

# NORTH EALING PRIMARY SCHOOL

The 4<sup>th</sup> Full Governing Body Meeting for 2020 - 2021 was held on Wednesday 30 June 2021  
The Meeting was Held Via Zoom

## MINUTES

Agenda items	Actions
<p><b>Attendees:</b> Jackie Blazewicz (JB) Andrew Dharman (AD) Sally Flowers (SF) Joanne Gravestock (JG) Lutz Johnen (LJ) Debbie Keenan (DK) Dan Lawrie (DL) Helen Rai (HR) Sarah Symes (SS) Liza Webber (EW) Isobel Swarc (IS)</p> <p><b>Also in attendance:</b> Michael Belsito (MB) Marcia Bruley (MBr) Sarah Gordon (SG) Simon Prebble (SP) – Governor Training</p>	
<p><b>Governor Training – Simon Prebble (SP).</b></p> <ul style="list-style-type: none"><li>• SP is the former Headteacher at Southfields primary School and the Chair of Governors at Lady Margaret primary School.</li><li>• The focus of the training was “Governors and the School Development Plan (SDP)”.</li><li>• Governors need to be strategic</li><li>• This is important for Ofsted which is due by the end of January 2022 at the latest; this will be 5 years since the last inspection.</li><li>• The SDP should be multi year.</li><li>• Information for Governors should come from:<ul style="list-style-type: none"><li>○ Headteacher’s Report.</li><li>○ Governor’s Visits.</li><li>○ National Data.</li><li>○ Internal Data.</li><li>○ Ofsted Reports.</li><li>○ Etc.</li></ul></li><li>• DK suggested that we need to bear in mind the impact of external factors e.g.<ul style="list-style-type: none"><li>○ Pupil numbers.</li><li>○ Mobility.</li><li>○ Closing the Gap.</li></ul></li><li>• SF stated that we have 8 priorities, including:<ul style="list-style-type: none"><li>○ Writing.</li><li>○ Link to Reading.</li><li>○ Curriculum Development.<ul style="list-style-type: none"><li>□ It is important for Governors to know what the priorities are and why.</li></ul></li></ul></li><li>• Risks / challenges to be faced in the next 3 years:<ul style="list-style-type: none"><li>○ Money.</li><li>○ Pupil Numbers.</li></ul></li></ul>	

<ul style="list-style-type: none"> <li>○ Mobility.</li> <li>○ Covid Catch-Up</li> <li>• Whilst the SDP is at least in part set in stone, things can however impact this e.g. Covid.</li> <li>• Covid 19 has impacted the current SDP and some priorities have been carried forward for 1 or 2 years.</li> <li>• It was agreed that Governors should review the SDP / priorities. <ul style="list-style-type: none"> <li>○ <b><u>This should be a standing agenda item at Resources.</u></b></li> </ul> </li> <li>• There is no data for 2020 – 2021 and decisions have to be made by Teachers.</li> <li>• There is a greater focus for Catch-Up: <ul style="list-style-type: none"> <li>○ Pupil Premium Grant.</li> <li>○ Disadvantaged.</li> <li>○ Etc.</li> </ul> </li> <li>• All Governors need to contribute to the SDP e.g. questions.</li> </ul> <p>SF thanked SP for his very clear presentation which was very helpful.</p> <ul style="list-style-type: none"> <li>• SF proposed a follow up session in the autumn term.</li> </ul> <p><b><u>It was also agreed that GB action planning would be considered at Steering Group in September.</u></b></p>	<p>AD</p> <p>DK</p>
<p><b>1. Welcome</b></p>	
<p><b>2. Apologies For absence</b>  Apologies were received from:</p> <ul style="list-style-type: none"> <li>• Lynne Dallow (LD)</li> <li>• Monika Nangia (MN)</li> </ul> <p>All other Governors were in attendance.</p>	
<p><b>3. Authorised / Unauthorised absence</b>  The absences for LD and MN were both authorised.</p>	
<p><b>4. Declaration of Any Other Business (AOB)</b>  MB: National Online Safety Portal.</p>	
<p><b>5. Declaration of Interest in any Agenda Items</b>  There were no declarations of interest in any agenda items.</p>	
<p><b>6. Headteacher’s Report</b>  The Headteacher’s Report was pre-circulated.  <u>Page 3 – Student Totals and Vacancies</u></p> <ul style="list-style-type: none"> <li>• We have written to parents about any potential mobility.</li> <li>• We have met with the LA to discuss numbers and have agreed to a follow up meeting after the October census.</li> </ul> <p><u>Page 4 – Reception September 2021</u></p> <ul style="list-style-type: none"> <li>• We are now full for September with 90 offers accepted.</li> <li>• The LA process has been slow.</li> </ul> <p><u>Page 5 – Mobility</u></p> <ul style="list-style-type: none"> <li>• Some arrivals and leavers are recorded twice i.e. they joined and left in the same year. <ul style="list-style-type: none"> <li>○ 37 joined and left in the year.</li> </ul> </li> </ul> <p><u>Page 5 – Staff absence</u></p>	

- Absence has reduced significantly.
- We do have a couple of cases of long covid.

#### Page 8 – Quality of Education

- There was a detailed update at the curriculum meeting last week.
- See curriculum minutes.
- Whole School Reading
  - Attainment – 64%
  - Progress – We expect 1 point per term.
    - 94.3% made 2 points of progress in 2 terms.
    - Most of our Pupil Premium children are making accelerated progress.
- Whole School Writing
  - Attainment – 53%
    - There was an issue with one year group which brought the whole school down.
  - Progress – 59.4%
    - 2 steps of progress in 2 terms.
    - Pupil Premium children did well compared to non-Pupil Premium.
    - There have been lots of interventions.
    - We used the Catch-Up funding for specialist interventions.
    - Closures did not help the vulnerable groups.
- Maths
  - Progress is good across all groups.
  - There has been more maths interventions than we have ever had.
    - The children were not getting support at home.
  - The targeted Maths interventions (number) were really good.

#### Page 9 – Staff CPD

- There has been a big focus on the curriculum.

#### Page 11 – Phonics Report

- There will be one more data drop before the end of term.
- We are currently looking at grouping for September.

#### Page 19 – Place2Be

- IS asked about bullying.
  - SF pointed out that girls use Place2Talk / mediation.
  - Boys do not tend to use Place2Talk / mediation.
- AD asked if we could track this through My Concern?
  - MB pointed out that this data tends to come from SIMS.
- The Place2be team speak to MB / SF weekly.

#### Page 25 – Staff wellbeing and workload

- The staff wellbeing survey will be repeated.
- SF has reviewed the results with IS.

#### Page 26 – Staffing update

- We have just 1 vacancy for 1 term.

#### Page 26 – Covid updates

- The risk assessment will be updated for September.

#### Page 28 - Premises

- We will be handing over the school to the contractors for the summer works on 23 July.

<p><u>SEND Report</u></p> <ul style="list-style-type: none"> <li>The SEND report was pre-circulated. <ul style="list-style-type: none"> <li>Noted.</li> </ul> </li> </ul> <p><u>Interventions</u></p> <ul style="list-style-type: none"> <li>They have had significant impact.</li> <li>Interventions will run to the end of term.</li> <li>We are dedicating more time for handover / pupil progress meetings.</li> </ul> <p>SF thanked MB and MBr for their support.</p> <p>a) Update: Ofsted Health Check</p> <ul style="list-style-type: none"> <li>The LA Ofsted Health Check has been deferred until September – dates awaited.</li> </ul>	
<p><b>7. Governing Body Matters</b></p> <ul style="list-style-type: none"> <li>Governing Body Vacancies <ul style="list-style-type: none"> <li>We have 2 Parent Governor vacancies.</li> <li><b><u>It was agreed that these will be advertised in September.</u></b></li> </ul> </li> <li>Governors With Term of Office ending in 2021 <ul style="list-style-type: none"> <li>Sarah Symes (16/12/2021) <ul style="list-style-type: none"> <li><b><u>We will need to hold a staff Governor election in the autumn term.</u></b></li> </ul> </li> <li>Liza Webber (16/12/2021) <ul style="list-style-type: none"> <li><b><u>SF will talk to EW.</u></b></li> </ul> </li> </ul> </li> <li>Committee Membership 2021 – 2022 <ul style="list-style-type: none"> <li>No changes were proposed.</li> </ul> </li> <li>GB Annual Report to Parents <ul style="list-style-type: none"> <li><b><u>AD / DL to provide input by 9 July.</u></b></li> </ul> </li> <li>Future meetings <ul style="list-style-type: none"> <li>JG suggested that online meetings were fine unless we were addressing a complex issue.</li> <li>LJ added that online meetings are not good for brainstorming.</li> <li>FGB: It was agreed that FGB meetings will be held “face to face” in school.</li> <li>Committees: It was agreed that committee meetings will continue to be held online.</li> </ul> </li> </ul>	<p>SF</p> <p>SF</p> <p>SF</p> <p>AD / DL</p>
<p><b>8. Agree the minutes of the Full Governing Body Meeting on 28 April 2021</b>  These were agreed as a true and accurate record of the meeting.</p>	
<p><b>9. Matters arising from the Full Governing Body Meeting on 28 April 2021</b></p> <p>a) Matters arising from meeting on 24 March 2021 carried forward.</p> <ul style="list-style-type: none"> <li>Closed.</li> </ul>	
<p><b>10. Matters arising from the Full Governing Body Meeting on 24 March 2021</b></p> <p>a) AON to send a copy of the Director’s Report to JG.</p> <ul style="list-style-type: none"> <li>Closed.</li> </ul> <p>b) SF to arrange a Staff Wellbeing Survey</p> <ul style="list-style-type: none"> <li>Closed.</li> </ul> <p>c) Harassment and Bullying Guidelines carried forward</p> <ul style="list-style-type: none"> <li>Closed.</li> </ul>	

d) HR to send details of how Governor Visit reports are organised at LMPS <ul style="list-style-type: none"> <li>• Closed.</li> </ul>	
<b>11. Minutes of the Committee Meetings on 23 June for Noting.</b> <p>a) Curriculum &amp; Standards</p> <ul style="list-style-type: none"> <li>• Noted.</li> </ul> <p>b) Resources</p> <ul style="list-style-type: none"> <li>• Noted.</li> </ul>	
<b>12. Policies / Documents for Adoption</b> <p>a) Charging Policy – Lettings</p> <ul style="list-style-type: none"> <li>• Approved.</li> </ul> <p>b) Governing Board Standing Orders</p> <ul style="list-style-type: none"> <li>• Approved.</li> </ul> <p>c) Harassment and Bullying Guidelines</p> <ul style="list-style-type: none"> <li>• Approved.</li> </ul>	
<b>13. Correspondence to the Chair of Governors</b> DK has not received any relevant correspondence.	
<b>14. Governor Visits</b> <p>a) Minutes of the GB Online Visit Day</p> <ul style="list-style-type: none"> <li>• The visit report was pre-circulated.</li> <li>• DK thanked everyone who contributed to this excellent visit.</li> <li>• The importance of bearing in mind the involvement in curriculum development during visits / visit reports.</li> </ul> <p>b) Review of the Single Central Record</p> <ul style="list-style-type: none"> <li>• AD’s report of 23 March was pre-circulated.</li> <li>• AD has also reviewed the Single central record for this term. <ul style="list-style-type: none"> <li>○ <b><u>Report to follow.</u></b></li> </ul> </li> </ul> <p>c) Safeguarding and Child Protection Report</p> <ul style="list-style-type: none"> <li>• The report was pre-circulated.</li> <li>• Noted.</li> </ul>	AD
<b>15. Any Other Business (as agreed above)</b> <u>National Online Safety Portal</u> <ul style="list-style-type: none"> <li>• Teachers</li> <li>• Children</li> <li>• Parents</li> <li>• Governors <ul style="list-style-type: none"> <li>○ We will need to sign up.</li> <li>○ Governors gave their consent to send their details to NOS. <ul style="list-style-type: none"> <li><input type="checkbox"/> IS asked MB to use her personal e-mail address.</li> </ul> </li> </ul> </li> </ul>	
<b>16. What have we achieved as a result of this meeting</b> <ul style="list-style-type: none"> <li>• SDP training.</li> <li>• <b><u>Agreed a follow up session on the SDP.</u></b></li> <li>• Received the Headteacher’s report.</li> <li>• Agreed the way forward regarding Parent Governor vacancies.</li> <li>• Approved 3 policies.</li> </ul>	SF

• <u>Agreed to hold a pre-Ofsted reminder session.</u>	SF
<b>17. Date and time of next meeting</b> To be confirmed.	

Meeting ended at 20:45.