



# FLEET PRIMARY SCHOOL

**DRAFT** Minutes and actions ([available here](#)) from the Full Governing Board

Meeting held on

Thursday 10<sup>th</sup> October 2019 at 7.00 pm

## ATTENDANCE

Kim Issroff – <b>Chair</b>	✓
Don McGibbon – <b>Headteacher</b>	✓
Rebecca Combes	✓
Annie Balme	✓
Oonagh Pierce	✓
Margaret O’Sullivan	✓
Jon Rohoman	✓
Janet Guthrie – <b>Vice Chair</b>	✓
Caroline Heal	✓
Samir Shah	✓
Marianne Porter	✓
Hannah Shipp	✓
Sabiha Khan	<b>APOLOGIES</b>
Marcus Boyland	<b>APOLOGIES</b>
Sinead Costelloe	<b>APOLOGIES</b>
<b>OTHERS PRESENT:</b>	
Becca Wall – <b>Deputy Headteacher</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 7.00. KI updated Governors and highlighted new Governor appointments: <ul style="list-style-type: none"> <li>• 2 parent Governors – Jon Rohoman and Sabiha Kahn</li> <li>• 2 co-opted Governors - Marianne Porter and Sinead Costelloe</li> </ul> Governors introduced themselves and agreed that although an audit of skills had been considered, no action was necessary.	
<b>2</b>	<b>Pre-meeting presentation and discussion</b> <b>How well do you know your school?</b>	
<b>2.1</b>	KI reported that it was a good time for Governors to consider their	



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	<p>knowledge of the school especially since the school was entering an Ofsted 'window'</p> <p>Through discussion, Governors highlighted</p> <ul style="list-style-type: none"> <li>• their sources of information about the school, other than reports from the Headteacher, which included: <ul style="list-style-type: none"> <li>○ own children, other parents, word of mouth, own experience in the school, including coffee mornings, other school events and community events</li> <li>○ published materials, including newsletters, data, reports from the Camden Professional Partner, Challenge Partners, outcomes of cluster collaborative enquiries, and press report</li> <li>○ the school website and noticeboards</li> </ul> </li> <li>• key Ofsted recommendations from the last inspection, which were <ul style="list-style-type: none"> <li>○ raising attendance levels (with attendance currently high)</li> <li>○ greater planning for challenge (a key issue for all teachers)</li> </ul> </li> </ul> <p>(Governors were aware of progress on these issues and current foci, including planning for Greater Depth for some pupils, the Y4 Reading challenge and next steps for learning included in pupil reports)</p> <ul style="list-style-type: none"> <li>• the need for Governors to understand <ul style="list-style-type: none"> <li>○ the new Ofsted Framework (with training planned for the February FGB meeting)</li> <li>○ the likely key lines of enquiry during inspection, including Reading, 'deep dive' scrutiny of a core subject, a Foundation subject and Safeguarding</li> <li>○ the sources of information and data on safeguarding, including, <ul style="list-style-type: none"> <li>◆ the Single Central Record and other record keeping,</li> <li>◆ Safeguarding policies and procedures,</li> <li>◆ staff and Governor knowledge and implementation of Keeping Children Safe in Education and the Safeguarding Policy</li> <li>◆ clarity of information and communication on Safeguarding in school</li> </ul> </li> </ul> </li> <li>• the need for Governors to visit the school and their role during these visits, e.g. being careful not to make judgements, but to look for evidence of provision and impact. Governors agreed to contact KI for advice on visits and committed to a wide range of scrutiny visits for: <ul style="list-style-type: none"> <li>○ the work of LSAs and the teaching of French (Janet (JG))</li> <li>○ data and pupil tracking (Samir (SS))</li> <li>○ early reading Marianne (MP)</li> <li>○ police and safety (Marcus (MB))</li> <li>○ Safeguarding (Jon JR)</li> </ul> </li> </ul>	<p>JG SS MP MB JR</p>
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	<ul style="list-style-type: none"> <li>SEND (Oonagh (OP))</li> <li>Pupil Premium (Rebecca (RC))</li> <li>STEAM (Hannah (HS))</li> <li>History (Caroline (CH))</li> <li>Mental Health (Margaret (MO))</li> <li>Rights Respecting School (Annie (AB))</li> <li>Parental Engagement (CH)</li> </ul>	OP RC HS CH MO AB CH
2	<b>Governors Annual Register of Interest and declaration of interests</b>	
2.1	PM agreed to send round a proforma for Governors to complete, sign and give to the school.	PM
2.2	There were no declarations of interest for the meeting.	
3	<b>Minutes of the previous meeting (1.7.19) and matters arising</b>	
3.1	Governors agreed the accuracy of the minutes from the previous meeting. KI signed a copy for the record - PM to scan and upload to GovernorHub.	PM
3.2	<p>Governors agreed that all actions had been taken or were on the agenda,, noting that</p> <ul style="list-style-type: none"> <li>Although KI had met with the Chair of Abacus Free School, (together with other local Chairs of Governors), to discuss Abacus's planning application, no progress had been made at the meeting. KI reported that there had also been a deputation to the Council on the Abacus planning application, which would probably be appealed if it were to be successful. Following meetings with Sir Keir Starmer, Tulip Siddiq and Nick Smith (the new Camden Head of School Organisation), KI felt it was likely that the Abacus application would be successful, and this would have a detrimental impact on the pupil numbers at Fleet and other schools in the area.</li> <li>Marcus (MB) had been in contact with the council over traffic markings outside school and they were considering it</li> <li>The curriculum statement was presented to Governors before the summer (July meeting) and was on the website</li> <li>There was still a vacancy for a parent Governor and Governors discussed that someone with a law or HR background would be desirable. DM agreed to progress this.</li> </ul>	DM  DM
4	<b>Committee reports</b>	
4.1	Governors questioned and challenged DM on the previously-circulated Curriculum and Standards minutes, and established that:	





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	<ul style="list-style-type: none"> <li>• compared the end of EYFS data there had been a 10% dip in achievement for KS1. DM reported that there had also been 10% pupil mobility during that time, with higher-achieving children leaving and lower-achieving children joining, with the rest of the cohort doing well. Governors agreed that the school needed to focus particularly on the lower-achieving joiners. DM reported that the 2019 KS1 data were accurate, due to             <ul style="list-style-type: none"> <li>○ rigorous assessment by well-trained teachers with good moderation in place, including between teachers at Y2 / Y3 transition and across schools</li> <li>○ SLT working with new teachers on assessment</li> </ul> </li> <li>• For current Y6, DM reported that the KS1 results were accurate for Fleet pupils. However, there had been 50% mobility since then and the KS1 results from other schools (i.e. for the pupils who had joined Fleet during KS2), were less reliable.</li> <li>• the detailed Y6 action plan would have a positive impact on progress and achievement. <b>DM agreed to track the 'stable' Fleet pupils to understand the impact of Fleet's full KS2 provision.</b></li> <li>• the links between attendance and attainment were tracked by the school and DM reported that he communicated this through the school newsletter, meeting with the families of poor attenders. SS mentioned that seeing the link (he saw it on a display at a secondary school) can be quite powerful and asked if it was worth having up on display somewhere for parents. DM agreed to look into doing this as well as reiterating the message through the usual school communication channels.</li> </ul>	DM
5	<b>Headteacher's verbal report</b>	
5.1	<p>DM presented the previously-circulated headline data and highlighted that:</p> <ol style="list-style-type: none"> <li>a. the pupil number on roll (NOR) was stable, including Reception being full and Nursery due to be full in January. DM reported that although the school had only 6.7% vacancies overall, in 2 year groups, it was nearer to 15% (one of the Camden trigger points for consideration of roll reduction in its Place Planning process. A further meeting for all schools was planned for all schools at the end of October, to consider borough and cross-borough strategies)</li> <li>b. issues identified in the Camden Scorecard had been discussed with Jon Abbey from Camden Learning and the school's Camden Professional Partner</li> <li>c. work with the Camden Hubs were starting for the year, including SEND, Mental Health, Maths, EYFS and STEAM</li> <li>d. The Relationships and Sex Education (RSE) policy preparation</li> </ol>	



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	<p>was on hold until the school received the Camden model. There had been a coffee morning for parents to discuss issues, including religion and same-sex relationships. DM reported that</p> <ul style="list-style-type: none"> <li>○ although there had been some concerns, there had been no objections to the minor changes likely in the new the policy.</li> <li>○ <b>DM would present the proposed Camden RSE model policy to Governors when it was available in late spring or early summer</b>, ready for implementation in September 2020.</li> <li>○ parents had not withdrawn children from Sex Education in the past at Fleet and now these elements are in science and health lessons that were not open to withdrawal</li> </ul> <p>e. a local Imam had advised parents not to worry about changes and DM was trying to liaise with him. nearly all children (including in other cluster schools) had taken part in a march, highlighting the concerns about climate change.</p> <p>f. there had been a good range of activities since the beginning of term, including stay and play in reception, educational trips for each class, a cross-country event, benchball, with open classrooms planned for 30.10.19</p> <p>g. site issues had been addressed, including</p> <ul style="list-style-type: none"> <li>○ the football pitch was working well, and the school was waiting for Camden to approve the SLA to rent it out.</li> <li>○ problems with the ramp had been resolved and money was being raised to update the junior playground</li> <li>○ some other site improvements had been done unsatisfactorily over the summer and were to be redone at the half-term break</li> <li>○ other site improvement work had been agreed with Camden, including replacing the boiler and pipework in the Nursery</li> </ul> <p>h. teacher Performance Management meetings had taken place, as well as support staff observations</p> <p>i. attendance meetings were planned for after half term</p>	<b>DM</b>
<b>6</b>	<b>School Self Evaluation (SEF)</b>	
<b>6.1</b>	<p>DM presented the previously-circulated SEF document and highlighted that the headings had been devised to match the previous Ofsted framework – <b>DM agreed to revise it in line with the new Ofsted Framework and criteria, for presentation to the February FGB.</b></p> <p>Through questioning and challenging, Governors established that:</p> <ul style="list-style-type: none"> <li>• the current SEF was thorough and would be acceptable in the event of an early Ofsted inspection</li> </ul>	<b>DM</b>





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	<ul style="list-style-type: none"> <li>• Rhian Mulji would present information to a Curriculum and Standards meeting on raising levels of vocabulary through the word aware programme as it becomes embedded through the school</li> <li>• with extra training, teachers were now taking on the teaching of Philosophy, including in EYFS</li> <li>• the school linked families to Chance UK to provide positive volunteer role-models for children who may need them, monitored by Chance UK and reported to school</li> </ul>	DM
7	<b>School Development Plan (SDP)</b>	
7.1	<p>DM presented the previously-circulated SDP and through questioning, Governors established that:</p> <ul style="list-style-type: none"> <li>• it was very detailed and included impact measures</li> <li>• the section on page 5 needed to include maths</li> <li>• a new parent questionnaire would be circulated before Christmas, with questions that reflected the new Ofsted Framework</li> </ul>	
8	<b>Committee Update</b>	
8.1	Governors noted the previously circulated year planner and dates for sub committees (shown below and on GovernorHub).	
9	<b>Policies</b>	
9.1	<p><b><u>Governors considered and approved the previously-circulated policies based on the Camden model policies for:</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>Safeguarding</u></b></li> <li>• <b><u>E-safety</u></b> (noting the order of review was to be changed)</li> <li>• <b><u>Physical Intervention</u></b></li> <li>• <b><u>Pupil Premium reporting</u></b> (noting that the previous year's interventions had been successful and that it could work better for reports to be every 3 years rather an annually, given the challenge of differentiating provision for this specific group).</li> </ul>	
9.2	<p>KI discussed the Camden Scorecard (used as a risk register by Camden for its schools) and Governors noted that:</p> <ul style="list-style-type: none"> <li>• although it could be clearer and more accurate, it did help to stimulate discussion and review</li> <li>• It was not appropriate for governors as there were no criteria attached, although KI was happy to send it to any governor who requested it</li> </ul>	



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<b>10</b>	<b>Governance</b>	
<b>10.1</b>	<p>KI reported her intention to step down as Chair and asked that other Governors take on some of the things she has been doing as part of the role. <b>Governors agreed for this to be discussed fully at the next FGB and agreed for individuals to carry out specific functions:</b></p> <ul style="list-style-type: none"> <li>• Performance Management Committee - Samir</li> <li>• induct new Governor - Annie</li> <li>• Governor summary for Newsletter (to be confirmed) - Marcus</li> <li>• Governor refreshments - Becca (December), Rebecca (February), Jon (March), Marianne (May), Margaret (June)</li> <li>• Chair FGB meetings – Janet (December) then agree February Chair at the end of the meeting</li> </ul>	<p><b>Agenda</b></p> <p><b>SS</b> <b>AB</b> <b>MB</b></p> <p><b>BW RC</b> <b>JR MP</b> <b>MO JG</b></p>
<b>11</b>	<b>Any Other Business</b>	
<b>11.1</b>	There was no AOB to discuss.	
<b>12</b>	<b>Confidential Item</b>	
<b>12.1</b>	All school staff left the meeting and a confidential staffing item was discussed (minuted separately).	
<b>13</b>	<b>Dates of future meetings</b>	
<b>13.1</b>	Governors noted the dates of remaining GB meetings for 2019-20:	
	<p>Wednesday 6<sup>th</sup> November – Finance</p> <p>Tuesday 19<sup>th</sup> November - Curriculum</p> <p><b>Wednesday 4<sup>th</sup> December - FGB</b></p>	<p><b>Monday 10<sup>th</sup> February - FGB</b></p>
	<p><b>Wednesday 18<sup>th</sup> March – FGB</b></p> <p>Wednesday 25<sup>th</sup> March – Finance</p> <p>Tuesday 15<sup>th</sup> January – Curriculum</p>	<p>Tuesday 28<sup>th</sup> April – Curriculum</p> <p>Wednesday 6<sup>th</sup> May - Finance</p> <p><b>Thursday 21<sup>st</sup> May - FGB</b></p> <p><b>Monday 29<sup>th</sup> June - FGB</b></p> <p>Tuesday 14<sup>th</sup> July - Curriculum</p>

KI thanked Governors for attending and closed the meeting at 9.05 p.m.

Signed: Kim Issroff

Kim Issroff, Chair of Fleet Board of Governors

Date: 4 Dec 2017