



FLEET PRIMARY SCHOOL

DRAFT Minutes and actions ([here](#)) from the Full Governing Board Meeting held on Tuesday 4th February 2025 at 6.00 pm **IN PERSON**

ATTENDANCE

Marcus Boyland (Chair)	✓
Don McGibbon (Headteacher)	✓
Annie Balme	✓
Rebecca Coombes	✓
Abdul Al Mamun	✓
Ellie Melkuhn	✓
Kim Issroff	✓
Oonagh Pierce	✓
Sharon Adebola	✓
Fabrizio Sidoli	✓
Rehana Mishel Rahman	✓
Jason Cooke	✓
Claire Price	✓ (from 6.25)
John Showell	✓ (from 6.25)
Sinead Costelloe	Apologies – maternity leave
Bukky Epenyong	Absent

Others present

Debbie Barry (School Business Manager)	✓ (from 6.25)
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	Marcus (MB) welcomed everyone and opened the meeting at 6.05.	
1.2	There were no declarations of interest for the meeting, (noting that MB was a Camden Councillor and the Cabinet Member for Education). No AOB was raised for later in the meeting.	
2	Discussion – support staff	



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<p>2.1</p>	<p>Rebecca (RC) updated Governors on support staff at FPS and highlighted:</p> <ul style="list-style-type: none"> • TAs were increasingly used across school, and across year groups, rather than being attached to a single pupil, (depending on pupil needs, including those described in EHCPs and ENG)s. • Support staff <ul style="list-style-type: none"> ○ employment arrangements included directly through school, and through agencies, with part-time and full-time posts. ○ roles included 1-1 support, general class support and bespoke interventions, including phonics. Roles were assessed and deployed weekly and sometimes daily, depending on pupil needs and staff availability, i.e. matching the resources to the needs, whilst aiming for continuity. ○ brought a range of strengths to the school, including a good range of skills, pupil and family relationships, flexibility, subject knowledge (including SEND), and commitment. Challenges included some support staff being more effective in certain year groups and with certain pupils, variable agency staff expertise and training, and especially, low pay rates. ○ were performance managed through teachers setting agreed targets with them, to help them reflect on their practice and identify training needs. 	
<p>2.2</p>	<p>Through questioning and challenging RC and Don (DM), Governors highlighted:</p> <ul style="list-style-type: none"> • the clarity and effectiveness of RC's presentation. • issues involved in employing temporary agency staff rather than appointing staff permanently to the school. DM and RC responded that: <ul style="list-style-type: none"> ○ there was a high level of pupil mobility, including those requiring SEND support, so the staffing need varied over each year: agency staff were by definition temporary, so the provision could be reduced or increased more easily. ○ recruiting and training good support staff was a challenge, particularly with such low pay. ○ appointing permanent staff, who had been agency staff employed at the school, incurred paying an expensive 'finder's fee' to the agency. ○ some support staff had gone on to train as teachers and work at FPS, but it was very difficult for individual small schools to provide any meaningful career progression for 	



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	<p>them. DM noted that there was some potential for this across the 1 3 5 partnership. MB agreed to pursue support staff career progression as a Camden-wide challenge.</p> <ul style="list-style-type: none"> ○ staffing was reviewed annually by the Finance and Staffing Committee. Governors agreed for the FSC to consider the issues and report back to the FGB. • the potential duty of care for all staff, including agency staff, and provision of wellbeing support – Governors agreed for DM to consider using School Fund to improve the staffroom . 	<p>MB</p> <p>FSC / FGB agendas</p> <p>DM</p>
3	Previous minutes from the 3.12.24 FGB meeting	
3.1	<p><u>Governors agreed the accuracy of the circulated minutes from the 3.12.24 FGB meeting.</u></p> <ul style="list-style-type: none"> • PM to upload 3.12.24 FGB minutes for GHub. • MB to sign previous minutes on GHub. <p>(noting that Annie (AB) agreed to send some small changes to the minutes to PM).</p> <p><u>Governors agreed that all actions had been taken or were on the current agenda, noting that</u></p> <ul style="list-style-type: none"> • MB was yet to investigate Apprenticeship funding. 	<p>PM</p> <p>MB</p> <p>AB</p> <p>MB</p>
4	Committee reports	
4.1	<p>Oonagh presented the circulated minutes from the Curriculum and Standards Committee (CSC) Meeting (22.1.25), and highlighted that they had considered:</p> <ul style="list-style-type: none"> • Music (with a very good presentation from Lynley Benbetka). • performance and attendance data. • progress against the SDP. • policies (T&L, Antibullying and Drug Education). <p>Governors</p> <ul style="list-style-type: none"> • noted the circulated Finance and Staffing Committee (FSC) Meeting minutes from 6.11.24. • agreed the circulated SFVS document, which had been scrutinised by the FSC, for MB to sign, ready for submission to Camden. 	<p>MB</p>
5	Headteacher's report	
5.1	<p>DM presented the circulated Head's report and highlighted:</p> <ul style="list-style-type: none"> • a fall in the number on roll (NOR), noting that it was likely to continue to fall in subsequent years, as the school place provision in Camden (and other boroughs) continued to outstrip the demand. DM noted that it was worse in some 	



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	<p>other schools, and there was high mobility at FPS (with 55 pupils leaving and 48 joining over the last two years).</p> <ul style="list-style-type: none"> • very good attendance and punctuality data (except for the Y4 class). DM noted that <ul style="list-style-type: none"> ○ there was good staff follow-up to potential problems, including the Family Support Worker's (FSW) interventions. ○ Persistent Absence (PA) had fallen since the post-Covid highpoint of the last two years, with more PA boys than girls. • effective Teaching and Learning strategies, including Little Wandle phonics, combined with Every Child a Reader by 7. • end of autumn term assessment data had been cautious, and was used to determine provision – this was scrutinised at CSC meetings. • Safeguarding (SG) was being well-managed and MB scrutinised this with DM. • SEND had risen slightly, including extra funding from 4 EHCPs, 7 ENGs (with 1 to come) and 2 CLIFs. Currently FPS received Speech and Language Therapy, and Occupational Therapy support with therapists now in role, but this could be reduced, as there were central problems recruiting staff for these posts. DM noted that <ul style="list-style-type: none"> ○ there was an increasing trend for more extreme SEND to be more evident in younger children. ○ FPS was part of a 'PINS' group (Partners for Inclusion of Neurodiversity in Schools). ○ some SEND bids were being considered or pursued. • responses to the recent Parents' Questionnaire had been very positive, with behaviour and communications 2 areas to be considered for improvement – teachers were trying different solutions to finding suitable times to meet with parents. • a range of successful work, including progress on the SDP, good topic work for pupils, developing cultural capital through trips and visits, the role of the FSW, staffing, a support dog, and the 1 3 5 partnership. DM noted that his EHT role would start in the summer term. • premises work included some problems with playground equipment and fencing, improvements to the security exit button, and agreed Camden funding for air-conditioning. • there was £79k in the School Fund and credit card transactions had been scrutinised by MB. 	
5.2	<p>Through questioning and challenging DM, Governors highlighted:</p> <ul style="list-style-type: none"> • a Y5 pupil had left the school because of difficulties between them and another child that had been ongoing for some time. 	



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	<ul style="list-style-type: none"> DM was part of a borough-wide group considering school place planning, including how schools made use of the space created by falling rolls. not all FPS Nursery children transferred to main school, and it would not be appropriate to ask other Nurseries to recommend FPS. DM agreed to consider inviting prospective parents to FPS shows and holding more open days to attract them. although previously, schools had tracked the order of school preference in Reception applications, it was not currently relevant, since most parents would now receive places at their first-choice school. Governors asked how we can track the effectiveness of the FSW role and what impact measures we could consider to demonstrate the importance of the role at Fleet. Kim (KI) agreed to scrutinise a 'pupil conferencing' session. 	<p>DM</p> <p>DM</p> <p>KI</p>
6	Policies	
6.1	There were no policies to consider.	
7	Governance	
7.1	<p>Governors discussed a change of roles – DM noted the changes and agreed to send the list to PM for inclusion on GHub.</p> <p>There were no Governor visits to report.</p> <p>MB encouraged all Governors to</p> <ul style="list-style-type: none"> check and attend training (including Safer Recruitment). attend the Camden Governor conference on 10.5.25 	<p>DM</p> <p>All</p>
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:	
8.2	<ul style="list-style-type: none"> Wednesday 19.3.25 Monday 12.5.25 	<ul style="list-style-type: none"> Tuesday 17.6.25

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

**TO BE AGREED AT THE 19.3.25 FGB MEETING AND SIGNED ONLINE BY
Marcus Boyland, Chair of the FGB.**



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	ACTIONS FROM THE 4.2.25 FGB MEETING	STATUS
2.2	a. MB to pursue support staff career progression as a Camden-wide challenge.	??
	b. FSC to consider support staff issues and report back to the FGB.	??
	c. DM to consider using School Fund to improve the staffroom.	Currently canvassing staff ideas then will get quotes
3.1	a. PM to upload 3.12.24 FGB minutes for GHub.	Done
	b. MB to sign previous minutes on GHub.	??
	c. AB to send some small changes to the minutes to PM.	Done
	d. MB to investigate Apprenticeship funding.	??
4.1	MB to sign SFVS	??
5.2	a. DM to consider inviting prospective parents to FPS shows and holding more open days to attract them.	In progress
	b. KI to scrutinise a 'pupil conferencing' session.	Session Booked
7.1	a. DM to send the list of Governor role changes to PM for inclusion on GHub.	Done
	b. Governors to check and attend training (including Safer Recruitment)	??
	c. Governors to attend the Camden Governor conference on 10.5.25	??