

## GLEBE PRIMARY SCHOOL

### Minutes of the Governing Body Meeting Held at Glebe Primary School, Sussex Road, Ickenham on Thursday 25 June 2015 – 18:30 pm

Mr J Buckingham (Chair)

Mrs P Swindells \* (Vice Chair)

Mr N Alford (ex officio)

Mrs P Marks ~ (arrived at 18:37 pm)

Miss J Brown ~ (arrived at 18:48 pm)

Mrs M Penney

Mr V Cox

Mr T Porter

Mrs N Cumberbatch

Mrs N Ross

Dr K Fox

Mr S Youens

Mrs E Hawkesworth \*

Mr P Niznik

Mrs J Heggie

Miss D Hobbs \*

Mrs T Connick (Clerk)



Denotes apologies received

+ Denotes member absent

~ Denotes member late

		Action
2355	<b>Apologies</b> Apologies were received and accepted as indicated above.	
2356	<b>Minutes of the last meeting</b> Agreed by all Governors, signed by the chair as a true and accurate record of the meeting.	
2357	<b>Matters Arising</b> None.	
2358	<b>Matters for any other business</b> Chair indicated that the Service level agreement for ICT provision by HGFL needed to be discussed. Clerk indicated that Patricia Swindells term of office was expiring.	
2359	<b>Headteachers Report – Nicholas Alford</b> Headteacher reported on the Ofsted inspection that had taken place on 11 and 12 June. The inspectors who had attended had been Robert Ridout, Lynne Thorogood and Rekha Bakoo (with a fourth inspector shadowing as they were training) <b>Governor enquired how details of the inspection team and their experience are provided.</b> Headteacher said that Ofsted have a portal that you log in to that provides you with details of the inspectors who are attending and other documents. The telephone notification had been received at lunchtime on Wednesday 10th June but no Pre-Inspection Briefing paper (PRIB) had been provided to the school this time. Glebe had sent home a letter to parents that day	

informing them the inspection would be conducted over the next two days. MP had briefed staff and the children had also been given an assembly on the Wednesday afternoon to inform them of the inspection and what to expect. The children had all reflected the school in the best possible way and staff were very well prepared and focused on lessons.

The report was still being finalised, he had corrected several factual errors and the result should be available next week. Until this happened he was not willing to share the result with staff or Governors as the school had been told that if it became public knowledge it could nullify the whole inspection. Once the report was available a letter would be sent to parents informing them of the result.

**Governor enquired if the length of time the report was taking was normal.**

Headteacher said yes it was always 10-15 days.

He also commented that this was now the third consecutive inspection that had taken place whilst the Year 6 pupils were on school journey.

#### **Day one – 11 June**

- Headteacher said inspectors arrived at 8am met with himself, PM and MP
- Inspectors met with staff at 8.20am.
- They checked the single central record and DBS before the day started.
- Miss Bonney's class performed an excellent assembly.
- Lesson observation started in foundation stages and Year 5 with inspectors working towards the middle. There was a large focus on Year 5 as they were the top of the school due to Year 6 being on school journey.
- PM and MP performed joint observations with the inspectors.
- Lunch and playtime behavioural observations were also undertaken.
- NA conducted a learning walk with the Lead inspector and spoke of how the new building had influenced teaching. NA said the inspector informed him he expected the school to be at least 'good' based on the raise online data although this was from 2014 so now a year old.
- After school they spoke with middle managers, phase co-ordinators and looked at mathematics.
- Feedback from the inspectors was provided throughout the day and evidence forms were constantly filled in.

#### **Day two – 12 June**

- NA made sure staff knew not to slow down the pace and perform well still.
- Inspectors conducted a phone interview with DH for literacy.
- They spoke to the Governors who attended JB, PS, KF, NR
- They examined lots of documents for evidence looking at leadership, pupil premium expenditure, monitoring standards, behaviour logs, health and safety, risk assessments, and external validations.
- Inspectors stayed until 3.30pm looking at evidence; therefore instead of the usual privilege play allocation for pupils the staff kept teaching.
- NA conducted a walk to every classroom at the end of Friday to tell the children how well they had done.
- Final management meeting with inspectors and debriefing.
- Staff did not leave school until 7.30pm

NA commented that Ofsted were critical of the Cambridge Review that had been undertaken last year.

**Governor asked what they were critical of.**

	<p>Headteacher said it was the judgements made about self-evaluation, Ofsted was positive about these but the Cambridge review had not been.</p> <p><b>Governor asked how many parents Ofsted inspectors had spoken with.</b></p> <p>Headteacher replied very few in total, just some at the nursery entrance and some at the morning assembly.</p> <p><b>Governor remarked that 107 parents had responded to the review questionnaire and that inspectors said they had struggled to find anything negative.</b></p> <p><b>Governor asked at the end of the second day had inspectors made their decision.</b></p> <p>Headteacher said yes they had they conducted a team meeting with Leadership (NA, PM, MP, JB, PS and a LA representative) and had run through their evidence for each section; Leadership, Behaviour, Teaching, Achievement and Early Years. Inspectors had been complimentary of the school and he felt that they understood the Glebe ethos and what they were trying to achieve.</p> <p>He noted that even though Year 6 staff and pupils had not been there in person there was a large contribution though their data, books and previous years work.</p> <p>The Chair asked that it be noted what an excellent job NA, PM and MP had done and that they worked very well as a team.</p> <p><b>Governor clarified that they had confirmed the draft result and when could we the final report definitely be expected.</b></p> <p>Headteacher said that it should be next week at some point.</p> <p><b>Chair said that he felt it would be a good idea for Governors to meet and discuss the final report and outcome.</b></p> <p>Date of 20<sup>th</sup> July at 6pm was agreed.</p>	Clerk
2360	<p><b>Finance Report - Julie Brown and John Buckingham</b></p> <p>Chair reported that a BACS facility needed to be set up so as the school could make payments without the need for cheques. This was agreed by the Governing Body and authorised by the Chair of Finance, Julie Brown.</p> <p><b>Governor enquired as to how the BACS system worked, as two signatories were currently required on a cheque for authorisation of payments.</b></p> <p>Headteacher said that two separate authorisations were still required but these would now be done online.</p> <p><b>Governor enquired if the school would save money by moving to BACS payments.</b></p> <p>Headteacher said no not directly but it was cost effective in terms of time. He indicated that there was a drive towards a cashless school with reference to the “parent2teachers” payment system now being used for parents.</p> <p><b>Governor asked if there was an administration fee to parents.</b></p> <p>Headteacher said no cost to parents, the school had chosen to pay an initial sum for unlimited transactions; this was approximately £1,500 per annum and was a small amount if it meant the majority of parents used the system.</p> <p><b>Governor enquired if the school was aiming to be totally cashless.</b></p> <p>Headteacher said yes this was the aim. By the end of the year school uniforms would be supplied directly via the Angels website, parents would order online and Angels would deliver to the school on a weekly basis.</p> <p><b>Governor said the school should be mindful how often they ask parents for</b></p>	JB signed

	<p>cash as constantly having to log in and pay small amounts can become very tedious.</p> <p>Headteacher said they were looking at developing the payment system to allow parents to deposit a larger sum in their account and then allocate it.</p> <p>It had previously been discussed that the school would hire their own van to distribute lunches but due to Ofsted taking priority the decision been made to place this on hold until September, the current company only required 28 days' notice to cancel so no forfeit would be accrued by doing this.</p> <p>The kitchen had bought new boxes to use with the current supplier and the school was also waiting to see what the take up was when Year 2 began to pay for hot meals. Headteacher said he would write to parents to remind them the meals were not free next year.</p> <p>Final CFR end of year report was distributed to Governors for viewing, Chair of Finance signed.</p> <p>Record of virements was also shown, Chair of Finance signed.</p> <p>Contract for new photocopiers, Chair of Finance signed</p>	JB signed
2361	<p><b>Building Update &amp; Morgan Sindall</b></p> <p>Headteacher reported on progress, he commented that the subcontractors (overseen by Morgan Sindall) who were now finishing the works had so far exhibited a better quality of work than Morgan Sindall themselves.</p> <p>He said that the nursery entrance should be finished tomorrow and then the next phase of work by reception would start. Health and safety was still an ongoing concern but so far work was going well.</p> <p>The old Year 6 mobile hut was being refurbished to accommodate the breakfast club and this would free up a Year 2 classroom.</p> <p><b>Governor asked if the muga could be hired out after school for profit.</b></p> <p>Headteacher said that hiring out the muga was a future option but not immediately after school as it was already used for clubs. He said that the magnetic locks were now in place on the gates that would allow parents to gain access for the clubs from a different entrance. They were using a wireless system for this as the ducting that Morgan Sindall had originally installed is blocked.</p> <p><b>Governor the enquired about the existing water leak behind the lift shaft, he was worried how this was progressing and if it would invalidate any future guarantees.</b></p> <p>Headteacher said it now seems that the leak is not as bad as originally thought, it had been assessed by an independent company who were coming up with solutions (that would avoid a long term financial or safety impact) to fix it.</p> <p><b>Governor asked if the works were impacting on children using the field and the forthcoming sports day.</b></p> <p>Headteacher replied there was no impact on access to the field but the field was in poor condition as the grass seed was not taking.</p> <p><b>Governor asked could Morgan Sindall could not turf it all.</b></p> <p>Headteacher replied that Morgan Sindall did not want to pay the higher cost to do this so had seeded it</p> <p><b>Governor asked if we offered to contribute to the cost of turf would that help</b></p> <p>Headteacher replied that no it was up to Morgan Sindall to fix it</p>	

	<p>The Chair commented that the Local Authority had visited the school on the 14<sup>th</sup> June to inspect the progress of the site in response to the letter of complaint that the Governors had filed with them.</p>	
2362	<p><b>Staff Car Parking – Melanie Penney</b></p> <p>MP provided an update regarding proposals to make the roads surrounding the school into residents parking. She reported that herself and some parents had attended a residents meeting where she had spoken with Councillor Hensley about obtaining parking permits and he had made it clear that the school had no entitlement or hope of this happening.</p> <p>Residents had said that their main frustration was commuters and not parents; the general consensus was therefore that a parking scheme covering only 1-2 hours per day would help. It is felt in general that the relationship between residents and the school is still strong with residents realising that parents who do not park considerately are in the minority and the school does deal with them.</p> <p>MP said that Councillor Hensley had suggested the school was to blame for parents parking badly and having only provided limited spaces in the staff car park. She had refuted this and told him it was absolutely not the case, the LA had stipulated the number of car parking spaces and the school had listened to residents but were also bound by the land behind the field not being able to be used for building on. She also said that letters had been sent to parents stating the school was incensed by how badly some of them still chose to park and that it was not acceptable.</p> <p>Children had designed small flyers asking parents to park considerately so MP had decided it would be a good idea to print these up and give residents batches so they could place them on peoples cars when they were parked poorly, hopefully the fact it was from the children would carry some weight and remind them safety was imperative with the school nearby.</p> <p>MP said that in the last week 300 flyers were distributed to local houses to thank residents for their patience throughout the ongoing building works and inviting them to a guided tour of the school with the choir singing and refreshments. Quite a few residents had attended.</p> <p><b>Governor enquired if there was no possibility of extending the car park in the future.</b></p> <p>Headteacher replied that there wasn't, there was a bike to work scheme that they were encouraging staff to participate in and one person had signed up so far</p> <p><b>Governor remarked that the Local Authority offered a similar scheme where you could hire a bike for £20 per month inclusive of the lock and helmet etc.</b></p>	
2363	<p><b>School Development Plan – Nicholas Alford</b></p> <p>Headteacher remarked that this would now link in with the observations from the recent Ofsted inspection.</p> <p>He was also mindful that the school had expanded at a fast rate over the last couple of years, now being a large primary school but the Leadership structure is much the same as five years ago. The training day that is scheduled for November would be used as an opportunity for Governors to come and meet with staff to discuss requirements and school structures for the future.</p>	

	<p><b>Governor commented that the administration per pupils seemed very low.</b> Headteacher said yes the number of office staff and LSA's employed was likely to expand.</p> <p>PM and DH were looking at assessment and tracking, with an emphasis on conversion to the new curriculum and provision for this. Reading and maths are currently very strong with writing also coming across well. Language development requires some improvement though as more students are coming in as EAL or with limited skills.</p> <p>MP commented that the school had also been looking at mindfulness, emotional counselling, anxiety and mental health needs of the pupils. This was over and above referrals that can be made in severe cases. The "seasons for growth" programme had been very successful but it was apparent that more help was needed for some pupils.</p> <p>Several staff members were trained in these areas so it made sense to utilise these skills and offer help in-house. They would provide information packs and begin with the Year 6 group.</p> <p><b>Governor enquired if this was just for Year 6, were they planning on rolling it out across the rest of the school.</b></p> <p>MP said yes they were planning on extending it to other year groups.</p> <p><b>Natasha Cumberbatch suggested they contacted Mary O Connor at the Local Authority; she had linked her work with schools and had expertise in mental health awareness and mindfulness.</b></p> <p><b>Julie Heggie said that the Local Authority had run a work related event in the south of the borough showcasing how schools look at wellbeing, she thought that there was one that would be run for the north of the borough in the autumn.</b></p> <p>Headteacher commented that in the long term they may outsource this and bring in staff to conduct the sessions as the school grows.</p> <p><b>Two governors commented that their children had undertaken mindfulness sessions and they had been very positive, they felt that issues with mental health were growing and it was important for the school to continue to address this.</b></p>	
2364	<p><b>Governor Mark</b></p> <p>None</p>	
2365	<p><b>Academy Status</b></p> <p>None at the moment –rolling item.</p>	
2366	<p><b>Promoting The School – Julie Heggie</b></p> <p>JH reported that Leavers Book was now ready and had been sent to print, a big thank you to Julie Brown and her family for this.</p> <p>The PTA had contributed £250 towards the Leavers Book.</p> <p>The school website was currently being updated by a company called "E for Educate" and virtual tours could now be placed on the website. A language button was also available if English was not your first language.</p> <p>She noted that Karen Hampshire had done an excellent job in researching and feeding back the information for this.</p>	



2367	<b>Governor Training</b> Natalie Ross reported that she had attended a study day at the Medical Research Council for learning and memory difficulties in children. The Chair said that PS would distribute a skills matrix again to assess individual needs as all Governors were entitled to training as part of the support package and this was actively encouraged. He also stated that LBH had cancelled the Hillingdon Governors session as there had been a mix up with the venues.	
2368	<b>Sub Committees</b> None.	
2369	<b>Link Governors</b> None.	
2370	<b>Adopted Governors</b> Natasha Cumberbatch reported she been invited to see Miss Birds class assembly for the Gruffalo and it had been excellent. <b>Chair asked Headteacher to remind teachers to invite Link Governors to see their classes events.</b>	
2371	<b>Agenda items for the next meeting</b> Ofsted report.	Clerk
2372	<b>Dates for Future Meetings</b> 20 <sup>th</sup> July - Ofsted debriefing 24 <sup>th</sup> September or 1 <sup>st</sup> October - <i>Governors to email clerk with availability</i>	Clerk
2373	<b>Any Other Business</b> Patricia Swindells term of Office was coming to an end; it was voted by all members that she was reinstated for the next four years.  Chair discussed the service level agreement for provision of ICT services by HGFL ( <i>handout circulated</i> ) He said that a 95% take up was required for them to keep providing a service to schools in Hillingdon, but that regardless of take up they would still provide SIMS support to schools. The handout showed approximate costs and the Chair explained the school would have to sign a four year contract, he also said that the Finance Committee felt this was too long. General concuss by majority vote of 13 not to continue with HGFL but to look at alternate suppliers. <b>Governor with IT background volunteered to examine the technical side of requirements for the school when looking at alternate suppliers and entering the procurement process.</b>	Clerk
2374	Meeting closed at 21:05 pm	

I agree that this is a true and accurate record of the meeting dated above:

Signature: \_\_\_\_\_  
Chair of Governors: \_\_\_\_\_