



# FLEET PRIMARY SCHOOL

**AGREED Minutes and actions from the Full ONLINE Governing Board Meeting held on Monday 30<sup>th</sup> November 2020 at 7.00 pm**

## ATTENDANCE

Kim Issroff – <b>Chair</b>	✓
Janet Guthrie – <b>Vice Chair</b>	✓
Don McGibbon – <b>Headteacher</b>	✓
Marcus Boyland	✓
Caroline Heal	✓
Marianne Porter	✓
Sinead Costelloe	✓
Rebecca Combes	✓
Margaret O’Sullivan	✓
Annie Balme	✓
Oonagh Pierce	✓
Hannah Shipp	✓
Osob Mohamed Abdi	✓
Jon Rohoman	<b>APOLOGIES</b>
Sabiha Khan	
Jason Cooke	
Ellie Melkuhn	
<b>OTHERS PRESENT:</b>	
Becca Wall – <b>Deputy Headteacher</b>	✓
Debbie Barry – <b>School Business Manager</b>	<b>APOLOGIES</b>
Pete McGuigan - <b>Clerk to Governors</b>	✓

	ITEM	ACTION
<b>1</b>	<b>Welcome and apologies for absence</b>	
<b>1.1</b>	Kim (KI) welcomed everyone and opened the meeting at 7.05 p.m. Governors <ul style="list-style-type: none"> <li>• had received and accepted apologies from Jon Rohoman</li> <li>• noted the absence of Jason Cooke, Sabhia Rashid Khan and Ellie Melkuhn.</li> </ul> KI welcomed Osob Mohamed Abdi as a new co-opted Governor, with a	



# FLEET PRIMARY SCHOOL

	background in teaching	
<b>2</b>	<b>Declarations of Interest</b>	
<b>2.1</b>	There were no declarations of interest for the meeting.	
<b>3</b>	<b>Oversight and Inspection</b>	
<b>3.1</b>	<p>KI provided a summary of sources of school oversight and inspection, including:</p> <ul style="list-style-type: none"> <li>• <b>Camden</b>, through Camden Learning, headed by Jon Abbey and a team of experienced experts, which work directly with schools. KI noted that they considered a wide range of data and information on each school, including results, finance, attendance, and budget</li> <li>• the <b>Government</b>, through the Department for Education (DfE) and Ofsted. KI noted that Ofsted were not currently conducting full inspections of schools, but were visiting online, to judge how well schools are managing the Covid restrictions, and occasionally to look in detail at single subjects, Safeguarding, or responding to formal complaints.</li> <li>• <b>parents</b>, through day to day interaction, surveys and questionnaires, and the informal and formal complaints mechanism</li> <li>• <b>finances</b>, with regularly scrutinised data provided on budget, with Camden and Governor involvement</li> <li>• <b>audits of the school</b>, which were infrequent but very thorough, and focused on finances and all sources of data in the school, e.g. Governance records, DBS checks, and the Single Central Record</li> <li>• <b>Safeguarding</b>, through Governors, Camden and Ofsted</li> <li>• <b>arrangements with other schools</b>, e.g. Challenge Partners and the local cluster of schools</li> <li>• <b>cross school moderation of pupils' work</b></li> <li>• <b>occasional external independent reviews</b> of the school, to scrutinise specific areas, e.g. writing or SEND</li> <li>• <b>staff unions</b>, which monitor employment practices in schools</li> <li>• <b>Governors</b>, through reports, visits, FGB and committee meetings, and regular contact with the Chair of Governors</li> <li>• <b>Health and Safety inspections</b></li> </ul> <p>KI noted that the school would be in an Ofsted 'window' from the spring term on, and Governors and the school, needed to prepare and be ready for it.</p>	



# FLEET PRIMARY SCHOOL

<p>3.2</p>	<p>Marianne (MP) updated Governors on the Ofsted inspection process, including:</p> <ul style="list-style-type: none"><li>• the importance of the school and Governors being ready for Ofsted in advance of the initial phone call</li><li>• although full inspections could start in January, it was unclear when Fleet would be inspected</li><li>• a 'Section 8' inspection would likely be 1 day, with 1 inspector, spending little time in class</li><li>• if, at the end of that day, the inspector felt it appropriate (i.e. that school was no longer 'Good' but potentially 'Outstanding' or 'Requires Improvement', the inspection could be upgraded to a 'Section 5', with more inspection time on a subsequent day or days.</li><li>• the process would start with the designated inspector reading all available data on the school, including from the school website (which should be up to date), nationally-held data and the Inspection Data Summary Report (IDSR), although MP noted that there were no data from 2020, due to Covid cancellation of SATs</li><li>• When the inspector contacts the school by phone, s/he will:<ul style="list-style-type: none"><li>○ ask for School Self Evaluation documentation (SEF) and the School Improvement Plan (SIP), (Governors, will also need to be familiar with these documents)</li><li>○ already have a strong view on the likely final judgement (MP noted that it was unusual for an inspector to revise that judgment, and only compelling evidence would shift it)</li><li>○ establish key lines of enquiry, usually informed by the data, the SEF, the SIP or the previous Ofsted report (Governors also need to know the previous issues and how the school has been addressing them)</li></ul></li><li>• on the day of the inspection, the inspector will probably:<ul style="list-style-type: none"><li>○ meet with the Chair of Governors, the Safeguarding lead-Governor (Jon) and the school's Professional Partner from Camden</li><li>○ scrutinise the Single Central Record (SCR)</li><li>○ through discussion, look for evidence of the school's work under 4 key headings from the Ofsted Framework (Quality of education, Behaviour and attitudes, Personal development, and Leadership and management.</li></ul></li><li>• Governors need to be familiar with the<ul style="list-style-type: none"><li>○ school, including its issues and priorities,</li><li>○ the progress being made in addressing the priorities</li><li>○ how they know about the school – including how the leadership team and Headteacher informs and involves them</li></ul></li></ul>	
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# FLEET PRIMARY SCHOOL

	<p>Through questioning, Governors established that:</p> <ul style="list-style-type: none"> <li>the previous data (including attendance and Y1 phonics results is available on the school website (normally updated every January, but not currently updated due to Covid, so showing 2018-19 data)- <b>Don (DM) agreed to provide a direct link for Governors, and a direct link to the previous Ofsted report, also on the website</b></li> <li>whilst the inspection day is very busy for the school, particularly the Headteacher, Governors do not normally have a direct role (Chair and Safeguarding Governors excepted). However, Governors can play an essential supportive role to colleagues and staff.</li> <li>Ofsted could judge schools to be 'Good' with 'Outstanding' features</li> </ul>	<b>DM</b>
<b>4</b>	<b>Minutes from the previous meeting (7.10.20) – accuracy and matters arising</b>	
<b>4.1</b>	<p><b><u>Governors agreed the accuracy of the previously-circulated minutes from the 7.10.20 FGB meeting, and that all actions had been taken or were of the current agenda,</u></b> noting that:</p> <ul style="list-style-type: none"> <li><b>PM to upload agreed minutes to GovernorHub</b></li> <li>some Governors were yet to complete Declarations of Interest and declarations of having read KCSIE, and confirm details – <b>Governors to check and PM to progress</b></li> <li><b><u>the previously-circulated committee Terms of Reference were approved,</u></b> and Governors noted the Committee Chairs (Oonagh – Curriculum and Standards, Marcus – Finance and Staffing)</li> <li><b>explanation of the budgeting process, would be presented at a future meeting</b></li> </ul>	<b>PM</b>  <b>All PM</b>  <b>DM</b>
<b>5</b>	<b>Headteacher's report</b>	
<b>5.1</b>	<p>Don (DM) updated Governors on the progress of the school, based on the previously-circulated head teachers report document and highlighted that:</p> <ul style="list-style-type: none"> <li>Tracy Goldblatt (TG) (Camden Primary Literacy consultant) had audited writing in the school, through work scrutiny and discussion with the lead teacher. TG reported seeing great development in teaching grammar and writing for purpose, compared to previous visits. Governors agreed for the <b>Curriculum and Standards committee to scrutinise TGs report in the spring term.</b></li> <li>extra costs incurred by necessary Covid arrangements (including supply cover), from before the summer had been applied for and some had been reimbursed by the DfE, but it was not year clear how further claims would be managed – a recent</li> </ul>	<b>C&amp;S agenda</b>



# FLEET PRIMARY SCHOOL

	<p>announcement implied there would be a further round but not yet announced what needed to qualify.</p> <ul style="list-style-type: none"> <li>• following research and local benchmarking, DM had now graded Behaviour and Attitudes as ‘Outstanding’ in the SEF. This reflected previous Governor discussion which highlighted that the ‘Good’ grading could be over-cautious</li> <li>• parental tours were now being held by interactive video call, with DM giving a guided tour of the school with an ipad, linked to prospective parents, who could see and hear everything, and ask questions. DM noted that although not as good as normal physical visits, it was better than visits when no children were on site.</li> </ul>	
5.2	<p>Through questioning and challenging, Governors established that:</p> <ul style="list-style-type: none"> <li>• changes in DMs documentation was responsive, and reflected questions and concerns raised at previous meetings.</li> <li>• Social Service involvement and provision of FSM had increased, with consequent extra strain on the Head and SLT</li> <li>• the Fleet curriculum was excellent – innovative, exciting and challenging, and Governors agreed for <b>the Curriculum and Standards committee to consider it further, including ways of presenting the work most effectively to Ofsted</b></li> <li>• there had been changes to the reporting of Pupil Premium spending, moving from describing the impact of specific provision for PP children, to a recognition that the funding would be used to provide for all pupils, including those generating PP funding. PP funding was shown in the budget, with any overspend, coming from the main budget. DM noted that there was a significant overlap between PP children and SEND / children in need of extra provision, so that PP children benefitted most from the provision.</li> </ul> <p><b>KI asked Governors to contact her to volunteer to draft a letter of thanks and commendation to the staff, in recognition of their exceptional work during the pandemic.</b></p>	<p><b>C&amp;S agenda</b></p> <p><b>All</b></p>
6	<b>Governance</b>	
6.1	<p>Governors</p> <ul style="list-style-type: none"> <li>• <b>agreed for Marcus (MB) and Kim (KI) to share the Chair of Governors role – PM to update GovernorHub</b></li> <li>• <b>agreed to check their declarations of interest and profiles on GovernorHub</b></li> <li>• agreed to consider the previously-circulated list of online Governor visits, and <b>contact KI if there were any problems. KI to propose dates for the visits</b></li> </ul>	<p><b>PM</b></p> <p><b>All</b></p> <p><b>All KI</b></p>



# FLEET PRIMARY SCHOOL

	<ul style="list-style-type: none"> <li>agreed for <b>KI to circulate notes from training on staff salaries</b></li> <li>that KI and JR had visited to see how the school was minimizing Covid transmission</li> </ul>	<b>KI</b>
6.2	<p>Marcus (MB) updated Governors on the recent skills audit and noted that areas for development included:</p> <ul style="list-style-type: none"> <li>governance and inspection oversight (both addressed during the current meeting). <b>Osob (OMA) agreed to attend training on Governor roles and responsibilities and feedback to the FGB</b></li> <li><b>Financial oversight – MB and Jon (JR) had agreed to access further training</b></li> <li><b>Human Resources – KI agreed to organise a presentation / discussion led by Camden Learning or an external HR consultant</b></li> <li><b>Legal issues – MB agreed to ask Owen Rees to provide training for the FGB</b></li> <li>Making the Board more reflective of the community served by the school – MB noted that it was slowly improving, but it needed to be kept under review and it would take time. <b>MB agreed to work with Camden Learning on its borough-wide review of Governor ethnicity.</b></li> <li><b>Analysing statistics – MB asked that Governors access training and report back to the FGB</b></li> </ul>	<b>OMA</b>  <b>MB JR</b>  <b>KI</b>  <b>MB</b>  <b>MB</b>  <b>All</b>
<b>7</b>	<b>Confidential items</b>	
<b>7.1</b>	Governors discussed 2 confidential items, which were minuted separately.	

KI thanked Governors for attending and closed the meeting at 8.05 p.m.

**AGREED AT THE 8.2.21 FGB MEETING AND SIGNED ONLINE BY  
Kim Issroff / Marcus Boyland, Joint Chairs of Fleet GB**