

GLEBE PRIMARY SCHOOL

**Minutes of the Full Governing Body Meeting
Held at Glebe Primary School, Sussex Road, Ickenham on
Thursday 12 November 2015 – 18:30 pm**



Mr J Buckingham (Chair)	
Mrs P Swindells (Vice Chair)	
Mr N Alford (ex officio)	Mrs P Marks *
Miss J Brown	Mrs M Penney
Mr V Cox *	Mr T Porter
Mrs N Cumberbatch	Mrs N Ross
Dr K Fox (arrived 18.40)	Mr S Youens
Mrs E Hawkesworth *	Mr P Niznik
Mrs J Heggie	
Mrs D Joyce	Mrs T Connick (Clerk)

Denotes apologies received
Denotes member absent
~ Denotes member late

Action

2401	<p>Apologies Apologies were received and accepted as indicated above.</p>	
2402	<p>Minutes of the last meeting Agreed by all Governors, signed by the chair as a true and accurate record of the meeting.</p>	Clerk to file
2403	<p>Matters Arising None.</p>	
2404	<p>Matters for any other business None.</p>	
2405	<p>Headteachers Report – distributed via email prior to meeting.</p> <p><u>Pupil numbers</u> The Headteacher went through current pupil numbers and stated there had been lots of prospective parents undertaking tours of the school at the end of last week, feedback from these tours had been positive. The 16th January 2016 is the final date for school applications for next year.</p> <p><u>Attendance</u> Attendance – Thus far for this academic year is 96.8%, authorised absence 2.6%, unauthorised 0.6%. Pupils with persistent absence (less than 85%) is 5.1% and Pupil Premium Children attendance 94.0%</p> <p>Governor enquired what unauthorised absence means. Headteacher replied by enlarge most unauthorised absences were where the school is not informed of the absence *</p> <p>Governor asked were parents reminded if their child is not in school.</p>	

Headteacher said yes by text or phone call.

He went on to say that so far there had been fewer than 40 school days this academic year so one weeks sickness absence would take you below 40% attendance. As a comparison attendance for the Autumn term 2014 was 95.8%, a better idea would be provided by the Spring term.

Governors discussed setting target for attendance for this academic year, Governor enquired about other LA schools.

Headteacher replied that attendance was very much linked to the schools profiles, with 94% the LBH average and 96% national average.

It was agreed that 96%-97% would be this year's target for attendance.

Governor enquired if patterns were looked for in absences, particularly with pupils who were persistently absent.

Headteacher said the electronic reports from SIMS clearly illustrated this and the EWO looked for odd recurrent days not blocks.

Governor queried how registration was conducted now it was all electronic and what happened if there was a fire.

Headteacher replied all registers must be completed on SIMS by 9am and the office then immediately printed a paper copy that is taken outside if required.

Data

Headteacher referred to Raise Online and Arbor Report that had been circulated. He stated the school is in top 20 percentile of schools in the UK in terms of size, its profile showing high ethnicity and EAL pupils, low FSM and SEN very high (with statements relatively sparing) stability level low (high turnover of pupils) but not much social deprivation. This is unusual as schools with that profile usually have higher social deprivation.

Went on to give a full analysis of the data contained in the report.

Governor commented that as usual they were impressed by the progress pupils had made.

Second Governor remarked that the overall impression from both reports is that Mathematics is the school's jewel in the crown - so what can be learnt that can be applied to other core areas?

MP replied that the co-hort was "boy heavy" and in maths they liked the fact it was only a right or wrong answer. Creativity of English was often more suited to girls.

Governor commented that in an ideal world they should be good at both.

First Governor remarked that the data was good in both areas but what could be learned from the approach in maths.

Headteacher said they thought setting worked better in maths as for lower levels you could pitch the work to the whole group, whereas writing depends on bouncing ideas off other children. They can't do this well if all lower ability but in mixed setting the more able ones fly and leave the less able behind so it was a trickier balance.

Governor asked if any approaches that had been employed in maths could be used for English.

MP said they often re-wrote texts to be more accessible to pupils but you had to remember that creative writing comes after spelling and grammar are learned so it is often not until KS2 that this really develops. Children with disadvantaged backgrounds often find this trickier too as they have less life experience to draw upon.

Staffing

Headteacher ran through leaves and starters since September.

Stated the Performance Management cycle is underway.

There is a push for more children to sign up for FSM (including ever6) identified 32 children eligible for FSM (Our current funding is based on 20 pupils) so next year's funding should be up by £15,600 based on current funding levels.

Governor asked if school offered incentives.

Headteacher replied a contingency fund was kept to help the children attend school trips etc

Governor stated they were aware other primary schools asked for a copy of the council tax bill on the home visits with the purpose of verifying the address but were actually checking entitlement to benefits.

Headteacher remarked Ofsted had said the pupil premium numbers were so low it was hard to make a judgement on them, but with more pupils comes more accountability for their performance. Wendy Blythe and Louise Mullins had however been undertaking work with the pupil premium students.

Observations have been carried out fairly recently, pupil progress targets are:

1. Ensuring pupils are consistently challenged
2. Can work on their own without an adults input

Pupil voice, safeguarding and wellbeing

He went on to say that the school council had met and were looking at developing the areas for the reading garden. All security fences were now operational and access routes fully open.

JH reported that five children from military families attended a wellbeing event run by the LA. It looked at how well supported the children felt and what resources they had to make use of. JH reported all the children were a credit to the school; one spoke to the Mayor and showed him books and how the nurture room is being made use of. Claire Sheldon took strategies away for the nurture room.

Governor enquired what the purpose of the day was then.

JH replied to share best practice amongst schools, ensure pupils knew where to get help and improve mainstream provision.

Headteacher commented that the nurture room had been used after the events of Monday evening when a stabbing had taken place near the local shops which unfortunately some children had witnessed and others were scared requiring reassurance.

MP commented that the nurture room worked well allowing a triage system and you could assess which need further help or strategies for the classroom. Other news was a remembrance day assembly with two minutes silence and the school twitter account was now up and running.

ICT

Headteacher said the school has decided to go with LGFL for the ICT provision, as previously discussed in the last FGB meeting and emails. Training for School Radio has taken place and a timetable for use established.

2406

INSET Feedback - *distributed via email prior to meeting*

Chair thanked all had attended the training day on 2 November; stating staff had been very enthusiastic.

Governor commented they felt there should be more events with staff and Governor's combined.

Governor said they felt the excellent presentation by the Headteacher had set the scene for a positive mood.

Headteacher added that all staff entered into the spirit of things and had been very positive. It was very easy to feel detached if you were not classroom based but scenarios had shown this was not the case at Glebe, pupils and staff all play their part.

Governor said feedback from staff on their table had been that it was nice to be able to think and have the space to do so.

Second Governor remarked they had been quite taken by all the creative solutions for issue that were raised.

Third Governor said they were on the table of office staff and it was noticeable how they all worked as a team often seemingly picking up tasks in the office that were not their core role in order to support others. Said these ad-hoc jobs point towards an area that needs reviewing as the school gets larger and more support in administration is required.

Fourth Governor said in the feedback some items had been quite basic such as more storage and tea and coffee, was this something that could be addressed immediately.

Headteacher replied quotes were being obtained for converting under the stairs to storage to free up other areas, regards tea and coffee LA guidelines stated that it was not a financial expense that schools were to pay.

Governor enquired if all staff undertake Performance Management.

Headteacher replied it was currently just teachers but this needed to change so non-teaching staff were incorporated too.

Governor stated this was a positive thing as the non-teaching staff in their group had stated they wanted to undertake Performance Management.

Second Governor asked who the TA's were currently responsible to.

MP replied it was her. She went on to say that TA's do receive the chance for extra development for instance the Early Years teachers and LSA's worked closely with extra development prior to OFSTED.

Headteacher stated there were currently varying levels of expertise and skill and they must look across the whole school to make sure that they are using employee's skills to maximum efficiency. Some staffing structures suggested were not sustainable as cost is a consideration, indicated the school must also look at employing float and different types of TA's to make the most of the budget.

Governor shared the idea from his employer that they had been told items needed to also be looked at in terms of lifespan and scrapable value, ie normally upgrade ICT every five years but go to eight years if the budget is cut. Therefore no one wanted to shed staff so the up most caution needed to be exercised!

Chair of Finance said that at the LA meeting they had been told to expect a 10-12% loss of budget over the next five years!

Governor commented on the importance therefore of extended schools and generating extra incomes.

	<p>Second Governor remarked if there became a shortage of good teachers in the London area we may need to consider retention payments.</p> <p>Headteacher said three form entry will be complete by 2019 and he would like to aim to have an idea in place by the spring term for what the future staffing structure would look like. This would involve costing all items and consultation with staff and schools HR.</p> <p>Governor asked what the next steps would be.</p> <p>Chair replied to set up working parties and then look at draft structures, requested volunteers for working parties.</p> <p>PN, PS and TP volunteered.</p> <p>Chair said this discussion had been very helpful as it had raised several other areas for consideration.</p> <p>Added that a document summarising the day would be circulated to all staff with the newsletter tomorrow.</p>	PN, PS, TP
2407	<p>School Admission Procedures - <i>distributed via email prior to meeting.</i></p> <p>The LA were proposing to make changes to the admissions procedures from 2017 onwards. This would involve amendments to the distance criteria for school admission procedures by LBH.</p> <p>Governor queried how it would affect Glebe and the possible impact.</p> <p>Headteacher said it was very minimal, and for Glebe if anything, it would mean more local children attending.</p> <p>Governor asked would there be more appeals, higher sibling rate at Glebe.</p> <p>Headteacher said possibly this could happen.</p> <p>Governor remarked they were struck by the difficulties that having two children in different schools would present.</p> <p>MP said Ickenham was still not a very big area so they had to be mindful that they may have to take pupils from further afield to ensure numbers were met.</p> <p>Governor asked if parents had been informed.</p> <p>Headteacher said the information had been put in the school newsletter.</p> <p>Decision made that the Chair and Headteacher would contribute to the LA discussion if they felt any input was required.</p>	
2408	<p>Finance Report - <i>distributed via email prior to meeting.</i></p> <p>Governor commented it was good to see the figures in advance now and to be able to digest them.</p> <p>No further comments or discussion in this area.</p>	
2409	<p>Traffic Cameras and Parking update</p> <p>Nothing further to report in terms of progress.</p> <p>Councillor Burrows was looking at the issue and Councillor Simmons had also been to visit since the last meeting.</p> <p>The Hillingdon people magazine had printed an article on the school crossing with a photograph of Mr Alford and some pupils.</p>	
2410	<p>Governor Mark</p> <p>PS took pictures for the Governor section on the website.</p> <p>She also asked for the remaining three Governors to return their “skills audits” to her asap.</p> <p>The “Terms Of Reference” and “Statutory Requirements” were nearly complete; she would send these out via email so the data could be checked.</p>	PS

	<p>She stated that the attendance was very visible on the website for both FGB and committee meetings.</p> <p>Governor enquired if this was on our website.</p> <p>PS replied yes it would be on the new website which was not yet live as the data was in the process of being transferred over.</p> <p>Chair noted that PS be thanked for all her hard work on this area.</p> <p>Terms of Office for Vincent Cox, Emma Hawkesworth and Steve Youens had all expired. It was voted they continued and all rolled over to co-opted Governors.</p>	Clerk
2411	<p>Academy Status - Rolling item.</p> <p>Governor asked if this had been raised at the INSET day on 2 November.</p> <p>Chair replied that it hadn't.</p> <p>Chair of Finance indicated that Academies had been discussed at the LA finance meeting and comment had been passed that schools with coasting results may be encouraged to convert to academies.</p>	
2412	<p>Governor Training</p> <p>JB and SY had attended the termly finance meeting that the LA ran. They commented that the turnout had been very poor and a lot of speakers' job titles at the council had included the term interim!</p> <p>NC had attended "Introduction to Governance" session 1 and 2, session 3 was next week.</p>	
2413	<p>Sub Committees</p> <p><u>Promotions</u></p> <p>JH reported the committee had met since the last FGB and she would circulate the minutes.</p> <p>They were placing a virtual tour on the school website and photographs had been taken for this.</p> <p>Phone box and bus stop advertising had been looked at but the company wanted £3,000 for three months as they said it needed that length of time to obtain a return on investment, it was felt this was too expensive so the school are now looking at other options. They wanted something to tie in with primary school applications and the Ickenham Festival.</p> <p>The school choir were looking for more options to perform and were going to sing before the upcoming pantomime at Winston Churchill Hall.</p> <p>Year 6 leavers book, consideration was being given to producing this externally to free up more time in school.</p> <p>A link had been made with the local wedding dress shop as they had contacted the school to ask them if the children could help with art for the window displays.</p> <p>PTA meeting Jane and Jacqui had stood down and Jonathan Goves was now the new Chair for Friends Of Glebe (FOG). A presentation would be made to Jane and Jacqui in assembly to thank them for their service.</p> <p>Headteacher commented that they were looking for ways to involve parents more, especially fathers. It would be good if they could contribute to the PTA through skills that can be offered too not just attending meetings.</p> <p>Governor asked if there was anything Governors could do to help.</p>	

	<p>Headteacher said on 28.01.16 there is a cheese and wine evening to celebrate the new PTA and launch of FOG; it would be good for Governors to attend this **</p> <p>Governor suggested this could be used as a social vehicle to publicise the school too so invite local businesses, residents etc.</p> <p>Another Governor said it was an excellent way to sell the school hall and its new facilities with a future view to generating income from them.</p>	
2414	<p>Link Governors</p> <p>PS said she would circulate the minutes from these, there were three presentations on curriculum and policy and mindfulness and wellbeing. Wellbeing centred around the teacher being the researcher and the impact for the school, she commented that DJ's videos of the children being interviewed were wonderful. Added that all governors were welcome to attend.</p> <p>JH had met with PSHE and discussed mindfulness and parenting. Spoke about combining something that the children can do at home with parents such as colouring. Also reviewing healthy schools status where you can work towards the silver award from the Mayor of London.</p> <p>KF had met with literacy and said the reading and books were excellent in every room.</p>	PS
2415	<p>Adopted Governors</p> <p>PS had visited her class 4H said they had given a delightful assembly which integrated French, literature, a rap, a song and a performance as newscasters!</p>	
2416	<p>Agenda items for the next meeting</p> <p>Parking cameras update.</p>	
2417	<p>Dates for Future Meetings</p> <p>21 January 2016.</p>	
2418	<p>Any Other Business</p> <p>None.</p>	
	Meeting closed at 21:55pm	

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

Signature: _____

Chair of Governors: _____

Post Meeting Footnotes

* Since the meeting NA has been made aware that the PA mark has now been raised to 90%, he is working with AM to ensure pupils meet this.

**Subsequently cancelled by the time minutes were finalised.