



ALL SAINTS C of E PRIMARY SCHOOL

Governing Body Meeting

Meeting 2, 2019/20 Cycle

Monday 9th March 2020, 6.30pm

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

MINUTES

Draft for circulation

MEMBERSHIP			ATTENDANCE
Julia Loizou	JL	Co-opted Governor - Chair	
Penny Seabrook	PS	Ex Officio Governor – Incumbent 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	
Ed Gretton	EG	Parent Governor	
Anna Spence	AS	Staff Governor	
Carol Gray	CG	Ex Officio Governor - Head Teacher	

IN ATTENDANCE:		
Penny Venters	PV	Clerk

ITEM	BUSINESS	ACTION
1	APOLOGIES FOR ABSENCE	
	Apologies were received and accepted from Emily Richardson and PJ Murphy.	
2	DECLARATIONS OF INTEREST for this agenda	
	There were no declarations of interest.	
3	CONSTITUTION AND APPOINTMENTS	
3.1	The meeting officially welcomed Ed Gretton as Parent Governor, elected in January 2020. He will be joining the Finance Committee. Governors offered their thanks to Sylvia and Sharon for their help in the election process.	
3.2	Rachel Neaum has left the Governing Body. PS will suggest a replacement PCC Foundation Governor.	PS
3.3	Next term, Suzanne Pink will be returning as Deputy Head Teacher and thus Emma Benwell will step back from the role.	
3.4	<p>The following have still to update their Declarations of Interest on GovernorHub and to sign that they have read Keeping Children Safe in Education: DD, CG, EG, MN, ER, PS and AS.</p> <p><i>* On GovernorHub, click on Governing Board and find your name.</i> <i>* Click the down chevron at the right hand side and click on 'View xxx's full profile'</i> <i>* Click on Declarations and If appropriate, click 'Add a declaration'</i> <i>* When done, click add. If appropriate, click 'Add a new declaration'</i> <i>* Once complete, press to confirm your Declarations of Interest are correct.</i> <i>* Finally, confirm that you have read and understood KCSiE.</i></p>	DD, CG, EG, MN, ER, PS & AS
4	CHAIR'S ACTIONS	
4.1	The parent survey has gone out and the results will be discussed at the PPE meeting.	
4.2	Discussions with LMS have taken place and it intended that All Saints will form a closer partnership in future. LDBS were at this meeting but no feedback has been received to date.	
4.3	Governors have received a flexible working request from a member of staff and this is being dealt with.	
5	MINUTES OF THE PREVIOUS MEETING	
	<p>PS is the Incumbent minister.</p> <p>Resolution: With this change, the minutes of the meeting on 4th November 2019 were approved and signed as an accurate record.</p>	

6	MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA	
	The suggestion from the H&S report to have 'Grab Bags' on each floor is yet to be instigated. In the absence of the first aider, responsibility for this lies with the SENDCo.	CG
7	HEAD TEACHER PERFORMANCE MANAGEMENT REVIEW	
	<p><i>The HT and staff members left the meeting for this item.</i></p> <p>The Head Teacher's appraisal was carried out on 13th November 2019. John Brace was the external consultant.</p> <p>See Part Two – Confidential section.</p>	
8	REVISED SDP	
	<p>The updated SDP had been circulated and in response to Governor questions the Head Teacher confirmed:</p> <ul style="list-style-type: none"> ▪ Miss Benwell will be the Maths coordinator. ▪ Three Year 1 pupils are not expected to pass Phonics screening despite the SEN support they receive. ▪ The target is for 90% to pass Phonics, but it will probably be around 86%, which is an improvement on last year. ▪ There are four Year 2s who didn't pass Phonics last year and they will sit again in June. ▪ The school has a phonics scheme and Leslie Clark is set to return to hold a second round of staff training in it. ▪ Pupil Premium (PP) students are monitored in an additional category. There are only seven such pupils in the school. ▪ The TAs work with the children on phonics skills. Parent readers should focus on getting the children to love reading and when struggling to read a word, offer then the answer and move on with the story. ▪ The Geography syllabus has not been purchased yet but will be when funds allow. 	
9	HEAD TEACHER REPORT	
9.1	<p>The school does not have a falling role: Nursery: 17. (The target is 26 and the school is over subscribed for 2020/21) Reception: Full Year 1: 29 Year 2: 26 Year 3: 27 Year 4: Full Year 5: Full Year 6: 27</p> <p>It is clear from the recent Head's meeting that admission numbers across the borough are challenging, with some two-form entry schools being asked to move to one-form entry.</p> <p>9.2.1 There are 46 unauthorised absences. If family say they have to be absent for family events, we ask for invitations and flight bookings as proof.</p> <p>9.2.2 There is one persistent absentee who is being tracked through family support.</p>	

<p>9.2.3</p> <p>9.2.4</p> <p>9.2.5</p> <p>9.2.6</p>	<p>Pupil results in the summer will not be as strong as last year. In response to Governor questioning, CG confirmed that the pupils had made huge progress, but that in comparison to last year's cohort, they are not as strong. When pressed further, CG clarified that they had received support and intervention throughout their time at All Saints and that this year, she, the class teachers and the TAs were all currently active in targeted intervention and booster sessions. In addition, (i) one pupil has a received a late diagnosis of a complex processing disorder, (ii) a strong teacher has been absent for a significant period and (iii) more recent pupils have joined the cohort with lower SPAG skills.</p> <p>Maths assessment has previously been overly optimistic. A Governor asked how teacher assessment is regulated and CG explained that each teacher's ability to predict pupil performance was tracked and discussed individually in one to one meetings.</p> <p>CG will check the Year 5 Maths assessment which seems high at 92%.</p> <p>Year 3 are relatively low attaining so they get strong TA support.</p> <p>CG reminded Governors that this data is from the Autumn term and that interventions take place throughout the school year.</p> <p>A Governor suggested that a contact at LMS could be asked to review the data. CG explained that John Brace was on hand to do this if required.</p> <p>Governors congratulated CG on the excellent LA peer review. The team commented on a number of positive features of reading across the school, how display is used to support pupils understanding, and the success of cross curricular links in literacy.</p>	<p>CG</p>
<p>10</p>	<p>HEADTEACHER RECRUITMENT</p>	
	<p>The Head Teacher position has been advertised from February 27th and will close on March 23rd.</p> <p>The candidate pack was drawn up by JL and took a considerable amount of work. The selection panel is made up of five Governors drawn from a cross section of the GB – ER, PJM, JL, PS and NB. Two LA primary school advisers, Mark Newton and Phil Tomsett, will also sit on the selection committee.</p> <p>A set of assessment activities will be agreed and both a staff and student panel organised. The panel will meet on March 25th to draw up a shortlist, with interviews taking place on 29th and 30th April. To date, seven people have asked to be shown round.</p> <p>If no successful candidate arises, LDBS will appoint an Interim Head.</p> <p>Governors noted that the Coronavirus outbreak may prevent this timetable playing out.</p>	
<p>11</p>	<p>POLICIES</p>	
	<p><i>Admissions Policy:</i> Changes to some dates and making it gender neutral have been undertaken.</p>	

	Resolution: Governors approved the Admissions Arrangements for 2021/2022.	
12	Health & Safety and Safeguarding	
12.1	<i>Health and Safety:</i>	
12.1.1	Flooding caused by the a backed up sewer has been dealt with and the area jet washed.	
	Decking in the nursery area has been fixed.	
12.1.2	A potential trip hazard from poor laying of the artificial turf remains outstanding but is not a major problem.	
12.1.3	The site manager is looking into how to deal with the chipped stone step which projects a sharp edge. If use of a bonding agent does not work, the step may need to be replaced.	
12.1.4	In response to a Governor question , CG confirmed that the annual survey into the heating and condition of the boilers always suggests that the system needs a major overhaul but the cost remains prohibitive. The building is too hot the location of the thermostat remains a mystery.	
12.1.5	CG reported that a parent has complained about the smell coming off the adhesive used to fit the new carpets. The parent e-mailed their concerns to the whiles class and requested they be allowed to monitor this. GG checked that the Volatile Organic Compound (VOC) is at forty parts per million, which makes it appropriate for use and sent this to the parent and the matter in now considered the matter closed. The parent refuses to send their child to school until monitoring has been undertaken. The Head Teacher has registered unauthorised absence with the LA.	
12.1.6		
	<i>Safeguarding:</i>	
	All DBS's are up to date with EG set to bring his into the office.	
	Governors asked if there was a plan for dealing with the implications of Coronavirus. The school is waiting for instructions, but the proposal is to work from home with teaching content to go on the website. There is no provision for remote learning. Parents with Italian connections have been asked to notify the school.	
12.2		
12.2.1		
12.2.2		
13	UPDATE FROM COMMITTEE MEETINGS	
13.1	<i>Curriculum Committee Meeting: 22nd January 2020</i> The minutes have been circulated.	
13.2	<i>Pupil, Parents and Community: 27th January 2020</i> The summer art show in summer will be on sustainability and the environment The pupil survey was discussed. Pupils feel safe, enjoy school and like their lessons. The Mood Meter incorporates strategies for dealing with emotional intelligence. One tool deals with when 'false alarms' fire off in the brain. Following an altercation, pupils write down what their views are and what they think the other person is thinking.	
13.3		

13.4	<p><i>Staffing – 11th February 2020:</i> The issues discussed had been covered within the meeting tonight.</p>	
13.5	<p><i>Admissions – 13th February 2020:</i> There have been 147 applications for 30 places in September 2020.</p> <p>There have been 13 Foundation applications.</p> <p>The next meeting is on May 21st by which time there will be a good sense of how full the school is</p> <p>The Nursery is oversubscribed and there will be applicants who will not receive a place.</p> <p><i>Finance - due to meet on 23rd April 2020</i></p>	
14	LINK GOVERNORS AND GOVERNOR VISITS	
14.1	NB visited Year 1 in November. *	NB
14.2	DD visited Year 2 last term. *	DD
14.3	ER undertook a SEN visit in November. *	ER
14.4	PJM had made a Link visit on IT. *	PJM
14.5	* <i>These Governors are asked to forward their visit reports to the Clerk for inclusion on GovernorHub.</i>	PV
14.6	GG has undertaken a H&S walk and a Link visit on Science.	
14.7	Next term, VR will visit Year 6, MN will visit Year 3 and GG will visit Year 4.	
14.8	PS will make a Link visit on RE next term.	
14.9	EG agreed to be the Maths Link and he will make a visit in the summer term.	
15	GOVERNOR TRAINING	
15.1	EG has attended a training session for new Governors.	
15.2	MN attended 'Supporting, Challenging and Holding to Account'	
15.3	NB will be attending a course on Governor visits	
15.4	JL will be attending the forum for Chairs of Governors	
16	NEXT MEETING:	
	<ul style="list-style-type: none"> Monday 29th June 2020 – 18.30pm 	
17	AOB	
	There were no items raised.	

18	ITEMS FOR NEXT AGENDA	
	<ul style="list-style-type: none"> • Head Teacher recruitment 	
19	CONFIDENTIAL BUSINESS	
	See Part Two – Confidential Section	

The meeting ended at 20.20

Signed: **Date:**
Chair

Actions

MINUTE:	ACTION:	At or by next meeting.
3.2	Suggest a replacement PCC Foundation Governor.	PS
3.4	Update Declarations of Interest on GovernorHub and sign that Keeping Children Safe in Education has been read and understood.	DD, CG, EG, MN, ER, PS & AS
6	Organise 'Grab Bags' on each floor via the SENDCo.	CG
9.2.5	Check the Year 5 Maths assessment, currently at 92%.	CG
14.1 to 14.4	Circulate Governor visit reports to the Clerk.	NB, DD, ER & PJM
14.5	Enter Governor visit reports onto GovernorHub.	PV