



FLEET PRIMARY SCHOOL

DRAFT Minutes and actions ([here](#)) from the Full Governing Board Meeting held on Monday 10th February 2020 at 7.00 pm

ATTENDANCE

Marianne Porter – Chair for the meeting	✓
Kim Issroff – Chair	✓
Don McGibbon – Headteacher	✓
Caroline Heal	✓
Sinead Costelloe	✓
Hannah Shipp	✓
Marcus Boyland	✓
Ellie Melkuhn	✓
Oonagh Pierce	✓
Jon Rohoman	✓
Samir Shah	APOLOGIES
Rebecca Combes	APOLOGIES
Margaret O’Sullivan	APOLOGIES
Annie Balme	APOLOGIES
Sabiha Khan	APOLOGIES
Janet Guthrie – Vice Chair	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	<p>Marianne (MP) welcomed everyone and opened the meeting at 7.00. Governors had received and accepted apologies from</p> <ul style="list-style-type: none"> • Samir Shah • Rebecca Combes • Margaret O’Sullivan • Annie Balme • Sabiha Khan <p>and noted the absence of Janet Guthrie</p>	



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2	Pre-meeting presentation and discussion: Finance terminology	
2.1	<p>Don (DM) circulated a table of common acronyms and abbreviations used in school and in reports, for finance and other school areas.</p> <p>Through questioning and discussion, Governors established that</p> <ul style="list-style-type: none"> • High Needs Block Funding was allocated from Camden to help schools support pupils with Education, Health and Care Plans (EHCPs). This was in addition to money nominally in the school's main budget but rarely matched the need and provision. Governors noted that <ul style="list-style-type: none"> ○ Camden struggled to provide this funding, particularly since EHCPs had been extended by the DfE to the 18-25 age range, but with no extra funding. Camden was in the process of reviewing its SEND funding, since it was high, compared to other boroughs ○ Fleet had a high number of pupils with EHCPs compared to other schools, which increased the financial and educational pressure on the school 	
3	Declarations of Interest	
3.1	There were no declarations of interest for the meeting.	
4	Minutes of the previous meeting (4.12.19) and matters arising	
4.1	<u>Governors agreed the accuracy of the previous minutes from 4.12.19</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"> • Item 6.2.2 (subject leaders' presentation to Ofsted) would be presented later in the year • Item 6.2.3 (the impact of the Tavistock programme) was funded for 2019-21 and was in full use, with a waiting list. A full report would be presented at the September FGB meeting • Governors were still setting dates for spring term visits – to be considered at the next FGB meeting • The March Finance meeting would be held on 4.3.20 (moved from 25.3.20) 	FGB agenda FGB agenda FGB agenda
5	Committee reports	
5.1	Curriculum and Standards	
5.1	<p>Oonagh (OP) presented the previously-circulated C&S minutes and highlighted that the committee had discussed:</p> <ul style="list-style-type: none"> • STEAM, with a presentation from Oona Matheson 	



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	<ul style="list-style-type: none"> attendance of identified pupil groups, including Bengali pupils who needed some support performance data, and the role of the English leader in teaching writing more widely across school the SDP mental health issues and how they were identified in school support for learning the monitoring cycle and how identified issues were addressed Governor visits for early reading, with the Camden Professional Partner PE and the wide range of sport on offer, including on the new pitch 	DM
5.2	<p style="text-align: center;">Finance and Personnel</p> <p>Governors noted that the committee had not met so there was no report to present.</p>	
6	Mental Health audit outcomes	
6.1	<p>Becca (BW) presented the previously-circulated action plan and through questioning and discussion, Governors established that:</p> <ul style="list-style-type: none"> Deborah Kaiser (DK - Mental Health and Wellbeing Consultant for Camden Learning) had advised and supported BW one of the criteria for deciding areas on focus was the school's development capacity, linked to PSHE and DK's availability information would be communicated to parents via the newsletter BW agreed to circulate the confidential report that underpinned the action plan to OP, Kim (KI), Caroline (CH), Marianne (MP) and Marcus (MB) for information after training, staff used 'Restorative conversations' with children to focus on what had happened during an incident and how it could have been resolved differently absence resulting from mental health issues were very difficult to pinpoint and quantify involving parents was challenging and BW agreed to survey parents more and report to the September FGB meeting 	<p>BW</p> <p>BW FGB agenda</p>
7	Headteacher's report	
7.1	<p>Don (DM) presented the previously-circulated contextual data that underpinned his verbal report, and highlighted:</p> <ul style="list-style-type: none"> there had been few changes to the data from the previous meeting the successful CPP visit had focused on early reading, and KS2 reading and writing, through learning walks. Children had been 	



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	<p>interested and able to express their interests, with a wide range of reading taking place at home , and teachers reading with their pupils in school</p> <ul style="list-style-type: none"> • it was a short busy term, with many curriculum-linked trips • attendance had been low since Christmas, due to outbreaks of illness and 2 families taking leave in school time for family reasons • the top pitch was being used well during, and after, school time • the Daily Mile would be relaunched as the weather improved. DM noted that 2 staff members had places in the London Marathon and that was being used to inspire children, including through the running club, which was fully subscribed • cooking club would be run by another member of staff after half term • Tracey Goldblatt (Primary Literacy consultant) would visit after half term to audit the teaching of writing in the school 	
7.2	<p>DM reported that the new SEF better matched the new Ofsted framework, with different headings and wore focus on wider school life.</p> <p>Governors noted that</p> <ul style="list-style-type: none"> • it was clear and easy to read, based on a model from within the cluster and linked to the development priorities in the SDP. • levels of ‘challenge’, related to the previous Ofsted report, which was based on a very small sample during the inspection. ‘Challenge’ had been considered during other work scrutinies (including Maths and Writing, during termly learning walks) • DM agreed to <ul style="list-style-type: none"> ○ relocate the external evaluation summaries to an appendix, rather than in the main body of the report. ○ Add an ‘action since’ column to the section on ‘challenge 	DM
7.3	<p>Through challenge and discussion on data outcomes, Governors established that</p> <ul style="list-style-type: none"> • descriptions of ‘consistent outstanding practice’ were not repeated for KS1 and KS2. DM reported that this was due to outcomes criteria for EYFS, KS1 and KS2 being different. • the seemingly low percentage of children achieving ‘expected’ (54%), referred to those who were currently achieving ‘expected’, and the targets were cautious, rather than optimistic 	
7.5	<p>Governors discussed the issue of stable and mobile pupils and highlighted that:</p> <ul style="list-style-type: none"> • outcomes were better for ‘stable’ pupils (i.e. on roll at Fleet throughout key stages), compared to ‘mobile’ pupils (i.e. those arriving during the key stages). 	



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	<ul style="list-style-type: none"> • Y6 had a large percentage of mobile pupils. • data for pupils who had not been assessed for KS1 at Fleet, were often unreliable and overstated • data included children who had joined and left during KS2 • some strategies to understand better the discrepancies, could include <ul style="list-style-type: none"> ○ benchmarking current mobile pupil work to stable pupils, to understand and plan for any discrepancies, ○ consider devising a Personal Development profile (with the only current data, being attendance) 	
<p style="text-align: center;">7.6</p>	<p>Governors discussed results from the recent parent questionnaire and noted that:</p> <ul style="list-style-type: none"> • some responses reflected historical or family, rather than current school, issues • although there had been fewer responses than previously, (possibly due to the timing and organisation of the survey), the responses were broadly positive and similar to the previous questionnaire, but with no references to homework or uniform. • out of school clubs continued to be challenging – many parents wanting more – but with a constrained budget and finding staff available to run them an issue this is not currently possible, although constantly reviewed. While there are outside providers available the costs of such a move would lead to clubs being expensive and therefore not available to all pupils – something DM is not willing to do. DM regularly asks for parents to come forward if willing to share a skill and run a club • DM encouraged parents to use the free Parent Hub to access clubs (https://www.parenthub.co.uk/) to reduce communication costs and improve parents’ awareness of what is happening in school • DM and BW agreed to review parental response to questionnaire, including online, access to Ipads at parents’ evenings, whether to translate questionnaires, how to support parents in completing them, involvement of parent reps, and the demography of parents who do respond to questionnaires. 	<p>DM BW</p>
<p style="text-align: center;">7.7</p>	<p>Governors</p> <ul style="list-style-type: none"> • commended DM on the new format, with the Intent, Implementation and Impact headings, and noted that a Fleet strength, was the provision of a rich and varied curriculum. • noted that <ul style="list-style-type: none"> ○ the process for Ofsted deciding the foci of ‘deep dives’ was currently opaque and information from other schools’ forthcoming inspections, could be informative ○ there was a great deal of good work taking place in EYFS 	



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	<ul style="list-style-type: none"> ○ data were important, but should be considered within the context of the school and pupils <p>Governors felt that the section on</p> <ul style="list-style-type: none"> ● Behavior and Attitudes (currently self-assessed as a '2', was a particular strength at the school and DM agreed to consider regrading it as '1/2') ● Personal Development (currently a '2') should also be considered for regrading as a 1 ● Leadership and management should be more focused, to highlight the most necessary developments required 	DM
8	Policies and documents for approval	
8.1	<p><u>Governors approved the previously-circulated</u></p> <ul style="list-style-type: none"> ● <u>School Financial Value Statement (SFVS) form</u> ● <u>Charging and Remissions Policy</u> ● <u>Behaviour for Learning Policy</u>, noting that <ul style="list-style-type: none"> ○ it would need to be amended soon, to reflect 'zones of regulation' which is being trialed with a class ○ internal exclusions were recorded on CPOMs ○ there was a separate policy on positive and physical intervention. 	
9	Governance	
9.1	<p>Governors</p> <ul style="list-style-type: none"> ● thanked <ul style="list-style-type: none"> ○ Kim and Sinead for visiting and reporting on Early Years ○ Marianne for visiting and reporting on Reading in Early Years ○ Marianne for chairing the meeting so well and Debbie for providing the lovely refreshments ● agreed that Marcus (MB) would chair the next FGB and Rebecca Coombes (RC) would provide refreshments 	MB RC
10	Any Other Business	
10.1	<p>DM reported that advice on Corona Virus was to self-quarantine:</p> <ul style="list-style-type: none"> ● in the event of having travelled in China and showing symptoms ● for 14 days in the event of having travelled in Wuhan province in China <p>Ellie and Marianne gave apologies for the next FGB meeting in March.</p>	



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11	Dates of future meetings		
13.1	Governors noted the dates of remaining GB meetings for 2019-20:		
	Wednesday 18th March – FGB Wednesday 4 th March – Finance (date changed) Tuesday 28 th April – Curriculum Wednesday 6 th May – Finance	Thursday 21st May - FGB Monday 29th June - FGB Tuesday 14 th July - Curriculum	

MP thanked Governors for attending and closed the meeting at 8.45 p.m.

Signed: _____ Date: _____
Marianne Porter, Chair of the Fleet FGB meeting



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	ACTIONS FROM FGB ON 10.2.20	STATUS
4.1	PM to scan and upload previous minutes to GovernorHub.	Done
4.2	Subject leaders' presentation to Ofsted to be presented later in the year	Future FGB agenda
	DM to present a report on the Tavistock programme at the September FGB meeting	Future FGB agenda
	Governors to consider dates for visits at the next FGB meeting	FGB agenda
	The March Finance meeting to be held on 4.3.20 (moved from 25.3.20)	Done
6.1	BW to circulate the confidential report that underpinned the Mental Health action plan to OP, Kim (KI), Caroline (CH), Marianne (MP) and Marcus (MB)	Done
	BW agreed to survey parents on mental health more and report to the September FGB meeting	Future FGB agenda
7.2	DM to relocate the external evaluation summaries to an appendix in the SEF	Done
	DM to add an 'action since' column in the SEF 'challenge	Done
7.6	DM and BW to review parental response to questionnaire and how to increase responses	Done
7.7	DM to consider changes to the SEF following the previous meeting	Done
9.1	MB to chair the next FGB	FGB agenda
	RC to provide FGB refreshments	FGB agenda