

## NORTH EALING PRIMARY SCHOOL

The 1<sup>st</sup> Full Governing Board Meeting for 2021 - 2022 was held on Wednesday 24 November 2021  
The Meeting was held Via Zoom

### MINUTES

| Agenda items   | Actions       |
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| <p><b>Attendees:</b><br/>Jackie Blazewicz (JB)<br/>Andrew Dharman (AD)<br/>Sally Flowers (SF)<br/>Joanne Gravestock (JG)<br/>Lutz Johnen (LJ)<br/>Debbie Keenan (DK)<br/>John Russell (JR)<br/>Golnaz Shahabi (GS)<br/>Liza Webber (EW)<br/>Monika Nangia (MN)</p> <p><b>Also in attendance:</b><br/>Sarah Gordon (SG)</p> |               |
| <p><b>Child Protection and Safeguarding Training</b><br/>Tom Galvin (TG) provided Child Protection and Safeguarding training for all Governors.<br/><b><u>It was agreed that Governors would reflect on the training and discuss at a future meeting.</u></b></p>  | <b>Agenda</b> |
| <p><b>1. Welcome</b><br/>DK welcomed our 2 new parent governors</p> <ul style="list-style-type: none"><li>• John Russell</li><li>• Golnaz Shahabi</li></ul>  |               |
| <p><b>2. Apologies For absence</b><br/>Apologies were received from:<br/>Dan Lawrie (DL)<br/>Helen Rai (HR)<br/>Sarah Symes (SS)<br/>Isobel Swarc (IS)</p> <p>All other Governors were in attendance.</p>  |               |
| <p><b>3. Authorised / Unauthorised absence</b><br/>The absences for DL, HR, SS, IS were all approved.</p>  |               |
| <p><b>4. Declaration of Any Other Business (AOB)</b><br/>There were no declarations of other business.</p>   |               |
| <p><b>5. Declaration of Interest in any Agenda Items</b><br/>There were no declarations of interest in any agenda items.</p>   |               |
| <p><b>6. Headteacher's Report</b><br/>Headteacher's Report</p> <ul style="list-style-type: none"><li>• We have seen a significant increase in <b>PPG</b> children.</li><li>• We are well placed compared to many other schools in terms of number on</li></ul>   |               |

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| <p><b>roll.</b></p> <ul style="list-style-type: none"> <li>• We have seen a significant increase in <b>staff absence</b> since the report was written. <ul style="list-style-type: none"> <li>○ We may need to reconsider the cover teacher post. <ul style="list-style-type: none"> <li>▪ To be reviewed at Resources.</li> <li>▪ This was previously cut on cost grounds.</li> </ul> </li> <li>○ There is a similar situation across central Ealing Schools.</li> </ul> </li> <li>• The <b>quality of education</b> was reviewed in detail at Curriculum &amp; Standards.</li> <li>• There was a very thorough update on <b>Phonics</b> at Curriculum &amp; Standards. <ul style="list-style-type: none"> <li>○ We will be testing the week after next and will submit the data by 10/12.</li> </ul> </li> <li>• We are re-advertising the <b>SENCO</b> role.</li> <li>• DK observed that the <b>parent coffee mornings</b> were a great idea with several hard to reach families attending.</li> <li>• SF reviewed the <b>Recovery Funding / National Tutoring</b> plans earlier today.</li> <li>• DK asked if SF was happy that the <b>Racist Incident</b> data was accurate – yes.</li> <li>• <b>ATTENDANCE:</b> <ul style="list-style-type: none"> <li>○ GS asked about home visits – these are undertaken by the LA not the School.</li> <li>○ We had the LA review this morning. <ul style="list-style-type: none"> <li>▪ Target agreed of 96.8%.</li> <li>▪ The LA were hugely impressed with what we have put in place.</li> <li>▪ 40% of persistent absence (under 90%) is Covid related.</li> <li>▪ 1 child is on only 70%; had covid x 3.</li> <li>▪ We log all calls to / from families.</li> </ul> </li> </ul> </li> <li>• We will review the <b>staff survey</b> in the spring term.</li> <li>• <b>STAFFING:</b> <ul style="list-style-type: none"> <li>○ We have lost some key people.</li> <li>○ We are looking at a restructure for September 2022.</li> <li>○ We are interviewing for teachers tomorrow.</li> <li>○ JG asked if we do exit interviews – yes, if requested.</li> </ul> </li> </ul> <p>CPD</p> <ul style="list-style-type: none"> <li>• This is probably a conservative list.</li> <li>• We have a training day on Friday</li> <li>• GS asked how CPD works <ul style="list-style-type: none"> <li>○ Once a week for 1 / 1.5 hours. Alternates between Tuesday and Thursday.</li> <li>○ INSET days.</li> <li>○ Phonics for all.</li> </ul> </li> <li>• Team teaching.</li> <li>• 1 person completing NPQSL</li> </ul> <p>Curriculum Report</p> <ul style="list-style-type: none"> <li>• Noted.</li> </ul> <p>Place2Be</p> <ul style="list-style-type: none"> <li>• Noted.</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 Co-opted vacancies following Lynne Dallow’s resignation. <ul style="list-style-type: none"> <li>▪ It was agreed to fill one of the two vacancies by electing Liza Webber who has resigned as a Teacher effective at Christmas.</li> </ul> </li> </ul> </li> <li>• <ul style="list-style-type: none"> <li>○ We also have 1 Staff Governor vacancy when SS’s term of office ends (from 16 December). The vacancy is being advertised.</li> </ul> </li> </ul>  |  |

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| <ul style="list-style-type: none"> <li>• Continuity planning <ul style="list-style-type: none"> <li>○ DK advised that she will be standing down at the end of the Summer term.</li> <li>○ AD is happy to consider standing as Chair – to be agreed at the Summer Term meeting.</li> <li>○ AD, DK, SF to meet to agree the way forward.</li> </ul> </li> <li>• Preparation for Ofsted <ul style="list-style-type: none"> <li>○ Follow up meeting at the end of January.</li> <li>○ Crib sheet to follow. <ul style="list-style-type: none"> <li>▪ All to read potential questions.</li> </ul> </li> <li>○ All Governors to consider their training needs.</li> </ul> </li> <li>• Preparation for Governor visits <ul style="list-style-type: none"> <li>○ EW will now take the lead on English / Phonics.</li> <li>○ GS will take the lead on Science.</li> <li>○ LR will take the lead on Maths.</li> <li>○ Governors to undertake visits on a 1:1 basis in early January.</li> </ul> </li> <li>• Declaration of Pecuniary Interests <ul style="list-style-type: none"> <li>○ It was agreed that AON would send the forms in the post for review and completion as we will not be meeting face to face.</li> </ul> </li> </ul> |               |
| <p><b>8. Agree the minutes of the Full Governing Body Meeting on 30 June 2021</b><br/> 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 30 June 2021</b></p> <p>a) Review of SDP / Priorities to be a standing agenda item at Resources.</p> <ul style="list-style-type: none"> <li>• <b>Carried forward.</b></li> </ul> <p>b) GB action planning to be considered at Steering Group (September).</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>c) Parent Governor vacancies to be advertised.</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>d) SF to talk to EW re Associate member position.</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>e) AD / DI to provide input to the annual report to parents.</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>f) Review of the Single Central Record for Summer term.</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>g) SF to arrange a follow up session on the SDP.</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul>   | <b>Agenda</b> |
| <p><b>10. Minutes of the Committee Meetings on 17 November for Noting.</b></p> <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>  |               |
| <p><b>11. Policies / Documents for Adoption</b><br/> All Policies / documents were pre-circulated.</p> <p>a) Best Value Statement (No changes)</p> <ul style="list-style-type: none"> <li>• Approved.</li> </ul> <p>b) Exclusion of Pupils (LA Model policy – no changes)</p> <ul style="list-style-type: none"> <li>• Approved.</li> </ul> <p>c) Pupil Premium Policy (Small changes)</p>   |               |

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| <ul style="list-style-type: none"> <li>• Approved.</li> <li>d) Pupil Premium Statement (New format)</li> <li>• Approved.</li> <li>e) Staff Code of Conduct (New LA model policy)</li> <li>• Approved.</li> <li>f) Terms of Reference – Curriculum &amp; Standards (Minor changes)</li> <li>• Approved.</li> <li>g) Terms of Reference Pay Committee (No changes)</li> <li>• Approved.</li> <li>h) Terms of Reference – Resources (No changes)</li> <li>• Approved.</li> <li>i) Terms of reference – Steering Group (No changes)</li> <li>• Approved.</li> </ul> |               |
| <p><b>12. Correspondence to the Chair of Governors</b><br/>None.</p>  |               |
| <p><b>13. Governor Visits</b></p> <ul style="list-style-type: none"> <li>a) Single Central Record – 20 July 2021 <ul style="list-style-type: none"> <li>• The report was pre-circulated.</li> </ul> </li> <li>b) Single Central Record – 18 November 2021 <ul style="list-style-type: none"> <li>• The report was pre-circulated.</li> </ul> </li> <li>c) Health &amp; Safety <ul style="list-style-type: none"> <li>• <b><u>Report to follow.</u></b></li> </ul> </li> </ul>   | <b>Agenda</b> |
| <p><b>14. Any Other Business (as agreed above)</b><br/>SF: Thanks to our new Parent Governors for standing.<br/>SF: Thanks to LD for all that she has done as a Governor.<br/>SF: Thanks to EW for agreeing to stand as a Co-opted governor.</p>  |               |
| <p><b>15. What have we achieved as a result of this meeting</b></p> <ul style="list-style-type: none"> <li>• Child Protection and Safeguarding training.</li> <li>• Received the Headteacher’s report.</li> <li>• Approved a number of policies.</li> <li>• Started to discussion on succession planning.</li> <li>• Additional link Governor roles.</li> </ul>   |               |
| <p><b>16. Date and time of next meeting</b><br/>Wednesday 23 March 2022 at 7PM</p>  |               |