



FLEET PRIMARY SCHOOL

Minutes and actions [*\(here\)*](#) from the Full Governing Board Meeting held on
Wednesday 4th December 2019 at 7.00 pm

ATTENDANCE

Janet Guthrie – Vice Chair and Chair for the meeting	✓
Kim Issroff – Chair	✓
Don McGibbon – Headteacher	✓
Annie Balme	✓
Margaret O’Sullivan	✓
Caroline Heal	✓
Marianne Porter	✓
Sinead Costelloe	✓
Hannah Shipp	✓
Sabiha Khan	✓
Jon Rohoman	APOLOGIES
Marcus Boyland	APOLOGIES
Samir Shah	APOLOGIES
Rebecca Combes	APOLOGIES
Oonagh Pierce	APOLOGIES
Ellie Melkuhn	APOLOGIES
OTHERS PRESENT:	
Becca Wall – Deputy Headteacher	✓
Debbie Barry – School Business Manager	✓
Pete McGuigan - Clerk to Governors	✓

	ITEM	ACTION
1	Welcome and apologies for absence	
1.1	Janet (JG) welcomed everyone and opened the meeting at 7.00.	
2	Pre-meeting presentation and discussion: Tracking and progress	
2.1	Don (DM) and Becca (BW) updated Governors on Fleet systems for tracking pupil progress, and highlighted: <ul style="list-style-type: none"> the importance of Assessment for Learning (AfL) for teachers to understand pupils’ learning to determine next steps in teaching (i.e. formative assessment) 	



FLEET PRIMARY SCHOOL

	<ul style="list-style-type: none"> • that teachers used multiple sources of evidence to inform planning and for targeting their teaching, including <ul style="list-style-type: none"> ○ AfL, which was done daily within lessons ○ PUMA (Progress in Understanding Mathematics Assessment) and PIRA (Progress in Reading Assessment) tests which happen termly (PUMA KS1&2; PIRA KS2) ○ scrutiny of children's work ○ ongoing knowledge of pupils built over a range of subjects and over time • the systems for recording and tracking pupil progress and achievement, including <ul style="list-style-type: none"> ○ Classroom Monitor, that tracked achievement of up to 30 key Learning Objectives in Reading, Writing and Maths (chosen from the NAHT (National Association of Headteachers) recommended list ○ teachers' mark books which recorded pupil achievement against 4 judgements (i.e. taught but not activated, partially met, met and exceeding) – these were updated throughout the year and collated towards the end of each term. • that each judgement was given a numerical value and this was used to determine rates of pupil progress, and was used by teachers, DM and BW, to inform Pupil Progress meetings held at the beginning of the following term. The final summer term judgements largely determined individual pupil achievement against extrapolated national data from the end of KS1 and KS2 • that given the imprecise nature of national descriptions of attainment, the system could not provide fully accurate data. However, DM reported that it was a great improvement on previous systems and very useful for formative assessment, tracking progress and monitoring the effectiveness of teaching. DM also reported that, based on the previous year's experience, the weightings for some Learning Objectives had been adjusted and would be checked again in summer 2020 • that the system worked well for pupils of all abilities and provided data on identified groups. 	
2.2	<p>Through close questioning, Governors established that:</p> <ul style="list-style-type: none"> • teachers found the system effective for highlighting Learning Objectives that could be easily overlooked • parents were kept informed about progress, (using 'on track', or 'not on track' descriptors), next step targets for learning, and end of year achievement against notional national expectation. However, teachers did not usually share the detailed technical assessment information, which would not be useful, would take a great deal of time to explain and could easily cause confusion 	



FLEET PRIMARY SCHOOL

	<p>or unnecessary alarm.</p> <ul style="list-style-type: none"> • end of year decisions on attainment took all data and knowledge into account • termly 'data drops' were useful, without overburdening teachers and all judgements were retained on the system, so that teachers and SLT could understand longer-term patterns of progress and achievement • 'expected progress' was based on pupils maintaining their KS1 judgement to the end of end of KS2 (e.g. if a pupil was judged 'exceeding' at the end of KS1, then expected progress would be 'exceeding' at the end of KS2. • value added judgements, which were often used for low achieving pupils, was also based on national data, e.g. going from 'working towards the expected standard' at the end of KS1 to 'working at the expected standard' at the end of KS2 would indicate added value • since there was no national system for managing or describing progress and achievement between the reported KS1 and KS2 data, there was great interest in how schools generated and used data, although Ofsted would not now ask for, or consider, such data. Governors noted that this could change post-General Election • children were assessed daily in EYFS against the Early Learning Goals, to help determine next steps in learning and the necessary specific provision - parents were kept informed, particularly if there were any concerns, and achievement was reported at the end of Reception. 	
3	Declarations of Interest	
3.1	<p>There were no declarations of interest for the meeting.</p> <p>Governors completed and signed their Annual Declaration of Interest forms – PM to scan and upload to GovernorHub.</p>	PM
4	Minutes of the previous meeting (10.10.19) and matters arising	
4.1	<u>Governors agreed the accuracy of the previous minutes</u> – PM to scan and upload to GovernorHub.	pm
4.2	<p><u>Governors agreed that all actions had been taken or were on the agenda</u>, noting that:</p> <ul style="list-style-type: none"> • a parent questionnaire had been distributed with responses yet to be returned • Jon Rohoman had joined the Curriculum and Standards committee and Ellie Melkuhn had joined the Finance 	



FLEET PRIMARY SCHOOL

	<p>Committee – PM to update GovernorHub</p> <ul style="list-style-type: none"> Kim (KI) asked again for another Governor to volunteer to stand as Chair, to allow KI to step down the previously-discussed Abacus School planning application had been rejected by Camden Council, but could be appealed to the Secretary of State for Education 	PM FGB agenda
5	Committee reports	
5.1	<p>Curriculum and Standards</p> <p>KI presented the previously-circulated draft minutes and highlighted that the committee had scrutinized the data:</p> <ul style="list-style-type: none"> for progress and achievement, and highlighted the need for a further report looking at provision and outcomes for Bangladeshi, Somali and White British groups - DM to provide for the next C&S meeting for attendance – especially in Reception and noted <ul style="list-style-type: none"> there were strategies in place to counter poor attendance it was challenging and would need continuous careful monitoring particularly for the Reception cohort 	DM
5.2	<p>Finance and Personnel</p> <p>Governors noted the previously-circulated Finance minutes and KI highlighted:</p> <ul style="list-style-type: none"> the budget continued to be as forecast, with the possibility of an even better picture by the end of the financial year that the decision not to charge for Nursery places (on the understanding that parents accessed all the funding to which they were entitled), was working well. DM and Debbie (DB) agreed to discuss it further with the Finance committee, leading to a recommendation to the next FGB for 2020-21 there would be a Premises Development Plan presented at the next staffing and finance committee meeting <p>DM updated Governors on Premises and highlighted:</p> <ul style="list-style-type: none"> he hoped to develop the Junior playground at a cost of £60k, with funding from Camden, the SPAN trust (which funds projects to advance urban regeneration through the improvement of the built environment), and the PTA, each contributing £20k. If bids were successful, work would probably be done in the summer term and involve children in the project. Governors: <ul style="list-style-type: none"> suggested asking Tony for his advice in contacting SPAN noted that any structural work should not spoil the sight lines from the school noted that Caroline (CH) was leading on the funding bid 	DM DB Finance agenda



FLEET PRIMARY SCHOOL

6	Headteacher's report	
6.1	<p>DM presented the previously-circulated report and highlighted:</p> <ul style="list-style-type: none"> although there was some improvement in attendance, it still required a great deal of work to monitor and encourage, with a similar picture for punctuality there had a been a very good turnout for parent teacher conferences (84%) with some non-attenders having credible reasons for missing them. Those without, DM was writing to to stress importance of engaging in these meetings. Governors noted that it was unfair on teachers and other staff if parents did not play a full part in the lives and education of their children 	
6.2	<p>Through challenging and questioning the Head, Governors established that:</p> <ul style="list-style-type: none"> The school was predominantly using two organisations for reading volunteers this year (Bookmark and Beanstalk), although 1 parent was also volunteering to read with children. there was peer support for teachers if required, following work scrutinies and DM agreed to report to Governors regularly on the level of challenge evident in pupils' work although Learning Walks could disturb classes, in practice, children were used to visitors and the focus tended to be on ongoing learning rather than directly observing teaching, (like Ofsted observations). DM noted the importance of timing visits to classes for minimum disruption but maximum information gathering when the Camden Professional Partner (CPP) visited, the focus was often of a selection of books, whilst the subject leader scrutinized all books. DM reported that <ul style="list-style-type: none"> there was support in school, and cluster level training for subject leads e.g. on developing progress maps the CPP would conduct 'deep dives' (like Ofsted) during the rest of the year. Governors discussed the Ofsted expectation that subject leads would be interviewed during an inspection and the National Education Union's (NEU) view that there should be a SLT member present. Governors noted that they could decide a school position on this. Governors were aware of the potential impact of Ofsted deep dives on individuals individual professional development needs were mainly identified through the Performance Management process, leading to training from Camden or other providers, e.g. Voice <p>21</p>	DM All

6



FLEET PRIMARY SCHOOL

8.3	<p>Governors</p> <ul style="list-style-type: none"> thanked Janet for chairing the meeting so well and Becca for providing the lovely refreshments agreed that Marianne (MP) would chair the next FGB and Rebecca Coombes (RC) would provide refreshments 	MP RC
9	Any Other Business	
9.1	There was no AOB to discuss.	
10	Confidential Item	
10.1	The Chair agreed the accuracy of the Confidential minutes from the previous meeting. PM to upload the signed copy to GovernorHub.	PM
11	Dates of future meetings	
13.1	Governors noted the dates of remaining GB meetings for 2019-20:	
	<p>Wednesday 18th March – FGB</p> <p>Wednesday 25th March – Finance</p> <p>Tuesday 15th January – Curriculum</p> <p>Monday 10th February - FGB</p>	<p>Tuesday 28th April – Curriculum</p> <p>Wednesday 6th May - Finance</p> <p>Thursday 21st May - FGB</p> <p>Monday 29th June - FGB</p> <p>Tuesday 14th July - Curriculum</p>

JG thanked Governors for attending and closed the meeting at 8.40 p.m.

Signed: *Janet Guthrie*

Janet Guthrie, Chair of the Fleet FGB meeting

Date: *10 Feb 2020*

7 Nov on 4.3.20



FLEET PRIMARY SCHOOL

	ACTIONS FROM 4.12.19 FGB	STATUS
3.1	PM to scan and upload Annual Declarations to GovernorHub.	Done
4.1	PM to scan and upload previous minutes to GovernorHub. ✓	Done
4.2	PM to update GovernorHub with new Governor roles and responsibilities ✓	Done
5.2	DM and Debbie (DB) agreed to discuss Nursery charging with the Finance committee, leading to a recommendation to the next FGB for 2020-21 - Finance	FGB agenda
6.2	DM agreed to report to Governors regularly on the level of challenge evident in pupils' work ✓	FGB agendas
	DM and Governors agreed to consider subject leaders' presentation to Ofsted, after gathering more information on the impact on staff from CPP deep dives - later in the year.	??
	DM to update Governors at the next FGB and discuss the Tavistock programme at the next Finance and Personnel meeting, including compiling school-level data in its impact *	FGB agenda
① 8.2	Governors to set dates for spring visits by the end of term, - being done	?
8.3	MP to chair the next FGB ✓	Agenda
	RC to provide refreshments for next FGB ✓	In hand
10.1	PM to upload the signed previous confidential minutes to GovernorHub. ✓	Done

* - report to come later in the year. - September. When more data. Currently at capacity of a waiting list - Funded this year & into next.

① Keep on the agenda.