



FLEET PRIMARY SCHOOL

AGREED Minutes and actions from the Full ONLINE Governing Board Meeting held on Wednesday 30th November 2022 at 7.00 pm

ATTENDANCE

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

	ITEM	ACTION
1	Welcome, apologies for absence, declarations of interest, and AOB	
1.1	<p>Marcus (MB) 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"> • Oonagh Pierce • Kim Issroff • Sabiha Khan • Becca Wall • Debbie Barry • Ellie Melkuhn 	
1.2	Marcus (MB) noted that a potential new co-optee Governor was being	



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	considered by Don (DM) and MB and would likely be invited as an observer for the next FGB (8.2.23)	
1.3	There was no AOB raised for later in the meeting.	
2	Election of Chair and Vice Chair	
2.1	<p><u>Governors unanimously elected</u></p> <ul style="list-style-type: none"> • <u>Marcus Boyland as Chair of Governors for the 2022-23 school year</u> • <u>John Showell as Vice Chair of Governors for the 2022-23 school year</u> <p>and noted potential conflicts of interest for some items for Marcus in his role as Cabinet Member in Camden. If these were to arise, John would Chair that section of the meeting.</p>	
3	School Organisation and Education White Paper Updates	
3.1	<p>MB noted that:</p> <ul style="list-style-type: none"> • the recent Education White Paper (which included all schools to be in a MAT by 2030) was no longer part of DfE policy. • Camden Learning and Camden were still considering ideas for greater inter-school working, including hard and soft federations and clusters. • Don (DM) was on the working committee and noted that <ul style="list-style-type: none"> ○ it was being actively discussed within the local cluster, including potential sharing of staff and resources. ○ church schools were more likely to go into MATs. ○ it was important for Fleet (FPS) to be proactive in deciding its priorities, rather than waiting to be told at a later stage. ○ soft federation appeared to be a successful model, providing cross-school opportunities, including collegiate support, shared INSET, and collaborative action research projects. • there was a range of Headteacher views on academisation in church schools. <p>Governors</p> <ul style="list-style-type: none"> • commented that it was important to be part of the consideration within the cluster and it would work best if any federation was equitable, rather than there being a perception of stronger and weaker members of the group. • agreed to contact MB with any further thoughts or ideas. 	All
4	Previous minutes (from the 27.6.22 FGB meeting)	



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4.1	<p>Governors agreed the accuracy of the circulated minutes from the 27.6.22 FGB meeting:</p> <ul style="list-style-type: none"> PM to upload the agreed 27.6.22 FGB minutes to GHub. MB to sign previous minutes on GHub. 	<p>PM MB</p>
4.2	<p>Governors agreed that all actions had been taken or were on the current agenda, and noted that:</p> <ul style="list-style-type: none"> MB was yet to present the findings of the Governor Audit results. Annie (AB) and Sinead (SC) had scrutinised curriculum during a recent visit. Jason (JC) had researched Google Adwords and reported that it was simple to arrange, and JC, DM and MB agreed to discuss it further. DM was yet to consider producing a brochure for prospective parents. DM reported that 77% of Y6 students could swim the required distance (at least 25m). 	<p>MB JC DM MB DM</p>
5	Committee reports	
5.1	<p>AB reported that at the C&S committee, they had</p> <ul style="list-style-type: none"> scrutinised assessment data and received some subject presentations (Humanities, and phonics), noting that topic snapshots were used to identify any gaps in coverage. reviewed assessment, marking, the use of the PE premium funding, and Mental Health and Wellbeing (MHWB). 	
5.2	<p>JC reported that the Finance and Staffing committee had scrutinised:</p> <ul style="list-style-type: none"> the long-term budget, which was causing concern. funding applications (JC commended DM and Debbie for their successful applications). the playground, finances and benchmarking <p>Through discussion and questioning, Governors established that there was a funding gap for playground developments (£15k raised, and £30k needed). Governors agreed</p> <ul style="list-style-type: none"> to use the School Fund to bridge the gap, i.e. £15k. for DM to arrange an independent survey of the new playground equipment when it is installed. 	<p>DM</p>
6	Headteacher's report	
6.1	DM presented the Headteacher's report and highlighted:	



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	<ul style="list-style-type: none"> • there were 2 more children on roll and the number of Free School Meals (FSM) had increased, including new children from St Dominic's. • the school was full (bar 1 space in Y6), with spaces having been filled at the beginning of term, partly because of parents moving their children from St Dominic's, ahead of its closure at the end of the summer term. The new children had settled well, and parents were very positive about FPS. • there were 18 children in Nursery, and it would be full in January. DM noted that there had been a high level of mobility in Nursery, including places offered and agreed, but not taken up at the last minute. • the number of pupils with SEND had risen and DM was applying for extra funding to appoint new SEND staff. • Attendance had been reported to the C&S committee, and DM noted that because of illness, it was reducing (currently 94.8%, with a target of 96%. Many schools were experiencing lower attendance, due partly to parental anxiety and partly to the many bugs currently circulating. • assessment had been scrutinised in the C&S committee, and DM noted that <ul style="list-style-type: none"> ○ KS2 results had been very high, moving forward a renewed focus on Writing as it was comparatively low at end of KS2 compared to reading and maths (although in line with national) ○ KS1 achievement was higher than the targets, with the gap being closed between Pupil Premium and non-Pupil Premium achievement. ○ the Y2 targets were be met. ○ Y4 times tables results were higher than national and London averages. ○ EAL achievement was higher than non-EAL achievement. <p>Through challenging and questioning DM, Governors established that although Bangladeshi families sometimes had extended leave for family visits, overall, they were in line with school and Camden averages.</p>	
6.2	<p>DM updated Governors on the recent Standards meeting with Camden Learning and reported that:</p> <ul style="list-style-type: none"> • the Camden Professional Partner (CPP) and Ofsted had agreed the key development foci. • Camden judged that Fleet no longer needed to be a 'project board school', due its successful development and good attainment levels. • the recent Ofsted inspection had been an 'ungraded' inspection 	



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	<p>(i.e. the school had retained 'Good').</p> <ul style="list-style-type: none"> • Ofsted had particularly liked the school's wider personal development provision (which the inspector had informally graded Outstanding), SEND, which had received very positive parental feedback, the creative curriculum, art provision, behaviour, and focus in lessons, links between the Early Years Curriculum and National Curriculum, Safeguarding, and Mental Health support. • 2 areas were identified for further development: more phonics training for some staff, and ensuring that teachers identify any gaps in pupils' learning in the wider curriculum consistently, before introducing new content in topics. <p>Governors commended DM and the team for their great work and DM thanked Governors for their support and contribution during the inspection.</p>	
6.3	<p>DM updated Governors on</p> <ul style="list-style-type: none"> • monitoring and assessment, including work scrutinies, performance management, and pupil progress meetings, which helped inform next steps in teaching and learning. • Learning walks, which had been timetabled for the week after Ofsted were postponed to relieve stress on staff having been observed a lot already due to inspection and Wandle English hub work, and would now restart in the spring term. • Safeguarding, with <ul style="list-style-type: none"> ○ 4 children requiring Child Protection (CP) or Child in Need (CIN) support, and 11 requiring Early Help support. ○ changes to Keeping children Safe in Education 2022, which had been highlighted to staff, and DM reminded Governors of the need for them to read Parts 1 and 2 of KCSIE, attend training, which was being provided by Camden Learning, and show training on their personal profile in GHub. MB agreed to find more information on this. ○ more guidance on: <ul style="list-style-type: none"> ○ online safety. ○ safer recruitment, including new requirements on documentation (including not accepting cvs), and to conduct online searches on prospective new staff when they applied. DM noted that they were awaiting more guidance on how to do this, and that the service could potentially be provided by an external company. ○ dealing with allegations made against staff ○ changing 'peer on peer' abuse to 'child on child' abuse • SEND, including 6 children with EHCPs, 4 with ENGs, and 22% of children on the SEND register. 	<p>All</p> <p>MB</p>

Commented [MB(1)]: You can put here that I'm chasing up further information on this



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	<ul style="list-style-type: none"> • the high level of need in the school, highlighted by Free School Meals (44%) and Pupil Premium (46%) data. • the SDP, which included a 2 year catch-up target in English, maths and English (including Writing to match achievement in Reading), assessment in the wider curriculum, and developing physical and mental health and wellbeing for children. • the curriculum was going well, with interesting and successful topics, curriculum evenings for parents, after school clubs, many trips, visits, and special events (which had been praised by Ofsted, e.g. residential visits to Sayers Croft and the Gower peninsula, cycle training and swimming for Y4 and Y6), and development of subject leaders. There had been high quality assemblies throughout school (especially in Y6), and a wide range of curriculum initiatives, including TIPIC, Zones of Regulation, STEAM and jointly leading the Anti Racism Hub. <p>Through discussion, and questioning and challenging DM, Governors established that:</p> <ul style="list-style-type: none"> • TIPIC was Trauma Informed Practice in Camden. The demise of the Tavistock Outreach Provision in Schools (TOPS) was a great loss and Place2Be provision was similar to current in-school provision, with Becca (BW) having accessed DFE-funded training on Mental Health and Well Being. • if anyone had further ideas to improve attendance, they should contact MB or DM. • although all children attended trips and visits, (with adaptations made if needed), a very small number did not take part in residential trips, despite the school's best efforts to have 100% uptake. Governors commended: <ul style="list-style-type: none"> ○ the high level of inclusivity in the school. ○ the retention of the school chef. ○ the Sayers Croft residential visit. • DM agreed to present more information on the work of the Anti Racism Hub at the next FGB meeting. • Rebecca (RC) agreed to ask parents what encouraged them to apply for Fleet. 	<p>All</p> <p>DM FGB agenda</p> <p>RC</p>
6.4	<p>DM updated Governors on Finances and highlighted:</p> <ul style="list-style-type: none"> • the installation of a new intercom system. • repairs to the kitchen. • income rental from a range of sources. • the Sensory Pod, which was in hand. • development work on the Junior playground. • the Camden Conditioning survey, which identified several building projects, including roof repairs (identified in 2019) and 	



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	<p>improving drainage.</p> <ul style="list-style-type: none"> the school had moved to the BACS system, which was more efficient, without compromising security. there was £98k in the School Fund, with £15k being used for playground development, and the hope of replenishing it through raising more income. <p>Through discussion, and questioning and challenging DM, Governors established that:</p> <ul style="list-style-type: none"> the closure of St Dominic’s could create an opportunity for Fleet to gain more space – MB agreed to investigate this. DM agreed to advertise Holiday Activities for Families (HAF) more with parents and MB noted that there were Camden hardship grants available for parents (2 grants of up to £500, to be referred by school). it was not clear whether the school should aim to move from Ofsted Good to Outstanding: Governors noted that it could be attractive to some potential new parents, but would increase pressure on the school and staff. Celebrating the achievement of being Good could equally attract parents and DM and Claire (CP) agreed to draft an article for the school website, emphasising the quality and spirit of Fleet, (for MB and JS to edit). 	<p>MB</p> <p>DM</p> <p>DM CP</p>
7	SEF and SIP	
7.1	<p>DM presented the circulated SEF and SIP and noted that:</p> <ul style="list-style-type: none"> the SEF would be updated in January 2023, noting that Ofsted had agreed with the school’s judgements. a key addition to the SIP was the addition of grammar, to be embedded in writing (DM to update the SIP). 	<p>DM</p> <p>DM</p>
8	Policies	
8.1	<p>Noting that they were Camden drafted and recommended, Governors agreed the following policies:</p> <ul style="list-style-type: none"> <u>Child Protection and Safeguarding</u> <u>Allegations Against Staff</u> <u>Online Safety</u> <u>Safer Recruitment</u> <u>Child on Child Abuse</u> <u>Physical Intervention and Restrain Policy</u> <u>SEND Information report</u> <u>SEND Policy</u> <u>SEND Provision Map</u> 	

Commented [MB(2)]: Please add: ‘once the consultation on closing St Dominic’s was complete’



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	<ul style="list-style-type: none"> • <u>Attendance Policy</u> • <u>Pupil Premium Report</u> • <u>Admissions Policy</u> 	
9	Governance	
9.1	<p>Governors agreed the following Governor responsibilities (PM to update GHub):</p> <ul style="list-style-type: none"> • <u>Safeguarding (MB)</u> • <u>Maths (Oonagh – OP)</u> • <u>English and phonics (Marianne (MP), and Annie (AB))</u> • <u>Support for Learning (MC and Claire (CP))</u> • <u>Personal Development (Caroline – CH)</u> • <u>Families and Communication (MB and Ellie – EM)</u> • <u>Curriculum (MP)</u> • <u>Finance (John – JS and Jason – JC)</u> • <u>Attendance (MB and OP)</u> • <u>RE (MP and Rebecca - RC), as part of Curriculum.</u> • <u>PE & sport, (JC)</u> • <u>Health and Safety (JS)</u> <p>MB encouraged Governors to visit, to meet with appropriate staff, scrutinise pupils’ work and the curriculum action plan, to report back to the FGB.</p>	<p>PM</p> <p>All</p>
9.2	<p>Governors approved the following circulated policies:</p> <ul style="list-style-type: none"> • <u>Governors Yearly Planner</u> • <u>Governors’ visits & reports</u> • <u>Instrument of Government – for reference</u> • <u>FGB members and terms of office (Governor vacancies / Governor responsibilities)</u> • <u>Code of Conduct</u> • <u>Standing Orders</u> • <u>Governor allowances</u> • <u>Declarations of interest and Training on GovernorHub</u> 	
10	Remaining agreed dates for 2022-23	
10.1	<p>Governors noted the agreed FGB dates for the rest of the year.</p> <ul style="list-style-type: none"> • Monday 8.2.23 (was 7.2.23) • Wednesday 15.3.23 • Monday 15.5.23 • Monday 20.6.23 	

MB thanked Governors for attending, and closed the meeting at 9.00 p.m.



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**AGREED AT THE 8.2.23 FGB MEETING AND SIGNED ONLINE BY
Marcus Boyland , Chair of the FGB meeting.**