



FLEET PRIMARY SCHOOL

AGREED Minutes and actions from the Full ONLINE Governing Board Meeting held on Monday 28th June 2021 at 7.00 pm

ATTENDANCE

Kim Issroff – Co-Chair	✓
Marcus Boyland Co-Chair	✓
Janet Guthrie – Vice Chair	✓
Don McGibbon – Headteacher	✓
Caroline Heal	✓
Marianne Porter	✓
Sinead Costelloe	✓
Margaret O’Sullivan	✓
Annie Balme	✓
Oonagh Pierce	✓
Jon Rohoman	✓
Ellie Melkuhn	✓
Rebecca Combes	✓
Osob Mohamed Abdi	APOLOGIES
Sabiha Khan	APOLOGIES
Jason Cooke	APOLOGIES AFTER MEETING
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>Marcus (MB) welcomed everyone and opened the meeting at 7.00 p.m. Apologies for absence had been received and accepted for</p> <ul style="list-style-type: none"> ● Osob Mohamed Abdi. ● Sabhia Khan (received later). <p>Governors noted the absence of Jason Cooke.</p>	
2	Declarations of Interest	
2.1	There were no declarations of interest for the meeting and MB noted	



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	that he was a local Councillor.	
3	Presentation of Finance Training for Governors	
3.1	<p>MB presented slides of recent Finance training from Camden Learning, run by Joe Lynch and Kat Miller, and highlighted 2 main foci of the training:</p> <ul style="list-style-type: none"> • Financial Management, which included funding and funding streams, 3 year plans, budget preparation, the role of Governors, the School Financial Value Statement (SFVS) and Consistent Financial Reporting (CFR). MB noted that Joe Lynch at Camden would take calls from Governors to answer queries, and Governors could also contact Don (DM) and Debbie (DB) • Financial Efficiencies, which included Governors ensuring Value for Money (VFM), and developing the questions and practice to support and challenge the school. The training also considered school context, budget setting, benchmarking against other schools, reducing expenditure through restructuring staff and sharing resources, including procurement and contracts. 3 <p>MB recommended both courses but suggested that Financial Management was a more technical course and I might be worth starting with Financial Efficiencies.</p> <p>MB agreed to provide Pete (PM) with the slides, to be uploaded to GovernorHub.</p>	MB PM
4	Minutes from the previous meeting (17.5.21) – accuracy and matters arising	
4.1	<p><u>Governors agreed the accuracy of the previously-circulated minutes from the 17.5.21 FGB meeting, (with one small change),</u> noting that:</p> <ul style="list-style-type: none"> • PM would upload 17.5.21 minutes to GovernorHub. • MB would sign previous minutes on GHub. • <u>all actions had been taken or were on the current agenda.</u> 	PM MB
5	Committee reports	
5.1	There had been no committee meetings since the last FGB meeting.	
6	Headteacher’s report	
6.1	<p>Don (DM) presented the previously-circulated detailed Headteacher’s report and highlighted that:</p> <ul style="list-style-type: none"> • development work had continued during the pandemic, (described in the subject updates), learning walks and work scrutinies. 	



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	<ul style="list-style-type: none"> • pupil focus groups had highlighted that many children preferred separate playtimes, but not sitting in pairs for class work, (although teachers changed the pairings regularly, children preferred working in small groups). • due to Covid restrictions, the teaching of some subjects had been adapted, e.g. <ul style="list-style-type: none"> ○ in science, there had been a reduction in experimental work during lockdown period with catching up of this once reopened rather than more evenly spread through the year as would be typical. ○ in music, singing, brass instrument practice and performances, had been restricted, but were now being expanded as restrictions lifted. DM noted that the Camden Music Service did not consider groups smaller than 5 – 8 pupils, to be viable for providing instrumental tuition. However, instrumental music was being provided for Y3 – Y5 and DM was keen for children to continue learning an instrument in the future, with the possibility of some funding being available. DM had asked the Music Service to provide tuition for smaller groups as a recruitment activity – i.e. to increase the numbers taking up an instrument. Governors suggested also asking Camden Music Service to provide taster sessions and demonstrations at assemblies, again to increase music take-up. ○ French was being taught by class teachers 	
<p>6.2</p>	<ul style="list-style-type: none"> • assessment was showing that <ul style="list-style-type: none"> ○ some children were not achieving ‘expected’. Reasons for this included Covid problems, interruptions, and high rates of absence, particularly in EYFS, with low levels of Reading, Writing and physical development. ○ levels of empathy and social and emotional development were often higher than anticipated. • reporting, and transition arrangements between classes, were being affected, with end of year reports going home and parents able to call teachers to discuss them, but no visits to new classes for taster lessons or from their new teachers (although teachers were recording videos for their new classes). • achievement of SDP priorities had been reduced and there was an increased focus on promoting mental health. • there were some negative reactions from parents to the ongoing Covid restrictions – DM noted that the guidance was set nationally and by Camden, cases of Covid were rising again, and the restrictions were designed to keep classes and schools open. • initial extra costs for the school for discretionary ‘thank you’ payments to staff, were now being paid by Camden. However, 	



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	<p>the previous advice that there would be a pay freeze, had not considered the potential 1.5% pay-rise for support staff.</p> <ul style="list-style-type: none"> • staggered break times were successful, and DM was considering continuing with them in the future. However, lunchtimes and start / finish times were difficult to manage. • attendance had dropped recently. DM noted that attendance data masked the true picture, since Covid absence was not included. There were also some inconsistencies in the data, e.g. that Reception had an unusually high level of Persistent Absence, compared to other year groups. 	
<p>6.3</p>	<ul style="list-style-type: none"> • assemblies were being provided for KS2 on Zoom, but this did not work well for KS1 or EYFS so they only log in for sharing on a Friday or any special event assemblies. • trips and visits that did not involve public transport had restarted, e.g. visits to the Heath and Forest School work. A forthcoming Y6 trip would use coaches. There had been visitors to school and on Zoom. • Safeguarding issues were being monitored carefully by the school, and followed up with Social Services as needed. Currently there were 18 children referred for Early Help or support, 5 'Children in Need' and 1 requiring Child Protection support. Zoom, which was being used for meetings, was not as effective as face to face meetings from a parent perspective but did mean professionals' attendance was better. • there was a high level of SEND at Fleet, with the register reviewed recently. There were 4.5% with Education, Health and Care Plans (EHCPs) or Exceptional Needs Grants (ENGs), compared to 3.6% in Camden and 1.8% nationally. As children with EHCPs moved on to secondary, there were other younger children, who were coming into school with, or needing EHCPs. DM noted that since ENGs were a Camden scheme and not statutory, they provided less certainty than EHCPs. • external professionals were either coming into school or working remotely. Tavistock Outreach in Primary Schools (TOPS) was a good resource for the school. Annual reviews were held with parents in school (for those who needed support with tech for joining zoom), and external professionals on Zoom. Speech and Language support currently only focused on children with EHCPs. There was currently a delay in being able to refer children to other services. • There had been staff training on supporting children with diabetes and ASD. 	
<p>6.4</p>	<ul style="list-style-type: none"> • Marion Hunter, our SIP, had met with staff to support new subjects leaders in maths and EYFS, and it had been good professional development for them. • staff had responded very well to the challenges of the year and 	



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	<p>DM had tried to minimize the extra demand and give support when possible, including signposting in-school, and Camden, support.</p> <ul style="list-style-type: none"> • there were good cover arrangements in place for 2 teachers currently on maternity leave, and 1 staff was retiring at the end of the year and 1 staff member leaving to return to home country. • although the Performance Management system had been less formal than usual, it had been positive, and DM was currently conducting end of year meetings with teaching staff. DM noted that in some cases time created by Covid and using zoom, had allowed staff to do more training, and they were increasingly thoughtful and insightful about their professional development needs. • although lettings had been interrupted by Covid, income was now coming in. • a bid to Richard Reeve’s Foundation had been submitted and was looking positive, for maths and English support for FSM children in Y5. • there were some positive premises developments in hand, including a new mosaic, which was ready to be installed over the summer, the climbing wall to be replaced, a new heating system to be installed in EYFS, a new fuse board being fitted, and some internal damp problems to be remedied. • the number on roll (NOR) expected for September, was positive, with 23 expected in Nursery, 30 in Reception, and most classes across school full, although some pupil mobility was expected in the autumn. The NOR was high compared to many other Camden schools. DM noted that there had been several enquiries for places from overseas, but with some classes full, Fleet could not always offer a place, particularly if places were also needed for siblings. <p>Governors commended DM and the school for maintaining a high NOR in the current Camden climate.</p>	
6.5	<p>Through questioning, Governors established that:</p> <ul style="list-style-type: none"> • there were no firm assessment data, which could yet be used to compare Fleet to other Camden schools. DM noted that Fleet attainment was similar to the cluster schools, including the ‘times tables check’ results which were the same as Gospel Oak and Primrose Hill. Camden Learning would produce comparative data for the borough and this would be circulated to Governors when available. • the Progress Skills documents would be presented at the autumn C&S committee meeting. DM noted that they had been available previously, and were useful. 	DM



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	<ul style="list-style-type: none"> • there were plans in place to provide more maths support for Y3 (current Y2) in September, to help raise rates of progress and levels of attainment, which were currently low. • unlike some other provision, the Tavistock Outreach in Primary Schools (TOPS) programme was tailored to individual children and their families, with the amount of support determined by need, rather than over a set length of time. Children and families were referred to other agencies if appropriate. It was not possible to quantify the impact of the support, but DM reported the impact as greater family engagement with school, and children managing better in school. • because of Covid restrictions, Sports Day would done class by class in school, without parental attendance. 	
7	Policies	
7.1	<p>After discussion, <u>Governors agreed the previously-circulated documents for:</u></p> <ul style="list-style-type: none"> • <u>EYFS</u>, noting that the non-statutory policy now reflected new national guidance, and contained an EYFS vision, written by the EYFS team over the past year. • <u>Anti Bullying leaflet</u>, which was a more pupil and parent-friendly version of the policy. <p>Governors agreed to email any further comments or questions on the 2 documents to DM.</p>	
8	Governance	
8.1	<p>MB asked that Governors reflect on the work of the Board, and email their comments to PM, with</p> <ul style="list-style-type: none"> • 3 – 5 points on what goes well. • 3 – 5 points for improvement. • 3 new ideas for the Board. <p>PM to collate and present to the next FGB meeting.</p> <p>MB noted that</p> <ul style="list-style-type: none"> • Janet Guthrie would be standing down from the Board, with this her last meeting. Marcus, Kim and Don thanked Janet for her great work as a Governor at Fleet for many years, in particular her understanding of the core principles of the school and the curriculum. • Kim Issroff would be standing down as Joint Chair of the Board (but not as a Governor), with this her last meeting in that role. Marcus and Don thanked Kim for her great work as Chair over many years, both as a support for the Head, and as an excellent 	<p>All</p> <p>PM</p>



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	<p>chair of GB meetings.</p> <p>Other Governors also expressed their thanks and gratitude to Janet and Kim for their outstanding support for them, and the school.</p> <p>MB noted that with Kim and Janet stepping down, there was a need for a new Chair and Vice Chair.</p> <p><u>Governors unanimously elected Marcus as the Chair of Governors for the 2021-22 year.</u></p> <p>But MB Noted he will be taking time off next year so a Vice Chair would need to be in place.</p> <p>Since no Governor expressed an interest in becoming the new Vice Chair, MB asked Governors to contact MB if they</p> <ul style="list-style-type: none"> • wished to put themselves forward as Vice Chair. • had any suggestions for a new co-optee Governor. <p>MB noted that Hannah had stepped down as a Parent Governor and DM agreed to organise a Parent Governor election early in the autumn term.</p>	<p style="text-align: center;">All</p> <p style="text-align: center;">DM</p>
9	Dates of future meetings	
9.1	<p>Governors noted the date of meetings for 2021-22:</p> <p>Autumn</p> <ul style="list-style-type: none"> • FGB Wednesday 6.10.21 – • FGB Monday 29.11.21 	<p>Spring</p> <ul style="list-style-type: none"> • FGB Monday 7.2.22 • FGB Wednesday 16.3.22 <p>Summer</p> <ul style="list-style-type: none"> • Monday 16.5.22 • Monday 27.6.22

MB thanked Governors for attending, and closed the meeting at 8.35 p.m.

**AGREED AT THE 6.10.21 FGB MEETING AND SIGNED ONLINE BY
Marcus Boyland, Chair of Fleet GB**