GG carried out a H&S walk on 27th September and this was reported to the F&P Committee.</p> <p>It identified that the new turf had not been laid correctly and represented a trip hazard and the company who installed it are due to return to correct, this. A Governor noted that despite the new turf being expensive, it was not as good quality as that it replaced.</p> <p>In addition, the wooden footings on the deck are rotting and these are being replaced, a number of fire extinguishers have been overhauled and the nursery roof is being monitored following the recent leak. The LDBS condition survey will be assessing all of this. Roof works remain outstanding.</p>	
10.2	The Single Central Record was checked prior to the Ofsted by JL and it passed inspection.	
10.3	A recent suggestion is to instigate 'Grab Bags' on each floor to be taken on emergency evacuation which contain pupil inhalers.	
11	UPDATE FROM COMMITTEE MEETINGS	
11.1	<i>Staffing Committee – 11.06.19:</i>	
11.1.1	The meeting discussed feedback from the Well-being Survey and Subject Lead changes. A follow up meeting next week will discuss SEN actions and responsibilities and the new IT system.	
11.1.2	The next Staffing Committee meeting is on 3 rd March 2019	
11.2	<i>Admissions Committee – 17.05.19:</i>	
11.2.1	No significant changes are being made to the Admissions Policy for 2021/22 which has been approved by the Admissions Committee. It will be put for final approval at the FGB in March 2020.	
11.2.2	<p>In response to a Governor question, it was explained that the school had not been full for the last three years and that as a consequence expenditure and costs had been reduced to a minimum. Whilst Reception places remain over-subscribed, members discussed the falling pupil roll. The Business Manager continues to do good work in this area but the local population is increasingly transient. It is thought another three pupils will be leaving soon as the family is moving out of the area. Pupils sometimes leave for Private schools</p> <p>A recent school information session held at the Church was attended by circa fifteen to twenty people. When a Governor asked, CG explained that the 60% provision for Foundation places is not taken up. Last year the school consulted with the PCC on a change in admissions to increase the proportion of non-Church attending pupils to 50%, but the proposal was not well received. The Governors agreed to review this initiative in another two years when more evidence would be available to make the case.</p>	

<p>11.2.3</p> <p>11.2.4</p> <p>11.3</p> <p>11.3.1</p> <p>11.3.2</p> <p>11.3.3</p> <p>11.4</p> <p>11.4.1</p> <p>11.4.2</p> <p>11.5</p> <p>11.5.1</p> <p>11.5.2</p> <p>11.5.3</p>	<p>In response to a Governor question about the level of involvement in the school by the clergy, members said that it was generally very strong, although nobody had been seen greeting children at the school gates recently. The Chair undertook to ask them to do so. A Governor reminded members that the clergy regularly lead assembly and that Father Ross had instigated an initiative to chat to the children in the playground every Friday.</p> <p>The next Admissions Committee meeting is on 13th February 2020.</p> <p><i>Curriculum Committee – 11/07/19:</i></p> <p>Members were directed to the Head Teacher’s report.</p> <p>Pupil Premium and Sports Funding will continue at the doubled rate for the 2019/20 academic year. The committee discussed whether part of the money could be used towards mentoring children via sports.</p> <p>The next Curriculum Committee meeting is on 15th November 2019</p> <p><i>Pupil, Parents and Community Committee – 07/10/19;</i></p> <p>From September 2020, schools must have a written policy on Relationships Education and Sex Education and must have consulted parents in developing and reviewing the policy. It must meet the needs of the pupils and parents and reflects the community the school serves. Involving parents is integral to the new guidance. It was noted that the School has yet to receive LDBS guidance.</p> <p>The next Pupil, Parents and Community Committee meeting is on 27th January 2020.</p> <p><i>Finance and Premises Committee – 09.10.19:</i></p> <p>The meeting discussed funding pressures, the new cleaning contract, after school provision and the donation to the PA system.</p> <p>Teaching staff salaries are c 90% of LA income which is comparatively high. In response to a Governor enquiry it was explained that the school has a relatively high number of experienced and therefore higher paid teaching staff. Further query revealed that T&L assessments are strong.</p> <p>The next Finance and Premises Committee meeting is on 23rd April 2020.</p>	<p>JL</p>
<p>12</p>	<p>LINK GOVERNORS AND GOVERNOR VISITS</p>	
	<p>NB is visiting Year 1 next week.</p> <p>ER will make a SEN Link visit and visit Year 5 next Thursday.</p> <p>PJM will make an IT Link visit next term</p> <p>GG will carry out a H&S inspection and make a Science Link visit next term</p> <p>MN will be visiting Year 3</p> <p>The new Governor will be the Maths Link.</p>	

13	GOVERNOR TRAINING	
13.1	The Chair will circulate the Bi-borough and LDBS training schedule.	JL
13.2	JL will be attending the next Chair's Forum.	
14	NEXT MEETING:	
	<ul style="list-style-type: none"> Monday 9th March 2020 – 18.30pm 	
15	AOB	
15.1	Governors discussed the idea of joining the Finance and Premises Committee with the Staffing Committee into a Resources Committee. The thinking behind this is to reduce the number of meetings and combine two committee that have linked agenda items. A Governor explained that in fact the two committees have very different take on the issues they cover with the Staffing Committee taking a pastoral stance not pertinent to the Finance and Premises Committee.	
15.2	The Chair and Clerk advised Governors that the role and responsibilities of Staff and Parent Governors are no different from those of other Governors. They can sit on all committees and should have full access to the information known to any other Governor. In common with any other Governor, the only restrictions to Staff and Parent Governors sitting on panels is a conflict of interest to those involved. All minutes of committee meetings should be distributed to all Governors. Minutes are a matter of public record of and evidence of Governor engagement and transparency. It was agreed that all committee minutes are to be distributed via the clerk.	
15.3	The Clerk advised the Governors that reporting on racist, FGM, Prevent, on-line safety and data protection incidents should be made in the open minutes and not the confidential section. Whilst these items should remain anonymised, they are a matter of public record which any person can ask to access.	
15.4	The Clerk presented the benefits of using the dedicated GovernorHub website . A Governor wrote to Hammersmith and Fulham to ask if the LA would subsidise the cost and undertook to follow this up.	PJ
16	ITEMS FOR NEXT AGENDA	
	<ul style="list-style-type: none"> Admissions Policy 	
27	CONFIDENTIAL BUSINESS	
	See Part two, Confidential section.	

The meeting ended at 19.50

Signed:
Chair

Date:

Actions

MINUTE:	ACTION:	At or by next meeting.
3.2	Follow up with those who did not submit an annual declaration of business interests form.	PV
6.6	Organise a Governor Learning Walk in the first half of next term.	CG
8.1	Circulate the new SDP.	CG
11.2.3	Ask the clergy to greet children at the school gates.	JL
13.1	Circulate the Bi-borough and LDBS Governor training schedules.	JL
15.4	Follow up with the LA regarding the cost of GovernorHub.	PJ