

GLEBE PRIMARY SCHOOL

**Minutes of the Full Governing Body Meeting
Held at Glebe Primary School, Sussex Road, Ickenham on
Thursday 1st October 2015**

Mr J Buckingham (Chair)

Mrs P Swindells (Vice Chair)

Mr N Alford (ex officio)

Miss J Brown

Mr V Cox *

Mrs N Cumberbatch

Dr K Fox

Mrs E Hawkesworth

Mrs J Heggie

Mrs D Joyce

Mrs P Marks

Mrs M Penney

Mr T Porter

Mrs N Ross

Mr S Youens *

Mr P Niznik

Mrs T Connick (Clerk)



- Denotes apologies received
- . Denotes member absent
- ~ Denotes member late

Action

2381	Apologies Apologies were received and accepted as indicated above.	
2382	Minutes of the last meeting Agreed by all Governors, signed by the Chair as a true and accurate record of the meeting.	
2383	Matters Arising Chair and Vice-Chair need to be elected for this academic year. Clerk declared procedure and asked for nominations. John Buckingham nominated for Chair by TP, seconded by EH. Patricia Swindells nominated for Vice-Chair by MP, seconded by NR.	Clerk
2384	Matters for any other business None.	
2385	Headteachers Report PM has been in charge of the school for the first three weeks of term whilst NA was on sabbatical. She gave feedback that it was a great start to the year, with the new NQT Louise Webster performing well and becoming an established member of the team. There had been a meeting with the Local Authority for the official handover of the building and the snagging list was now only one sheet of A4 which they had promised to finish by half term. The zebra crossing was now up and running, with articles on this in the Ickenham News and school website, some parents were still parking dangerously on the zig zags. Councillor Burrows was coming to see the crossing next Monday. An ex-student had returned to the school to take an archaeology day for the	

pupils which they had thoroughly enjoyed. A languages day had also been run by one of the teachers with German and French being taught culminating in a special assembly where the children recited songs and poetry. There was a German club being set up after school too.

The school council was running for the year and Head Boy and Head Girl had been chosen along with prefects and the children were voting to elect the charities that the school would support for this academic year.

A reading area is being proposed to go in next to the changing cabins and the gardening competition for pupils had been launched again.

All staff had received Health and Safety training for the start of the new year and the Health and Safety audit had gone well, official report available soon.

Two fire drills had been carried out successfully the first at 2 minutes 59 seconds to evacuate the whole school, a second was then undertaken where the corridor by the lift was blocked to simulate a real fire and this only took 20 seconds longer to evacuate the school much to the pupils credit.

Governor commented that it was an excellent idea to simulate a real fire as per LFB advice.

PM asked that it be noted that staff had worked excellently whilst she was in charge and wanted to say a huge thank you to MP and the rest of the team for their support.

Headteacher distributed handouts (Data Statistics Summary, National Child Measurement Programme, Essential Guide to Ofsted from 2015, Promotional information from KH and mock up of new school website)

Referring to literature he went on to say:

He explained that KH had put together a promotional booklet for the school and was looking at bus stop advertising as a medium too.

RAISE online is the main data source so the school was waiting for this but the LA had distributed a data document last week. He asked governors to refer to pages 9 and 20 of this. Page 9 gave KS1 outcomes examining Glebes results at KS1 and KS2. The LA data reported that pupils in KS1 were achieving about national expectations in reading, writing and maths at both the expected level 2 and above expected level 3.

In KS2 attainment was also good with only reading at level 4 slightly below the national levels. In the headline figure of pupils at level 4 in reading, writing and maths the school was above national levels, albeit down from last year. As previously discussed this was expected as a result of the co-hort including 6 pupils (10%) of pupils with a statement of SEN.

In spite of this attainment was still good and progress was excellent including high proportions of children making the above expected 3 levels of progress.

This reinforced the good work that Mrs Joyce and Mrs Daniel's had done in Year 6.

Governor commented some figures are difficult to interpret as they don't provide an explanation ie what is level 2 and level 3

Headteacher said some pupils made level 2 and some level 3.

He commented that writing is excellent. He felt these were really good outcomes and if Ofsted were to happen at this point the school would be very secure with these. He urged governors to keep looking at national

expectations.

Headteacher went on to say that the reception children had just taken baseline data assessment but pupils would obviously not be judged until 2023 on KS2 results though. The school was broadly in line with others in the LA but seemed to be slightly below the national average however this could be good news as he knew that KS1 pupils were normally above the national average at Glebe so they would be able to illustrate how much progress the school was making from the very start of school life.

KS1 would be undertaking testing soon and then this score through to their score at the end of Year 6 would show progress, some information from DFE indicated that 100 broadly equated to level 2B. He went on to say that the difficulty would be that no school really knows what a good outcome looks like at this stage though. The assessment without levels was similar in this respect and a couple more years would help to establish patterns.

The schools IT internal audit by the Local Authority had been conducted and was positive (Headteacher thanked PM, KH and Alice Daniels) but added the audit had noted they were unhappy with how hard drives had been cleared last year on the old school computers that had been sold on. However the company that was used was recommended by the Local Authority so it was hard to see why the process had been criticised.

Governor asked on what basis they were not happy with how the data was cleared.

Headteacher replied that they had said erasing the data from hard drives and wiping them may not be enough.

Governor remarked that since we had an invoice from the company to prove the task had been undertaken, and it was an LA recommended company, then this should be sufficient.

Headteacher referred to Obesity report, remarked that pupils at Glebe were not bad but there was still 1/5th who were overweight with Year 6 seemingly having the highest percentage. He said that prevalence was very much linked to deprivation but Glebe is in the second lowest quintile for deprivation so figures should be lower than national average.

Governor enquired if any action needed to be taken as a result of this report.

Headteacher replied it was just for reference but the school was using sports premium funding and continuing to encourage fitness with sports cubs, keep fit and cross country.

Headteacher referred to ICT provision and the fact that HGFL would cease to function from March 2016 so a new provider was needed (discussed at previous meeting 25.06.15) Said he had investigated several providers already and LGFL were offering huge discounts but he was loathe to commit too quickly, the primary forum for LBH were looking at a collective approach.

Governor enquired if Tracie Bushell in procurement at LBH could help.

Headteacher replied that he had left and the post was vacant.

Chair commented that the LA was looking at purchasing SIMs and licensing it to schools.

Governor enquired when the deadline would be for making a decision about providers.

Headteacher said he thought around the end of the December term to allow enough lead time for the new provider to install hardware and set up.

Headteacher referred to updated SDP (circulated via email before meeting) He said it was hard to specify specific targets (point 2 SDP) as he was not sure how figures would be analysed with the new assessment methods and what expectations would be. However engagement in writing, quality of writing and looking at books would all play a part. Spelling and grammar went up this year so clearly the mechanics were there but it was ensuring it was applied and then seeing more reading exceeding the expected levels. Attendance levels and pupil achievement were all good; a strong system in place clearly showed progress across the whole school not just the end of Year's 2 and 6. Went on to talk through strategies for Pupil Wellbeing under point 3.

Governor stated Ofsted made two points regarding why we were not outstanding. (1) Middle years do not achieve as well as the pupils in the early years or in Yr 6 in Mathematics, reading or writing and (2) Disabled pupils and those with SEN do not make the same rapid progress as their classmates. Now irrespective of whether we agree with these two points should the SDP make specific mention of how we will address them? Obviously achieving the four targets will address these issues but do we need to make it more obvious"

After discussion it was felt that the SDP addressed these sufficiently but specific targets could be looked at.

The SDP was being distributed to all staff for further comments.

Future of Glebe (point one in SDP) Headteacher circulated document with considerations for expansion that would form the basis of the Inset day in November. He specified how numbers had increased in the last few years to take the school to three from entry and made the point that during this period the school had undergone three successful Ofsted Inspections as well as being 10% above the national average on published data. This all indicated that Glebe is a good school with no financial or recruitment issues, a new building in place and that this was a strong position to be in for both organisational and provisional restructuring.

He went on to say that increased numbers meant that whole school assemblies, playground space, demand on music and ICT facilities were all very high so consideration must be given to timetabling once the school reached capacity. SEN and emotional needs were increasing; a new nurture room had already been built which he encouraged governors to view after the meeting. Breakfast and afterschool clubs were now regularly providing care for over 50 pupils too.

Governor asked if there was an age restriction on the clubs.

Headteacher replied that care was being provided for reception children too. Lastly he remarked that he wanted to do work with pupils who didn't have additional needs too by providing clubs and varied activities and fulfilling the "thirst for knowledge" that Ofsted had identified in the report, although it hadn't been made clear exactly what this meant.

He said the document just gave ideas at this stage and that any restructuring would be done through consultation with the staff only, however ultimately it had to be for the good of the school and securing the future of it.

On a final note he said rumour was that George Osbourne was scrapping free school meals, if this happened the school would need to look at provision.

	<p>Governor asked about uptake this academic year. Headteacher replied it was low from Year 3 upwards, approximately 10% and there had also been a knock on effect on pupil premium funding as a result of the FSM initiative.</p> <p>Chair enforced the fact that consultation with staff was extremely important and following on from this Governors would be asked for their thoughts. Headteacher reminded Governors he wanted them to attend the INSET day in November, said he envisaged the structure being that groups would discuss their own areas of work and then cross reference these with each other and draw the ideas together at the end of the day in conclusion.</p> <p>Governor clarified date of training, 2nd November at 8.30am. Chair, confirmed all invited.</p>	
2386	<p>Finance Report No report, committee has not yet met for this academic year. Headteacher mentioned School Pay Policy, stating that for those teachers who are at the top of their scale (but cannot go up) and meet their PM targets the government has proposed a cost of living allowance that can be given of either 1% or 2%.</p>	
2387	<p>Building Update & Morgan Sindall Reported on by PM in Headteachers feedback. Governor enquired specifically if the issues with damp behind the lift shaft and staircase had been fixed. Headteacher said that they were now all resolved, the field had been reseeded, new flooring put in the playground and the fence around the muga erected. Governor commented this was greatly improved feedback and progress compared to the past two years. Headteacher said that the subcontractors had been much more efficient. They were also now looking at putting in storage under the stairwell and lift shaft since the damp problem had been eradicated.</p>	
2388	<p>School Development Plan Reported on by NA in Headteachers feedback and updated SDP circulated prior to meeting.</p>	
2389	<p>Parking – Safety Governor requested this item as they stated they had noticed parents repeatedly parking dangerously outside the school on the zig zags for the new zebra crossing. Governor stated that despite numerous requests parents were still not taking the matter seriously and asked what more could be done by the school. They asked if the school could take a harder line to prevent this. PM said they had looked at requesting a PCSO presence and the issuing of parking fines, but you had to request this and it would only be temporary, and was hard to get instated in the first place. Governor said you could call 101 for local police to come down. Second governor remarked it would take too long and they couldn't be present every day.</p>	

	<p>Headteacher agreed the parking was a concern and the school was not happy about it.</p> <p>Governor asked what the position was of the school taking pictures and placing offender's number plates in the newsletter.</p> <p>Chair said this would convene data protection.</p> <p>Governor suggested a school train where parents drop children at meeting point and they walk to school supervised by staff.</p> <p>Headteacher said that they had trialled this previously and looked at a travel plan but there wasn't safe drop off point.</p> <p>Governor asked if the council would install cameras to issue fixed penalty charges to parents parked illegally.</p> <p>Chair said he felt this was the way forward.</p> <p>PM stated she would be seeing Councillor Burrows on Monday when he came for a photo opportunity with the new crossing so would speak with him then.</p>	PM
2390	<p>Website & Governors Details</p> <p>Vice Chair had previously sent an email stipulating the updates that were required to the Governors section on the website to meet new statutory requirements. Decided that Chair, Vice Chair and Clerk would look at pro forma and compile this information required for the website.</p> <p>Chair circulated forms for "declaration of business interests" for this academic year and Governors signed and returned.</p>	JB PS Clerk
2391	<p>Governor Mark</p> <p>Vice Chair thanked everyone that had returned their skills audit and asked for the remaining ones to be submitted to her, she said they would help to establish areas and committees that Governors may like to contribute to for this academic year.</p> <p>Stated the Code of Conduct needed to be ratified for this year, she would circulate it via email and could governors state if they proposed any changes. It could then be ratified at the next meeting.</p> <p>She stated the Governors Development Plan that had been discussed saying visibility was key and pictures of each governor should be on the website.</p> <p>Also suggested that Governors made appearances at parent's evenings.</p> <p>There was to be an annual report to parents from the Governing Body that the Vice Chair volunteered to compile.</p>	ALL PS ALL PS
2392	<p>Academy Status</p> <p>Rolling item, on hold.</p>	
2393	<p>Promoting The School</p> <p>Headteacher said they would receive a pack post Ofsted to help with promotions including a banner.</p> <p>Governor asked about promoting the school open morning.</p> <p>Headteacher said they were looking at using social media and were in the process of setting up a school twitter account.</p>	

2394	Governor Training All Governors received a 45 minute session of Safeguarding Training from the LA prior to the FGB meeting.	
2395	Sub Committees None.	
2396	Link Governors Agreed, list updated for this academic year.	Clerk
2397	Adopted Governors Agreed, list updated for this academic year.	Clerk
2398	Agenda items for the next meeting Traffic cameras for zebra crossing. Feedback from INSET day on 2 nd November.	Clerk
2399	Dates for Future Meetings 12 November 2015.	
2400	Any Other Business None.	
	Meeting finished at 21:10	

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

Signature: _____

Chair of Governors: _____