FLEET PRIMARY SCHOOL

Minutes of the Governing Board Meeting held on 11th February 2019 at 7.00 pm

ATTENDANCE

Kim Issroff – **Chair**	✓
Don McGibbon – **Headteacher**	✓
Rebecca Combes	✓
Annie Balme	✓
Oonagh Pierce	✓
Margaret O'Sullivan	✓
Samir Shah	✓
Kelly Williams	✓
Caroline Heal	✓
Sorin Floti	✓
Kirsty Kitchen	✓
Kate Pattison	**APOLOGIES**
Hannah Shipp	**APOLOGIES**
Janet Guthrie – **Vice Chair**	**APOLOGIES**
Marianthi Papadimitriou	**APOLOGIES**
Marcus Boyland	**APOLOGIES**
OTHERS PRESENT:	
Debbie Barry – **School Business Manager**	✓ **(from 8.10 to 8.35)**
Pete McGuigan - **Clerk to Governors**	✓
Becca Wall – **Observer**	✓

	ITEM	ACTION
1	**PRE MEETING DISCUSSION** **HAPPINESS PROGRAMME**	
1.1	Becca (BW) described the ongoing Happiness Programme at Fleet (based on the Action for Happiness' Great Dream work), which had received a small amount of funding from Camden (£1200). To understand the impact of the programme and as part of the funding agreement, BW was compiling data from pre and post-programme questionnaires on the children's Happiness Scale. Over the year, with 3 or 4 themes each term, it emphasised several foci designed to promote pupil happiness, including: • **Directions and goals**, e.g. setting personal targets	

	• **Trying out new experiences and activities**, e.g. skateboarding and breakdancing • **Acceptance**, linked to antibullying week • **Giving**, with respect and random acts of kindness • **Awareness**, e.g. mindfulness, and the importance of sleep and healthy minds • **Resilience**, linked to Growth Mindsets • **Relating**, e.g.a family picnic day and friendship bracelets • **Emotions**, including optimism and gratitude • **Meaning**, linked to RE and philosophy • **Exercising**, e.g.to sports day and yoga • **Celebrate**, yet to be devised	
1.2	Governors challenged and questioned BW and established that: • it was a very positive and worthwhile project, particularly linked to other school work, that was showing positive benefits for pupils. • the success depended on individual teacher enthusiasm and there had been a good response from the staff, with different needs and demands on each year group. The school learning mentor was involved, with individuals and groups • care was being taken over children's access to, and interest in, social media • there was no guarantee of future funding, but it could be done in future years at little or no extra cost • **the questionnaires were unlikely to provide reliable or robust data – BW agreed to look further into it.**	**BW**
2	**Welcome and apologies for absence**	
2.1	KI welcomed everyone formally to the meeting at 7.30. Apologies for absence had been received from, and accepted for, • Kate Pattison • Hannah Shipp • Janet Guthrie – Vice Chair • Marianthi Papadimitriou • Marcus Boyland	
3	**Declarations of interest for the meeting**	
3.1	There were no declarations of interest for the meeting.	
4	**Minutes of the previous meeting (5.12.18) and matters arising**	
4.1	Governors agreed the accuracy of the minutes from the previous	

	meeting. **PM to scan and upload to GovernorHub.**	**PM**
4.2	**Governors agreed that all actions from the previous meeting had been taken, were in hand or were on the agenda for the current meeting**, noting that: • **BW had Support Staff Performance management planned for the summer term** in hand. • no Governors had yet expressed an interest in becoming Vice Chair	**BW**
5	**Headteacher's report**	
5.1	Don (DM) presented the previously-circulated context data report. Through questioning and challenging DM, Governors established that: • there was a high level of pupil mobility (in common with many schools across Camden), but with more pupils joining the school than leaving it • rumours of low standards, that had circulated previously, contributed to some children leaving – noticed especially in Y5 (2 leaving thought to be due to this). However, Governors also noted that from personal experience, Y5 children were having a very good year. Both the school and Governors needed to reassure children and parents of the high quality of education on offer at Fleet • the number of pupils on roll in Reception this year was still low and this dip in numbers would work its way through year groups for several years – a pattern seen across Camden • Nursery was currently full, which bode well for transfer to Reception in 2019. DM noted that the number of siblings in Nursery, had a direct impact on the proportion of transfers • Governors commended the school for its current attendance (96.68%) and the improvement on data from the same point in the previous year (1% higher) • The funding group had secured £2.5k funding to support another Y6 School Journey to Gower in Wales, and was seeking further funding for future years	
5.2	Governors considered the previously-circulated Parent Questionnaire and through questioning and discussion, established that It had been a very positive response, with some key points, including: • **Homework** – there was a varied response to the issue of homework from parents, although in the questionnaire, most seemed to want more • **Uniform** did not seem to be an issue and there was no appetite for Governors or the school to open it up for wider discussion	

	• **Communication with parents** was discussed. DM noted that there were good systems for communication, including texts, wide teacher availability, and targets are sent home for maths and English as part of the cycle of parent meetings. DM would be happy to find ways of improving it even further and was open to suggestions and guidance from Governors, e.g. whether pupils' books should be available to parents on Parents'' Evenings. Governors agreed for **SLT to consider Parents' evening arrangements** • **DM to** ○ **write a summary of the questionnaire to parents and ask for more parents to run out of school clubs** done ○ **remind parents that pupils' books are available for scrutiny at any time** done. ○ **devise a short guide for parents on what to look for in their children's work** to do.	**SLT DM FSC** **DM** **DM** **DM**
6	**Committee Updates**	
6.1 ~~8.1~~	**Curriculum and Standards (CSC)** Governors considered the previously-circulated minutes and through challenging and questioning the school, established that: • Y6 was not a 'risk free' group for SATs but results were likely to be higher than 2018, with ○ a higher starting place ○ earlier accelerated provision for groups, with more staff delivering them ○ extra support and interventions arising from termly Pupil Progress review meetings • attendance was likely to be higher than 2018 with greater emphasis on improving the attendance of Persistent Absentee (PA) pupils • Camden's Professional Partner and the Local Authority 'Project Board' was positive about the school's work and progress	
6.2 ~~8.2~~	**Finance and Staffing (FSC)** *Debbie Barry (DB) joined the meeting for this item at 8.10* Samir (SS) summarized the FSC work and highlighted that • a predicted £46k in-year deficit had reduced to £11k due to extra income, with more yet to come, hopefully leading to a 0 in-year balance • a carry-forward surplus of between £52k and £62k • £6k Capital surplus. Debbie (DB) raised the issue of whether to request a refundable	

	deposit from parents who agreed to accept a Nursery place, a strategy advised by Camden and used by other schools. Governors discussed finances and Nursery admissions and highlighted that: • some schools charged for Nursery (when not funded by the Government or Camden funding, which was set to continue into 2019-20), and a made a profit. Wraparound care was offered by some schools and could be a possibility for Fleet • it was important to set an accurate budget for 2019-20 (i.e. best guess predictions of income and expenditure, rather than a 'conservative' budget') • One Governor (SF) mentioned he thought there was to be a reduction in Government Nursery funding was expected (reducing from £9.50 to £8.50) per hour from Government - DB to look into this. Governors agreed for **DB / DM to consider the following issues with FSC and bring proposals to the next FGB:** • **Nursery deposits and funding** agenda • **wraparound care** • **funding further** done • **proposed spending plan for the surplus (revenue and capital)** done. *DB left the meeting at 8.35*	**DB** **DB DM**
7	**Policies**	
7.1	**Governors discussed and agreed the previously circulated policies:** • **Healthy Packed Lunch** • **Home Learning** • **Teaching and Learning** and highlighted that: • **Packed Lunch – hummus could be included in the policy since the only allergic child had left. Advice to be included on not swapping food** - to be sent out • **Home Learning – DM to clarify the role of Home Learning Journals** + Reading diaries. → on newsletter + policy. • **Teaching and Learning** – the underpinning policy was the same but had been made clearer through staff discussion	**DM** **DM**
8	**Governors' visits**	
8.1 9.1	**SEND** Governors agreed that • future reports should contain a short contextual paragraph at	

	the beginning and 'next steps' at the end, ensuring that any acronyms are clearly explained. DM to draft some for KI to consider done ✓	DM KI
8.2 ~~9.2~~	**Parents** Governors agreed for **DM to decide on the timing of termly parent information sessions** home started.	DM
~~10~~ 9	**Any other Business**	
9.1 ~~11.1~~	**Kim (KI) agreed to coordinate Link Governors by email.** Rebecca PP Kim KS1 ✓ DM reported that the Pitch project was due to start on 1.7.19, to be completed by 1.9.19 (with some disruption to playground use in July.	KI
10 ~~11~~	**Dates of Future meetings**	
10.1 ~~11.1~~	Governors noted the dates of GB meetings for 18-19: **FGB (all at 7.00 p.m.)** • Wednesday 20.3.19 • Thursday 23.5.19 • Monday 1.7.19 **Finance and Staffing Sub-Committee (all at 7.00 p.m.)** • Wednesday 6.3.19 • Wednesday 12.6.19 **Curriculum Sub-Committee (all at 6.00 p.m.** • Tuesday 30.4.19 • A fourth meeting is to be added to look specifically at end of year outcomes – date to be confirmed	

KI thanked Governors for attending and closed the meeting at 8.55 p.m.

Signed: Kim Issroff Date: 20 March 2019

Kim Issroff, Chair of Fleet Board of Governors