



FLEET PRIMARY SCHOOL

DRAFT Minutes and actions ([here](#)) from the Full Governing Board Meeting held on Tuesday 1st October 2024 at 6.00 pm

ATTENDANCE

Marcus Boyland (Chair)	✓
Don McGibbon (Headteacher)	✓
John Showell	✓
Annie Balme	✓
Rebecca Coombes	✓
Abdul Al Mamun	✓
Ellie Melkuhn	✓
Claire Price	✓
Kim Issroff	Apologies
Sinead Costelloe	Apologies – maternity leave
Oonagh Pierce	Absent
Bukky Epenyong	Absent
Jason Cooke	Absent

Others present

Debbie Barry (School Business Manager)	✓ <i>(from 6.30)</i>
Becca Wall (Deputy Headteacher)	✓
Pete McGuigan (Clerk)	✓

	ITEM	ACTION
1	Welcome, apologies for absence, declarations of interest, AOB for later in the meeting, and staff presentation	
1.1	<p>Marcus (MB) welcomed everyone and opened the meeting at 6.05. Apologies had been received and were accepted from:</p> <ul style="list-style-type: none"> • Kim Issroff. • Sinead Costelloe. <p>Governors noted the absence of:</p> <ul style="list-style-type: none"> • Jason Cooke • Oonagh Pierce. • Bukky Epenyong. <p>and noted that:</p> <ul style="list-style-type: none"> • Marcus Agbai had stepped down from the GB. 	



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	<ul style="list-style-type: none"> • Jason Cooke's and Annie Balme's terms of office as Parent Governors had expired. • Rebecca Combes' term of office as a Co-opted Governor had expired. <p>Governors agreed to co-opt Annie as a Governor, and noted that</p> <ul style="list-style-type: none"> • it was hoped that Rebecca would become the new staff Governor (currently vacant). • Pete (PM) would change these on GHub when confirmed • Don (DM) would arrange a parent Governor election, for 3 posts. 	PM DM
1.2	<p>There were no declarations of interest for the meeting, (noting that MB was a Camden Councillor and the Cabinet Member for Education).</p> <p>No AOB was raised for later in the meeting.</p>	
2	Discussion - Partnership	
2.1	<p>DM reported on partnership progress and highlighted:</p> <ul style="list-style-type: none"> • Primrose Hill had rejoined the 135 partnership. • Family Support and SEND liaison was going well across 135. • that the Fleet (FPS) and Gospel Oak shared Site Manager arrangement was also working well. 	
2.2	<p>DM reported that</p> <ul style="list-style-type: none"> • he would become the Executive Headteacher of Fleet and Rhyl (RPS) from April 2025 until end of academic year 2025-26 (in the first instance), upon the retirement of the RPS Headteacher. • he had already discussed it with MB and the Chair of RPS Governors, the RPS Headteacher, and Camden Learning. • staff had been informed at both schools. • Becca (BW) would become the FPS Head of School, so would need more non-contact time from April, and other SLT arrangements would be considered. • details were yet to be agreed, including the Job Description / secondment position (with advice to be sought from Camden HR), Performance Management, and funding (although it was expected to save money from the FPS budget). • a Governor taskforce would be set up (currently 2 staff, 1 parent and 1 community Governor from RPS, and the same to be recruited from FPS [DM / MB to circulate details to Governors] to oversee the new arrangements. • If the arrangement were to continue long-term, the possibility of a joint GB would need to be discussed. 	DM MB



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	<p>Through questioning and challenging DM, Governors highlighted:</p> <ul style="list-style-type: none"> • this change of role for DM would create more opportunity for DM and other staff to progress and still remain at Fleet, with a wide range of expertise, opportunity, classes, and resources at RPS. • the current SLT was Becca, Rebecca (covering EYFS role) while Beth is on maternity leave and Lynley (SENDCo) • the new taskforce would devise metrics for success. 	
3	Previous minutes from the 18.6.24 FGB meeting	
3.1	<p><u>Governors agreed the accuracy of the circulated minutes from the 18.6.24 FGB meeting.</u></p> <ul style="list-style-type: none"> • PM to upload 18.6.24 FGB minutes for GHub. • MB to sign previous minutes on GHub. <p><u>Governors agreed that all actions had been taken or were on the current agenda,</u> noting that:</p> <ul style="list-style-type: none"> • DM had secured £20k funding from Camden, for the Sensory Room. • DM had investigated Apprenticeship funding, but it had been very complex, with high levels of supervision needed, and probably not worth the effort it would take. Debbie (DB) noted that there had been no staff support for it. MB agreed to investigate it further. 	<p>PM MB</p> <p>MB</p>
4	Headteacher's report	
4.1	<p>Don (DM) presented the verbal Headteacher's report (slide show) and highlighted:</p> <ul style="list-style-type: none"> • the number on roll (NOR) had fallen from 229 to 216, (which was a pattern seen across other Camden schools) and increased the number of vacancies at the school. At FPS, the NOR it was erratic and often pupils were 'mobile' (i.e. moved in and out of the school). Movement of children from FPS tended to be out of London. • Nursery was not full and unlikely to be so by Christmas, although some children triggered extra funding, and there were 28 in Reception. • Census day was 3.10.24 • EAL was lower than previously (by 10%, but could rise). • there was an increase in Child Protection issues. • the number of pupils with SEND continued to be high. • Attendance was currently 94.8% (lower than was wanted, but 	



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	<p>higher than at the same time in 2023, although Persistent Absence [90% or lower] was over 21% in 2023-24, which was comparatively very high).</p> <ul style="list-style-type: none"> Attendance in some classes, and punctuality, had improved with Reception again the low outlier pulling the school down. <p>DG presented the Outcomes data and highlighted:</p> <ul style="list-style-type: none"> Early Years (EYFS) 'Good Level of Development' (GLD) was 76% (compared to 67% nationally). Y1 Phonics was 79% (in line with 2023), and Y2 Phonics was 93% (above national). DM noted that the Little Wandle programme had worked well, and they had provided a very favourable report on the school's implementation of it. Y4 Tables check result was higher than national. Y6 SATs results were around national averages or just above, noting that the cohort had been very mobile and unusually, Pupil Progress (PP) children had significantly outperformed non-PP. DM noted that the results for stable pupils (i.e. those who had been at FPS for a long time) were higher. <p>DM updated Governors on other areas of school life, and highlighted:</p> <ul style="list-style-type: none"> Pupil Progress meetings and target-setting had already been done. Performance Management was underway. Targets had been set for Y2 – Y6 (with Y1 yet to be done). Work scrutinies had been done and there was a planned Camden Professional Partner (CPP) visit at the end of October. there had been some changes to KCSIE 2024 and DM agreed to circulate a summary within his headteachers report slide show. the SDP focused on Writing (with a new system for teaching spelling), Attendance, and Communication with families (linked to a funded 'closing the gap' project with Sussex University to target hard to reach families. Gospel Oak are also part of the project while Brecknock and Torriano are working with Uni of Sussex on a similar project). many areas were going well, including topics, trips and visits (including the residential journey, which had generated a very good response), sport (including swimming, cycling and parent gym), subject leaders, curriculum meetings, CLC workshops, Richard Reeves Free School Meals support, clubs, and volunteers. more funding had been found for site improvements, including redecoration, and a new covered area. Annie (AB) offered to link the school with an architectural landscaper (DB to liaise with AB). 	<p>DM</p> <p>BW AB</p>
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	<ul style="list-style-type: none"> • <u>School Fund currently had £78910</u> and DM intended to request £1k for music therapy through the Camden Music Service. Governors advised requesting trainees to support the therapist, for better VFM. • <u>Credit Card statements had been scrutinised and approved by MB.</u> • DM was considering providing mobile phones for staff when out on school trips / journeys. • the circulated SEF was up to date but very long – DM noted that although not a particularly useful document, it was useful for Ofsted and other visitors to get a wide range of what is done at school prior to visits and informs the SDP. <p>Based largely on issues identified in the SEF, the circulated SDP highlighted 4 key target areas:</p> <ul style="list-style-type: none"> • Writing – to be at least in line with National Standards at end of Key Stages and lessen the gap with Reading attainment. • Attendance to improve outcomes and engagement. • Partnership working with the 1-3-5 Partnership to develop leadership. • Some ‘low engagement’ parents did not come into school or appear to show much interest in the children’s progress or school life. It was not possible for staff to give any more of their time to supporting these children (currently working with their tutor groups), although some other parents had helped. • Talacre Sports Centre had provided extra support / coaching for all classes and DM hoped to be able to expand this. • Partnership working – in line with the upcoming change of leadership structure and the partnership deepening with the Executive Head position with RPS 	DM
4.2	<p>Through questioning and challenging DM, Governors highlighted:</p> <ul style="list-style-type: none"> • the high level of SEND at FPS, triggered extra ‘proportionality’ funding. • so far, there had been no impact on school applications, from Government plans to remove VAT exemption from private schools. • the impact of Covid was still evident in Y4 data, with Attendance lower than in Y5 / Y6. • parental engagement had improved, supported by the Family Support Worker, who was doing a great job, including ESOL classes, bidding for grants and establishing community washing machines. • the teacher salary increase was 5.5%, but support staff increases had not yet been agreed by their unions. 	



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	<ul style="list-style-type: none"> the school's new CPP was also new to Camden and had been a secondary Headteacher. 	
5	Committees	
5.1	DM agreed to circulate committee meeting dates.	DM
6	Policies	
6.1	<p><u>Governors approved the circulated policies for:</u></p> <ul style="list-style-type: none"> <u>SEND (a Camden policy).</u> <u>Safeguarding (a Camden policy).</u> <u>Attendance.</u> <u>Music Development.</u> <p>Through questioning DM, Governors highlighted that children would perform at the Camden bi-annual Albert Hall concert.</p>	
7	Governance	
7.1	<p><u>Governors approved the circulated papers for:</u></p> <ul style="list-style-type: none"> <u>Governors Yearly Planner - 2024-25</u> <u>meeting dates 2024-25</u> <u>Fleet Governors Code of Conduct 1.10.24</u> <u>Finance and Staffing - Terms of Reference - 2024-25</u> <u>ToR Curriculum and Standards Committee 2024-25</u> <u>Standing Orders Fleet 2024</u> <p>Governors agreed to confirm committee membership when all Governor appointments had been made..</p> <p>DM agreed to research a Governor Allowance Policy (in the Key).</p>	DM
8	Confidential	
8.1	There were no confidential matters to discuss.	
8	FGB meeting dates 2024-25	
8.1	Governors noted the dates for FGB meeting in 2024-25, (with 1 change agreed):	
	<ul style="list-style-type: none"> <u>Tuesday 1.10.24</u> Tuesday 3.12.24 Tuesday 4.2.25 	<ul style="list-style-type: none"> Wednesday 19.3.25 Monday 12.5.25 Tuesday 17.6.25



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MC thanked everyone and closed the meeting at 7.50 p.m.

**TO BE AGREED AT THE 3.12.24 FGB MEETING AND SIGNED ONLINE BY
Marcus Boyland, Chair of the FGB.**

	ACTIONS FROM THE 1.10.24 FGB MEETING	STATUS
1.1	a. PM to change Governor terms of office on GHub when confirmed	Done
	b. DM to arrange a parent Governor election, for 4 posts.	Done
2.2	Governors to consider being on the Governor Taskforce	??
3.1	a. PM to upload 18.6.24 FGB minutes for GHub.	Done
	b. MB to sign previous minutes on GHub.	??
	c. MB to investigate Apprenticeship funding further.	??
4.1	a. DM to circulate a summary of KCSIE 2024 changes.	Done
	b. BW to liaise with AB over support from an architectural landscaper	??
	c. DM to consider providing mobile phones for staff when out on school trips / journeys.	??
5.1	DM agreed to circulate committee meeting dates.	Done
7.1	DM to research a Governor Allowance Policy (in the Key).	Went to F&S – edits to make