



FLEET PRIMARY SCHOOL

AGREED Minutes and actions from the Full IN PERSON Governing Board Meeting held on Monday 16th May 2022 at 7.00 pm

ATTENDANCE

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

	ITEM	ACTION
1	Welcome, apologies for absence, declarations of interest, and AOB	
1.1	<p>Jason (JC) opened the meeting at 7.00 and welcomed everyone.</p> <p>Apologies for absence had been received and were accepted for:</p> <ul style="list-style-type: none"> • Osob Mohamed Abdi • Oonagh Pierce • Marcus Boyland • Marianne Porter <p>and Governors noted the absence of</p> <ul style="list-style-type: none"> • Jon Rohman 	



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1.2	There were no declarations of interest, and no AOB raised for later in the meeting	
2	Presentation: Parent Communication Focus Group discussion/planning	
2.1	It was agreed, that in Marcus's absence, to postpone this item until the next FGB meeting.	MB FGB agenda
3	Minutes from the previous meeting (16.3.22) – accuracy and matters arising	
3.1	<p>Governors agreed</p> <ul style="list-style-type: none"> • the accuracy of the previously-circulated minutes from the 16.3.22 FGB meeting, noting that: <ul style="list-style-type: none"> ○ PM would upload 16.3.22 minutes to GovernorHub. ○ KI would sign 16.3.22 minutes on GHub. • that all actions had been taken or were on the current agenda, noting that: <ul style="list-style-type: none"> ○ Governors should complete the previously-circulated skills audit and return it to Marcus (MB) ○ MB, EM and DM were yet to discuss surveying parent views of communication. ○ discussions on potential future academisation were being led by Camden Learning and Headteachers – to be discussed at a future FGB meeting when Head has had more guidance/training from Camden 	<p>PM KI</p> <p>All</p> <p>MB EM DM</p> <p>FGB agenda</p>
4	Committee reports	
4.1	<p>Curriculum and Standards</p> <p>Governors considered the previously-circulated C&S minutes and noted that:</p> <ul style="list-style-type: none"> • Annie (AB) agreed to discuss the minutes with Oonagh (OP), considering the impact of Covid on interventions. • there had been a good presentation on maths to the C&S • the Catch-up programme was going well. 	AB OP
4.2	<p>Finance and Staffing</p> <p>Jason (JC) presented the previously-circulated F&S minutes and highlighted that:</p> <ul style="list-style-type: none"> • there was a healthy carry-forward from 2021-22 (£132k), including an unexpected increase in income (e.g. extra SEND funding from Camden), giving an in-year surplus of £45k. • the F&S committee had studied the financial data in detail and recommended the 2022-23 budget to the FGB for ratification, noting that it contained Nursery top-up funding, as provided in previous years. DM noted that Nursery applications and offers 	



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	<p>for September were lower than at the same time 2021, with 16 children confirmed, although there was the potential for this to rise over the summer. Governors asked about advertising Nursery places and DM reported that there was a prominent banner at the front and back of the school, and leaflets were being prepared (designed to be printed). JC agreed to consider further ideas to present at the next FGB meeting. Decisions on Nursery top-up were made annually and could change for 23-24, depending on the budget position. Governors noted that the Camden expectation was that if parents did not qualify for top-up funding from the DfE or Camden, they would need to pay. However, local schools made their own decisions and Fleet continued to judge it to be in parents' interests and the school's interest, to fund the top-up when necessary.</p> <ul style="list-style-type: none"> plans were still being developed for spending the School Fund, with a current reserve of £98k. <p>Governors approved the budget for 2022-23, which forecast an in-year overspend of £31k, leaving a forecast reserve of £102k by year end.</p>	<p>JB</p>
<p>5</p>	<p>Headteacher's report</p>	
<p>5.1</p>	<p>DM presented the previously-circulated papers and highlighted that:</p> <ul style="list-style-type: none"> Covid was no longer a significant problem, but that could easily change: <ul style="list-style-type: none"> staff and children with high temperatures or who tested positive, were asked to remain at home. Once temperatures were lower, if well enough, they were free to return. Covid risk assessments were no longer being done, and some parents chose to wear face-masks. multi year group, and parent, sessions were being resumed. DM had RAG-rated the SDP and asked that any Governor questions or queries be sent to him. there was a 2.9% vacancy rate at Fleet, with Nursery full and Y4 the lowest year group (25 pupils). Overall, there were 230 pupils on roll (including Nursery) and 204 in main school, but DM cautioned that significant 'churn' in the community, - (including some Ukrainian families arriving in the area and families moving out of Camden/London/abroad), could change the number on roll for September. <p>Through questioning DM, Governors established that:</p> <ul style="list-style-type: none"> numbers on roll (NOR) varied by year group – e.g. there appeared to be a high number of Y5 pupils needing spaces 	<p>All</p>



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	<p>locally.</p> <ul style="list-style-type: none"> • Fleet’s pupil turnover of 22 was high, with families leaving Camden, to relocate, including moving abroad, and this reflected pupil turnover in other schools. • the number of Reception applications, although low across Camden, were higher than initially predicted, and only slightly lower than in previous years (133 in 2020-21, 131 in 2021-22, and 130 for 2022-23). 	
<p>5.2</p>	<p>DM reported that:</p> <ul style="list-style-type: none"> • monitoring and assessment were going well, including a ‘tidy audit’, a learning walk, Y6 SATs (although it was too early to judge success, maths attainment had appeared to be good), Pupil Progress reviews, and compiling spring term data, which was used to set targets. • by the end of the year, Performance Management interviews were planned, teachers would write end of year reports and parents will have the opportunity for a drop in with the teacher should they wish to discuss the report, as well as drop in to meet the new class teacher in preparation for September. • attendance was going well - just below 96%, which was higher than the Camden average. DM noted that Covid absence was now included in attendance data (it had been redacted during the pandemic). There was an ongoing attendance challenge with a small number of families, requiring extra time and effort from the office staff, who also worked hard to encourage and track attendance and punctuality. • there had been no exclusions or suspensions, and several children and families were being supported by external agencies, including TOPS (Tavistock Outreach in Primary Schools), PLSS (Primary Learning Support Service), and CAMHS (Child and adolescent mental health services). DM noted that TOPS funding would soon be withdrawn and local Headteachers were working to have it continued or replaced. • work on ‘zones of regulation’ (which helped children understand their own responses to the world and regulate their behaviour), and developing a restorative approach to disputes, were going well, being effective in class and in the playground, (which was evidenced by fewer playground incidents). <p>Through questioning, Governors established that:</p> <ul style="list-style-type: none"> • Learning Walks had focused on EYFS provision, and on independent learning in main school. • attainment data for KS2 was looking positive for maths but was more cautious for Reading and Writing. • KS1 SATs consisted of teacher assessment, informed by pupil 	



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	<p>responses to previous KS1 SATs papers (used in small group settings).</p> <ul style="list-style-type: none"> • DM was confident that children would achieve their targets, despite a dip in autumn data due to new children coming to Fleet. • TOPS was funded through John Lyons, and their funding was always time-limited. 	
<p>5.3</p>	<p>DM reported that:</p> <ul style="list-style-type: none"> • new curriculum topics were proving to be interesting and fun for children and there was some crossover of learning between year groups. • there had been many trips, visits and events including to a local mosque, a church, the Science Museum, the Tate Gallery, the Pitch Perfect music festival, puppet workshops, a food evening, a swimming gala, football, Morris dancing, sports camp, a climate change conference, a partnership with St Christopher school, the zoo, pedestrian training, parent ‘lunch taster’ session, workshops on the Heath, an Orchestra of the Age of Enlightenment concert, a KS2 talent show, and a Y6 Gower trip was planned. • phonics provision using the ‘Little Wandle’ resources was going well and a review of the system was planned. • extra staff provision was going well, including the Catch-up teacher, volunteers, a student teacher in Y3, Arsenal staff, the Zoo provision, and the partnership with UCS, which was due to restart. • music was being provided, including recorder, brass, guitar, violin, and piano tuition. • intensive swimming sessions were very effective, with Y6 having just started • 157 children had taken part in after school clubs. • interschool staff collaboration working was restarting in the local cluster. • pupil ambassadors were organising a Greenpeace plastic count and Y5 pupils were being trained to become peer mentors in September. • the main secondary destinations for Y6 pupils were Parliament Hill (girls) followed by UCS and William Ellis (4 each). DM noted that preliminary secondary school visits were all planned for the same day, which would be much less disruptive for primary colleagues, compared to previous arrangements. <p>Through questioning, Governors established that:</p> <ul style="list-style-type: none"> • selection criteria for secondary selection were Looked After Children followed by SEND (i.e. those pupils with EHCPs). 	<p>DM</p>



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	<p>siblings, then distance. No Fleet pupils were transferring into private education.</p>	
<p>5.4</p>	<p>DM reported that:</p> <ul style="list-style-type: none"> • Safeguarding was going well, with 9 children on Child Protection or Child in Need, and 2 on Early Help. • with SEND, there were: <ul style="list-style-type: none"> ○ 7 children with EHCPs, and 2 with ENGs (Exceptional Needs Grants). ○ 20% of the school roll on the SEND register and 4.9% with EHCPs. • 41% of pupils received Free School Meals and 45% generated Pupil Premium funding. • 86% of parents used Parent Hub and the school also communicated through newsletters, text messages (if urgent), letters for trips and signs on windows. Governors noted that there was no pattern to explain the parents who did not access Parent Hub. • staffing news included: <ul style="list-style-type: none"> ○ some staff leaving at the end of term: the Catch-up teacher (to be replaced), a Teaching Assistant (TA) leaving and a TA has returned from unpaid leave. ○ only 1 staff member had been affected by Covid this term so far (DM). ○ the recent staff survey (24 responses) had been encouraging and positive. Governors established that workload had generated the least positive responses (not negative but 'neutral') and DM agreed to consider scrutinising further the neutral responses from the survey. • finances were more positive than forecast, including increased income from premises lettings and more were planned, including roller skating in the hall. A contribution of £3k had been secured by Debbie for the Y6 Gower trip. • there had been good recent events, including the international food evening. <p>Through questioning DM, Governors established that:</p> <ul style="list-style-type: none"> • the TIPIC (Trauma Informed Practice in Camden) approach was going well, with zones of regulation and restorative conversations reducing the negative impacts of pupil confrontations. However, DM noted that some staff members had found it difficult to implement the approach and it was not always the preferred approach by some parents, with a 'tougher' approach to behaviour management favoured. 	<p>DM</p>
<p>6</p>	<p>Policies</p>	



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6.1	There were no policies to consider.	
7	Governance	
7.1	<p>Governors</p> <ul style="list-style-type: none"> discussed their Terms of Office and noted that Kim's (KI's) term of office would finish on 15.7.22 and Margaret's (MOS's) term of office had already expired in March. MOS indicated that she would continue as the staff Governor, but would check with support staff colleagues first. noted that there had been Governors' visits to scrutinise literacy, premises, and the school budget. 	MOS
8	Confidential matters	
8.1	There were no confidential matters to discuss.	
9	Dates for future meetings in 2021-22	
9.1	<p>Governors noted the date for the last FGB meeting of the year:</p> <ul style="list-style-type: none"> Monday 27.6.22 	

JC thanked Governors for attending, and closed the meeting at 8.25 p.m.

**AGREED AT THE 16.5.22 FGB MEETING AND SIGNED ONLINE BY
Jason Cooke, Chair of the FGB meeting.**