



FLEET PRIMARY SCHOOL

AGREED Minutes and actions from the Full ONLINE Governing Board Meeting held on Monday 7th February 2022 at 7.00 pm

ATTENDANCE

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

	ITEM	ACTION
1	Welcome and apologies for absence	
1.1	<p>In Marcus’s absence, Kim (KI) welcomed everyone, including new parent Governor John Showell, and opened the meeting at 7.00 p.m.</p> <p>There were apologies for absence from</p> <ul style="list-style-type: none"> • Marcus Boyland • Debbie Barry <p>and Governors noted the absence of:</p> <ul style="list-style-type: none"> • Caroline Heal. • Jason Cooke. • Jon Rohoman. 	



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2	Presentation: Ofsted preparation	
2.1	<p>Don (DM) presented the previously-circulated Ofsted ‘question and answer’ document and highlighted that:</p> <ul style="list-style-type: none"> • Fleet was due an inspection - it was expected soon and would be in line with the new framework and 2 day visit arrangements. • inspection would include ‘deep dives’ into early reading and other subject areas yet to be determined. • Governors would be interviewed, and the document included questions asked at other schools during recent inspections. • inspectors with a secondary background, could query Fleet’s topic-based approach and staff and Governors would need to explain carefully how curriculum and subject coverage was ensured. • it was possible that inspectors could be brusque in their questioning – DM noted that they had a lot of ground to cover in a short time, and could well interrupt Governors if they felt that they had sufficient information. 	
2.2	<p>Through challenging and questioning DM, Governors established that:</p> <ul style="list-style-type: none"> • the core aims and vision for the school had been presented and were on the school website in a thorough and detailed document, which had been revised 2 years previously. • the specific Fleet context included a large cohort of pupils from non-English speaking backgrounds, and a high level of SEND. • Governors who would meet with the Ofsted team should know the overarching themes of the school and its development, including information that had been presented to GB meetings, e.g. on assessment. • all areas likely to be scrutinised in a deep dive were secure, but DM felt Maths, Art and History were particularly strong (although the History lead was going on maternity leave at Easter). • the Single Central Record (which was checked monthly by DM) would be scrutinised during the inspection. • Governors should contact DM if they had any further questions or comments. • KI noted that the lead inspector would likely contact DM the day prior to the inspection (and meet with Governors on Day 2, when there would be a need for a small panel of Governors to meet with them for c. 30 minutes). • Safeguarding, SEND, staff wellbeing and the whistleblowing policy would likely be scrutinised during the inspection. 	



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3	Declarations of Interest and AOB	
3.1	There were no declarations of interest for the meeting and no AOB was highlighted.	
4	Minutes from the previous meeting (29.11.21) – accuracy and matters arising	
4.1	<p><u>Governors agreed</u></p> <ul style="list-style-type: none"> • <u>the accuracy of the previously-circulated minutes from the 29.11.21 FGB meeting,</u> (with one amendment, that John Showell had been present) noting that: <ul style="list-style-type: none"> ○ PM would upload 29.11.21 minutes to GovernorHub. ○ MB would sign previous minutes on GHub. • <u>all actions had been taken or were on the current agenda,</u> noting that: <ul style="list-style-type: none"> ○ actions involving MB would be carried forward to the following FGB meeting, including MB to recirculate a Governor Skills audit. ○ DM and MB were yet to discuss surveying parents over communication and newsletters ○ Following a query by SK, DM clarified that photographs of children with allergies were displayed in the kitchen, staff room and medical room for health and safety to ensure staff involved with food and medicines etc. are clear on how has allergies and what they are. This is only used/seen by staff employed in school and as such no individual permission is required. Permission for photographs that would be seen outside of school, including online, is sought when children join the school, but this would not be the case with these pictures. 	<p>PM MB</p> <p>FGB agenda</p> <p>DM BM</p>
5	Committee reports	
5.1	Marianne (MP) noted that there had not been a meeting of the Finance and Staffing Committee since the last FGB meeting. Governors noted that the Schools Financial Value Standard (SFVS) form was available on GovernorHub. <u>Governors approved the SFVS form,</u> for submission to Camden, noting that the only change from the previous year, was that the school had recently been audited.	
5.2	Oonagh (OP) updated Governors on the work of the Curriculum and Standards Committee and highlighted that they had scrutinised Science, with a good report from the curriculum coordinator. Ellie (EM) agreed to be the Lead Governor for Science.	
6	Headteacher’s report	



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<p>6.1</p>	<p>DM presented the previously-circulated detailed report and highlighted:</p> <ul style="list-style-type: none"> • some of the data had been updated and the most up to date and accurate version of the Headteacher’s report was on GovernorHub. • there were some new measures in place for Covid, including assemblies done virtually, use of CO2 monitors, more testing and a reduction of Covid isolation times, which helped with children avoid excessive absence, although 138 school days had already been missed due to Covid. • the number of Covid cases continued to be high, although lower at Fleet, compared to other local schools. • school measures were proving to be effective, with Covid transmission happening out of school. 	
<p>6.2</p>	<ul style="list-style-type: none"> • the previously-circulated School Development Plan (SDP) with 5 key priorities was RAG rated. • there were currently 231 children on roll (NOR), including 25 in Nursery and few vacancies However, 5 – 7 pupils were expected to leave by the end of the school year (returning to their home countries), and this would impact negatively on the budget. • there had been successful work-scrutiny in Maths, English and STEAM / topic work (Science, Technology, Engineering Art and Maths). • teachers’ Performance Management mid-year reviews were planned for later in the term. • In recent pupil focus group Don looked groups from KS2 of boys and girls separately as wanted to see impact of the gender equality work and if there was any noticeable differences between genders – conversations showed a positive pattern that reflected good gender equality practice and that to the children it is embedded in school practice. 	
<p>6.3</p>	<ul style="list-style-type: none"> • attendance was just below the 96% target (95.7%) and the school continued to make every effort to encourage good attendance, including newsletter reminders, texts sent home, rapid home-calling when concerned, only authorizing exceptional term time leave requests, and links to social services. • 7 children (from 4 families) were judged to be Child Protection or Child in Need risks and 5 children from 3 families had been referred to Early Help. • 7 children had Education, Health and Care Plans (EHCPs) and 1 was currently in hospital, so funding was not provided for Fleet. • Overall, there were 20% SEND pupils, including 5% with EHCPs or Exceptional Needs Grants. 	



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	<ul style="list-style-type: none"> the number of families eligible for Pupil Premium funding or Free School Meals had risen (now 45% and 43% respectively). 	
6.4	<ul style="list-style-type: none"> there had been some staffing challenges with a long-term absence in the office, but the admin team had managed very well. another long-term TA absence had been covered by agency staff. 	
6.5	<ul style="list-style-type: none"> the curriculum was going well and new topics and curriculum information for this term has been well shared with parents. assemblies were being done by Zoom until Covid infection had reduced. there had been many trips and visits, including from the Orchestra of the age of Enlightenment (OAE) and music lessons. the use of the Little Wandle phonics scheme was going well. after school tutor groups had started for Y5 and Y6. volunteers were back working in school. 	
6.6	<ul style="list-style-type: none"> assessment data had been scrutinised by the Curriculum and Standards committee. partnerships and after school clubs had restarted, including Arsenal coaches working in school. intensive Y5 swimming was booked for later in the term. 	
6.7	<ul style="list-style-type: none"> cross school working had been reinstated, including DM meeting with other headteachers and subject leaders supporting each other in joint subject audits, in line with the Camden Strategy of collaboration within the borough. parent communication was going well, with ParentHub increasingly being used and the school office encouraging parents to sign up. following previous Governors' comments, twice weekly newsletters were now being sent and this would be checked for effectiveness when governor communication focus groups are able to be held the recent parents' questionnaire had been overwhelmingly positive. DM presented examples, where some responses had been negative that showed the difficulty in interpreting them. DM noted that not all questions applied to all parents, (e.g. experience of bullying) and this tended to skew the results. Governors established that the language used in the bullying question was Ofsted phrasing. DM felt that there was less bullying than reported, since it was an emotive term that was often used to describe one-off acts of unkindness. 	<p>MB + governors involved in focus groups</p>
6.8	<ul style="list-style-type: none"> there were several negative budget changes including: <ul style="list-style-type: none"> higher supply costs. reduced Nursery numbers. National Insurance rises (due to take place in the new financial year). 	



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	<ul style="list-style-type: none"> ○ progression pay increases. ○ kitchen repairs. ○ increased costs of playground refurbishment. ● increased funding had also become available, including: <ul style="list-style-type: none"> ○ for Y5 tutoring, Little Wandle resources, mastering maths, and reading. ○ an over-estimate of maternity cover costs. ○ rental income. <p>Through questioning DM, Governors established that:</p> <ul style="list-style-type: none"> ● when children were absent through Covid isolation, online work was available for them. However, there had been very little Covid absence. ● the tutoring and catch-up work was going well, with staff providing individualized work for children on site. ● a pupil and staff survey would be sent out when appropriate. 	
7	Policies	
7.1	<p><u>Governors agreed the following policies:</u></p> <ul style="list-style-type: none"> ● <u>Food Policy</u>, noting that <ul style="list-style-type: none"> ○ the Camden policy contained more guidance on children with allergies. ○ the option of achieving Healthy Schools had been removed, to allow for birthday cakes, cake sales, and social and fundraising events. ● <u>Complaints Policy</u>, noting that the Camden model policy had reduced the process from 3 stages to 2. DM agreed to add names to the policy. 	
8	Governance	
8.1	There were still no volunteers for the role of Vice Chair of Governors, and Governors noted that Jon (JR) had visited to scrutinise Safeguarding.	
8.2	Governors agreed to consider Governor allowances and Governor improvements at the next meeting.	FGB agenda
9	Confidential matters	
9.1	There were no confidential matters to discuss.	
12	Dates for future meetings	



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12.1	Governors noted the dates for future FGB meetings: <ul style="list-style-type: none">• Wednesday 16.3.22• Monday 16.5.22• Monday 27.6.22	
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KI thanked Governors for attending, and closed the meeting at 8.30 p.m.

**AGREED AT THE 16.3.22 FGB MEETING AND SIGNED ONLINE BY
Kim Issrof Chair of the FGB meeting.**