



FLEET PRIMARY SCHOOL

Minutes of the Governing Board Meeting held on 16th July 2018 at 7.00pm

ATTENDANCE

Kim Issroff – Chair	✓
Don McGibbon – Headteacher	✓
Rebecca Combes	✓
Caroline Heal	✓
Oonagh Pierce	✓
Margaret O’Sullivan	✓
Annie Balme	✓
Kirsty Kitchen	✓
Sorin Floti	✓
Janet Guthrie – Vice Chair	APOLOGIES
Kate Pattison	APOLOGIES
Samir Shah	APOLOGIES
Marianthi Papadimitriou	APOLOGIES
Marcus Boyland	APOLOGIES
Hannah Shipp	APOLOGIES
OTHERS PRESENT:	
Debbie Barry – School Business Manager	✓ (for item 9.2)
Pete McGuigan - Clerk to Governors	✓
Becca Wall – Observer	✓

	ITEM	ACTION
1	PRE MEETING DISCUSSION – GOVERNANCE	
1.1	<p>Kim (KI) opened meeting at 7.00 p.m. and asked Governors to list their key contributions. Governors highlighted a wide range of involvement and engagement, including:</p> <ul style="list-style-type: none"> • building familiarity with the school and giving honest and thoughtful views at meetings, ensuring that the ethos of the school was maintained and developed • reading and querying documents in detail, and asking the right questions at meetings • visiting, and contributing to committee meetings, e.g. discussing curriculum coverage, supporting the site and garden development, ensuring resources were well-used and effective 	



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	<ul style="list-style-type: none"> • Performance Managing the Headteacher • contributing to the fund-raising steering group • leading on Governor recruitment and induction • writing reports on curriculum and behaviour, • making decisions, e.g. on Nursery charging • minuting meetings • overseeing aspects of school life, e.g. attendance and Safeguarding • attending training • gathering staff views 	
1.2	<p>Governors highlighted some areas for development, including:</p> <ul style="list-style-type: none"> • developing the link Governor role • increasing parental engagement • building a stronger connection between the Finance and Staffing committees • focusing more on progress and attainment 	
1.3	<p>KI circulated a proposal to reorganise the GB into two committees, with all Governors taking part, and KI on both:</p> <ul style="list-style-type: none"> • Finance and Staffing • Curriculum and Standards <p>and a list of Link Governors for specific areas.</p> <p>Through questioning and discussion, Governors agreed:</p> <ul style="list-style-type: none"> • Committee Chairs, (Oonagh and Samir) to meet with KI and Don (DM) in the autumn to agree Terms of Reference, frequency, dates and times for meetings (and PM to upload dates and TOR to GovernorHub) • Attendance and behaviour to remain as FGB issues • Committee membership and link Governor responsibilities (see 1.4 below) • Link staff to initiate meetings and visits with Governors (DM to progress) • Termly interviews with identified parent groups (KI and Annie (AB) to progress, with Oonagh, Rebecca, Kirsty, Becca and Sorin to take part). KI agreed to draft a protocol for the meetings, which will result in short reports and suggestions for the school 	<p>KI DM OP SS PM</p> <p>DM</p> <p>KI AB</p> <p>KI</p>
1.4	<p style="text-align: center;">Committees and Link Governors</p> <p style="text-align: center;">Finance and Staffing Committee</p> <p>Samir (Chair), Don, Kim, Sorin, Marcus, Kirsty, Janet, Rebecca, Kelly, Debbie</p>	



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	<p style="text-align: center;">Curriculum and Standards Committee</p> <p>Oonagh (Chair), Don, Kim, Annie, Caroline, Marianthi, Kate, Margaret, Hannah, Becca.</p> <p style="text-align: center;">Link Governors <i>and staff</i></p> <ul style="list-style-type: none"> • Attendance – Oonagh <i>and Don</i> • Pupil Premium – Annie <i>and Don</i> • Rights Respecting School – Samir <i>and Nic</i> • Safeguarding – Sorin <i>and Don</i> • SEND – Janet <i>and Rhian</i> • EYFS – Marcus <i>and Beth</i> • KS1 – Rebecca <i>and Kate</i> • KS2 Hanna <i>and Becca</i> • PE – Marianthi <i>and Becca</i> • Maths – Margaret <i>and Holly</i> • English – Kirsty <i>and Ruth</i> • Science – Kelly <i>and Oona</i> • Curriculum – Caroline <i>and Kate</i> 	
2	Welcome and apologies for absence	
2.1	<p>KI welcomed everyone, and Governors accepted apologies from:</p> <ul style="list-style-type: none"> • Janet Guthrie • Kate Pattison • Samir Shah • Marianthi Papadimitriou • Marcus Boyland • Hannah Shipp 	
2.2	<p>Hannah Shipp and Kelly Williams are now new parent governors, Hannah has already been added to GovernorHub. PM to invite Kelly to GovernorHub – KI to supply the contact details.</p>	PM
3	Declarations of interest	
3.1	There were no declarations of interest for the meeting.	
4	Minutes of the previous meeting (24.5.18)	
4.1	<p>Governors agreed the accuracy of the minutes from 24.5.18 and KI signed a copy – PM to upload to GovernorHub</p>	PM
5	Matters arising from previous meeting (24.5.18)	



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5.1	<p>Governors agreed that all actions arising from the previous meeting had been taken or were on the agenda for the meeting, except for:</p> <ul style="list-style-type: none"> • 1.3 – Asset register – it was not yet complete and a new version was expected from Camden – DM to complete when received • 10.1 – Safeguarding review – Sorin (SF) and Janet (JG) had met with DM who had reported frustration that ‘Early Help’ in the system was often very slow. DM agreed to include data for the number of cases at Early Help as well as CP and CIN in heads report to each FGB 	<p>DM</p> <p>DM</p>
6	Chair’s actions	
6.1	There were no actions to report.	
7	Headteacher’s report	
7.1	<p>DM presented the previously-circulated Headteacher’s report and through close questioning and discussion, Governors established that:</p> <p style="text-align: center;">Attendance</p> <ul style="list-style-type: none"> • a dip in Y5 attendance was mainly because of high levels of Persistent Absenteeism (PA), with parents who were often hard to contact and engage, e.g. last-minute cancellation of meetings. DM noted that this would be an increasing problem as the cohort moved into Y6 and therefore SATs • Although the Education Welfare Service (EWS) tried to help, they had very limited powers • The school offered rewards and sanctions for attendance, e.g. certificates and prize-draws, but some Governors were uncomfortable with large prizes, that tended to reward children for whom good attendance was not a challenge. Governors felt that whole-school rewards were more encouraging (e.g. an ice-cream van in the playground if overall targets were reached) • The school encouraged both parents and children to take responsibility for attendance <p>Governors agreed for</p> <ul style="list-style-type: none"> • Oonagh as the Attendance link governor is going to try to meet with some of the Y5 persistently absent families to highlight the importance of attendance for attainment and in the run up to transition to secondary school. • DM discussed how difficult it is to reach these families and although he arranges meetings with the Education Welfare Officer the families often do not come or cancel and therefore only meet with Don when rearranged 	<p>OP</p> <p>DM</p> <p>DM</p>



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	<ul style="list-style-type: none"> DM to continue to be more challenging of children feeling unwell as an excuse to be sent home 	
7.2	<p style="text-align: center;">Maths</p> <p>Fleet had taken part in the Camden SLAM times-tables challenge, an inter-school competition to encourage all children to become proficient in the times-tables. Governors noted that the national times-tables tests would be introduced for Y4 pupils in 2020.</p>	
7.3	<p style="text-align: center;">PE</p> <p>DM reported that PE lessons were delivered by external sports coaches, whilst sports events were arranged by school staff. However, there were insufficient sports clubs to ensure that Fleet pupils could compete well at external events (except for football, which was well covered).</p> <p>DM agreed to map out the events and clubs and seek parental support to work with as many children as possible to raise standards in sport.</p>	DM
7.4	<p style="text-align: center;">Outcomes and progress</p> <ol style="list-style-type: none"> a. Through close questioning and discussion, Governors established that the previously-circulated information showed: b. KS2 SATs results were disappointing, being lower than predicted, lower than Teacher Assessment (DM reported that it was still unclear why this was such a disparity) and below floor targets for attainment, (although probably above for progress) c. Comparative local and national results (when available) were likely to be much higher, and progress data (KS1 – KS2) were not yet available. DM reported that Camden Learning could put Fleet in a category, which would result in greater scrutiny in 18-19, and perhaps, some extra advice and training. Becca (BW) felt that more staff were needed, rather than more advice. d. Several children who should have achieved expected, did not, including mostly children who were borderline. Progress would be calculated using finer detail from the data. e. It was a challenging cohort with high mobility and there were some anomalies in the results, e.g. <ul style="list-style-type: none"> ○ A high number of children with EHCPS, additional needs and other disruptions ○ maths was particularly low – (DM has discussed with the teacher who felt that they had focused on arithmetic for too long during Y6, and not left enough time to focus on 2 step problem-solving) 	



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	<ul style="list-style-type: none"> ○ low achieving children had made good progress ○ there were some very good individual results <p>f. The school had tried to balance SATs preparation with providing a broad and balanced curriculum</p> <p>g. There was extra support for children who required it throughout the year, despite staffing disruptions. DM reported that extra group interventions after school had only worked for some children. There was discussion about whether the extra support could be during school as it had been a number of years ago. Discussion about impact on wider curriculum was had if this was to happen.</p> <p>h. Results from other year groups, including EYFS and KS1, were strong</p> <p>i. Managing the poor results would be a challenge – for children, parents and staff, with an impact of low morale. DM reported that they would help children to see as many positives as possible in their individual results and that so far there was not a feeling that the children felt negatively about their results, in fact some children actually expressed pride in their achievements (even if not reached the expected standard).</p> <p>j. Children would likely be re-tested when they transferred to Secondary</p> <p>KI asked Governors to email other questions to DM.</p>	
7.5	<p style="text-align: center;">Steps forward</p> <p>DM reported that in 2018-19, they would:</p> <ul style="list-style-type: none"> • Focus on problem solving in maths much earlier in the year, especially for low achieving pupils • Consider introducing more 1-1 support for specific children earlier in the year • Continue to match the provision to the needs, using available resources as effectively as possible • Look carefully at the Y5 cohort and the detailed data as they became available and work with the new Curriculum and Standards Committee (CSC) to devise an action plan for the 18-19 Y6 cohort, to report back the FGB in October 	DM CSC
8	Safeguarding	
8.1	Governors agreed that Safeguarding had been sufficiently considered in the pre meeting discussion about governance and the headteachers report.	
9	Committee reports	
9.1	Governors noted that:	



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	<ul style="list-style-type: none"> • the Finance Committee had not met • Community Infrastructure Levy (CIL) spending had still not been agreed, but Fleet could benefit and £6k from the Capital budget had also been earmarked for any projects • The Learning Support Team review had highlighted that 2017-18 had been a disrupted year and through close questioning, Governors established that: <ul style="list-style-type: none"> ○ Learning Support Staff funded through EHCPs or statements, often had a wider role than 1-1 with individual pupils (usually decided by the class teacher, based on progress data and other daily observations), and this needed to be explained carefully to the parents of those children so they understood this did not mean their children were not being supported but that 1-1 support was not always required, or in best interests of moving children’s learning and social development on ○ It was asked whether or not, in hindsight, the school felt they should have taken on a teacher to cover the absence of the teacher who was off for different periods for a variety of reasons instead of the strain being taken by the support for learning team. The school did attempt to do this but the standard of teacher available in the Autumn term was not strong enough and therefore the decision, in the best interests of the class and school was to cover internally. When a strong supply teacher was found, in the summer term, they were taken on to cover absence and this time it went well. It was further discussed that there is a lack of quality teachers out there and that many schools in Camden have been struggling to recruit. 	
<p>9.2</p>	<p>Debbie (DB) updated Governors on the 2018-19 budget and highlighted that it was not yet complete, the government had not supplied details of pay settlements but an increased income of £23k was likely</p>	
<p>9.3</p>	<p style="text-align: center;">Premises</p> <p>DM reported that the premises maintenance contract had not gone well and was considering withdrawing from it and finding another provider or returning to Camden.</p>	
<p>10</p>	<p>Policies</p>	
<p>10.1</p>	<p><u>Governors considered and agreed the previously-circulated Camden Learning policies for:</u></p>	



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	<ul style="list-style-type: none"> • <u>Whistleblowing</u> • <u>Complaints</u> 	
11	Governance	
11.1	KI reminded Governors to attend training.	
12	AOB	
12.1	<p>DM asked Governors for their opinions on 'Meat Free Monday' that Caterlink were offering. This was seen by governors as being a good idea and so DM said he would let Caterlink know so that we can start in September. eat-free Mondays had been instated and were going well</p> <p>DM was asked when the public meeting to discuss the development of the top pitch was scheduled for and he responded 6.00 p.m. on 18.7.18</p> <ul style="list-style-type: none"> • ParentHub was working successfully 	
12.2	<p>Governors noted the dates of FGB meetings for 18-19, all at 7.00 p.m.:</p> <ul style="list-style-type: none"> • Thursday 11th October 2018 – FGB • Wednesday 5th December 2018 - FGB • Monday 11th February 2019 – FGB • Wednesday 20th March 2019 - FGB • Thursday 23rd May 2019 – FGB • Monday 1st July 2019 – FGB 	

KI thanked Governors for attending and closed the meeting at 9.00 p.m.

Signed: Kim Issroff

Date: 11.10.2018

Kim Issroff, Chair of Fleet Board of Governors