

## GLEBE PRIMARY SCHOOL

### Minutes of the Full Governing Body Meeting Held at Glebe Primary School, Sussex Road, Ickenham on Thursday 12 March 2020 – 18:30pm

Mr J Buckingham (Chair)  
Mrs P Swindells (Vice Chair)

Mrs M Penney (ex-officio)	Mrs S Owen-Thursfield
Miss J Brown *	Ms H Poole
Mrs J Campbell	Mrs N Ross
Mr R Everett	Miss K Rhodes *
Miss J Griffiths	Dr S Tempest ^
Miss D Lubbers	Mr S Youens
Mr P Niznik	Mrs T Connick (Clerk)



\* Denotes apologies received    ^ Denotes associate member  
+ Denotes member absent        ~ Denotes member late

Action

2876	<b>Apologies / Guests</b> Apologies received from JBR, KR.	
2877	<b>Minutes of the last meeting</b> Agreed no amendments.	
2878	<b>Matters Arising</b> None.	
2879	<b>Matters for any other business</b> None.	
2880	<b>Headteachers Report - distributed via email prior to meeting.</b>  <u>Areas Covered in the Report</u> SEE APPENDICES 1.  <u>Question and Answer Session - based on report content</u>  <u>Governor 1</u> P9. School context: The number of FSM Ever 6 has risen from 32 to 47 between January and March 2020. Why the sudden increase? Is this possibly because new families moving into the school have brought in extra numbers? Answered under Governor 2. P9. Staffing Changes, I note that Mrs Hampshire has left and her post has not yet been filled. MP replied she is actually due to leave on 13.3.20 not 13.2.20 as stated. A new job description has been devised to reflect what we need as a school. As there are different responsibilities, Schools HR have evaluated the post and then scaled it. It has come back as a higher scale due to the increase in responsibility (the key difference was the DPO element to the role.) This increase equates to a cost to school of (£governors given figure) per year, it is worth it as it is a vital role for the school. The advert is live and interviews will be held on 25/03/2020	

**P11: Red Box Meetings**, these sound like a really excellent idea. If possible, I would be very interested to attend one of these meeting please.

MP will provide dates.

**P11.: Hot school meals.** I note the need to put the provision of Hot Meals out to tender and the company might take over the admin of the system. Although not the same situation, there is some comparison with the School's letting contract, where the admin is done by an outside agency. While this relieves the school of some admin work, it also reduces the school's control of the situation.

That is true, although MP believes that allowing specialists to have control of the situation, i.e. a catering company whose sole purpose to provide hot school meals to schools, is in a better position to be in control. Currently almost two hours a day is spent by admin staff on work related to the hot school meals, this equates roughly to £4.5k per year. Added to this the amounts owed to the school by parents who have not paid for their child's school lunch, which are significant. Discussed at length by the Finance Committee 09.03.2020.

**P19. Action for Governors, to devise a Bullying and Harassment Policy to protect staff and SLT.** Surely SLT should be writing this policy and then governors discuss the draft, suggest any changes, then ratify the final version, as happens with other policies?

As it should include protection for SLT from bullying and harassment too it is suggested that Governors create the policy alongside SLT.

**SFVS 2019 to 2020.** Please could you discuss the items that are in the 'highest' and 'lowest' ranges, to clarify these and indicate why Glebe has these positions? The Chair of the Finance committee will report on this. It has been discussed at length at the Finance Committee meetings and has been explained to them. The Finance committee advises the FGB to agree to ratify this document as they are fully briefed on it.

**What is a working wall and WOGOLL?**

A working wall is used in classrooms to display work, WOGOLL means 'what a good one looks like' - in depth explanation and example supplied by MP.

**Pupil Premium.** Is it possible to see a copy of the pupil voice questionnaire at the FGB?

Copy distributed.

**Re the Minutes of Full Gov meeting 23.01.20: Has the new wellbeing practitioner started working at Glebe as planned in March?**

Not yet, but AB and CS are meeting with Ana Perez (their line manager) on Thursday 5<sup>th</sup> March to discuss the new Child Well-Being Practitioner (CWP). There are six families in mind and they have expressed an interest in the service with one family already confirmed.

**How many days per week does she work at Glebe?**

One day per week, working with a maximum of 4 families at any one time.

**What are her qualifications?**

Trainee Psychologist in the final year of her Masters' degree - this is seen as a placement. It is a training role within Children and Young people's improving access to psychological therapies programme. The CWP's deliver, under supervision, high quality, brief, outcome focused, evidence-based interventions and guided self-help for children and young people experiencing mild to moderate mental health difficulties. There is a memorandum agreement between Central and North West London NHS foundation trust CAMHS - the Children's wellbeing project and Glebe.

**Which body employs her?**

Central and North West London NHS foundation trust

**MP referred to well-being trainee psychologists bridging the gap between CS and CAMHS; do these trainees also work with /for the practitioner?**

Please see the answer above - the well-being practitioner is a trainee psychologist. The CWP sees the child for around 20 mins during initial assessment then follows an 8 week programme with the parent - 1 hour a week - this is better face to face but can be on the phone.

**How is CS's role being affected with this additional support now becoming available?**

CS is able to continue her role as normal - this is additional, specialist support offered to families whose needs surpass what we can offer in school. Some do not yet meet the criteria for a CAMHS referral whereas others are on the long waiting list to be seen and this is vital input in the interim. CS role helps co-ordinate the sessions and facilitates the referrals. She also supports the CWP at the start in terms of our safeguarding procedures and policies in school.

### Governor 2

**P9 School Context. There looks to have been a significant increase in the number of FSM Ever 6 children since January (32 in January and 47 in March) although overall pupil numbers are down. I wouldn't have necessarily expected an increase this big in-year - do we understand why? Also, have we made sure they are all included in the PP interventions in place?**

This is in part due to a number of new families joining who have multiple children and in other cases families who are now eligible who were not previously. Glebe are also more stringent in our approach to supporting families who may be eligible by helping them complete the relevant forms. Families do seem to be more forthcoming in claiming their eligibility than in the past. These additional pupils are included in the provision.

**P10. Staff sickness, how do these figures compare to the same period last year (excluding the long term sick leave) and do you have a view on the overall trend? How concerned are you about the levels of sickness absence?**

MP provided a detailed breakdown, some elements confidential.

**P16. SEF. How many PP children have taken up the option of a subsidised place on extra-curricular clubs?**

MP shared this with governors at the meeting.

**P17. Do you have any data on persistent absences to evidence the fact that this is improving?**

This is something the attendance team is working on, data given at the meeting.

**General Question. You mention Topic Records several times throughout the report. Would it be possible to bring one to the meeting so we can see what these include?**

MP attached examples with this report (via email) for governors to see.

### Governor 3

**P11 red box meetings, these sound like a really excellent idea. If possible, I would be very interested to attend one of these meeting please. Can we have some dates?**

The Red Box Meetings for this term have already been held, so MP will provide possible dates for Governors to observe a meeting having liaised with AB (SENCO) and JLF (SRP) to find some dates for the summer term.

**P12. It is mentioned there is a higher number of children presenting with mental health issues - what types and how does the school support them?**

Due to confidentiality it is not necessary or appropriate for Governors to have detailed information around the types of mental health issues pupils are displaying but be assured that the key staff know the issues and the school are doing all they can to support these pupils and their families.

I think we have detailed in this HT report, in previous reports and in this document the types of support we offer these pupils and their families. The fact

we have drama therapists in school, a dedicated Pastoral Support Worker and the Well-Being Practitioner are indicators that we go over and above to support our pupils.

### **P13. STEM - what types of activities between RAF and HS2?**

The children (a combination of military children and PP) and staff walked via the marshes to the RAF base. It was a celebration of the opening of the runway. The children did a morning of round robin activities including:

- Engineering task.
- Runway material info.
- They had a guided tour of the air ambulance helicopter.
- The group went to see the Government plane that Boris Johnson will be flown in and other dignitaries on the runway and had photos taken.
- The children went onto the runway to see what it feels and looks like.
- They had press photos taken.
- The children wrote a report for the newsletter.
- The staff made contact with the STEM ambassador and KR is in touch with him for future possibilities in school.

We have expressed our interest in terms of STEM activities with HS2 staff and are waiting to hear back from them.

**General Questions. Do SLT and Governors need an action plan to inform parents if the worst case scenario happens with regard to coronavirus?**

Separate agenda item, see below.

### Governor 4

**Red Box Meetings. Is there a level of parental involvement at this stage? If so, do you have any feedback or initial impressions on both the level of parental involvement (and encouragement) and also any general feedback on parental attitudes to these targeted improvements/interventions? If not, will parental communication be more so via teacher and/or parents' evenings as this is initially more an internal method for targeting the most effective intervention?**

Definitely the latter. As they run in the same way as pupil progress meetings it would not be appropriate for parents to be involved. The onus is on ensuring teachers are doing all they can to support these pupils and ensure they continue to make expected or exceeding expected progress. AB and JLF are available to offer guidance and advice as well as track pupils InCAS data so we can measure progress over time.

**Attendance team - who are they and how to they operate - they seem to be doing a great job.**

The Attendance Team comprises of MP, KR, JG, CS and EV. Meet monthly (unless there are significant issues and then we meet as we need to) go through lists of pupils who are prone to persistent absence and have procedures in place to tackle this swiftly – which is working.

**Bullying and Harassment Policy to protect staff and SLT- This is more of a request than a question, we need to bring up at the FGB to discuss and potentially assign (this may already be in the remit of the policy and curriculum sub-committee) we could potentially adopt or adapt a policy and/or could you outline us know the basics of what you would like this to contain?**

MP agrees that it probably does fall under the remit of the Policy and Curriculum sub-committee and perhaps the members of this sub-committee could set aside some time to write this with SLT at a forthcoming meeting. MP has tasked JH with sourcing a model policy from Schools HR. Once we find a suitable one, it will be shared with the PC sub-committee members.

	<p>For general discussion at the meeting - if there are any statistics about this week's Year 6 school placements to our feeder schools then that would be interesting to know in light of the Vyners admission threats. Table with data breakdown provided by MP</p> <p><u>Additions to questions and answers already supplied by MP</u>  <b>What is the 'peer challenge network' you referred to?</b>  MP explained it was support from/to other schools, visits and challenges.  <b>Does Ofsted keep shifting its requirements?</b>  MP yes, it is constantly evolving. Under the new framework a school is yet to be graded as outstanding, it is seemingly very hard to achieve.  <b>Red box meetings?</b>  MP stated the next round would be in early July and JG will distribute dates.  <b>PP children who go to clubs?</b>  Handout. There are 47 in total, dance classes will be offered for reception children soon as well. Teachers are very generous in giving up their time.  <b>Governor commented on what a diverse range of clubs were on offer and a huge thanks to the teachers who run them.</b></p>	
2881	<p><b>GDPR – rolling item to ensure compliance.</b></p> <p><b>Governor enquired how the GDPR report from the external company is provided</b>  MP explained that they work with the school coming into premises and also remotely, examining processes and information. They then provide a report and feedback, including any areas that may require attention.</p> <p>MP said that KH was leaving her job as Media Administrator and the role had now been advertised, some amendments made so the job now included DPO duties and some admin work for SLT.  <b>Governor queried if there was a designated DPO for the interim period that the role was vacant.</b>  MP stated that JH/JC in the office were jointly undertaking this.  <b>Governor requested that the new Media Administrator reviews the website and related privacy policies.</b> (Clerk requested governors cloud storage be set up)  To be added to duties.  <b>Second governor asked if the data protection policy was updated in 2018 to mirror GDPR.</b>  MP confirmed it had been.</p> <p>She also stated that she had requested IT support set up remote access for staff to work in the case of COVID-19 (PN please add SOT to dropbox).</p>	<p>MP/JH</p> <p>PN</p>
2882	<p><b>Finance Report</b></p> <p>Committee met on Monday 09.03.2020 – thank you to JBR who was in Spain but connected via SKYPE.  SY (Vice Chair of Finance Committee) provided a summary of the meeting: Hot meals – quotations from other providers, contract length, admin costs and transport options discussed. Majority consensus that The Pantry should be chosen as the supplier.  Debtors – figures given and summary of committee's discussion. Thanks to JGE for actively retrieving some of these debts and also for drawing up new debtors' policies.  SLS – Explanation surrounding the misconduct of SLS in letting the school premises and the subsequent breach of conduct on their part. Decision to contact SLS with immediate effect and terminate the agreement.</p>	MP/ABU

	<p><b>Governor queried if we would keep on the current lets ourselves.</b>  MP replied confirmed Glebe would do, ABU is currently overseeing this.  SFVS – distributed prior to meeting. Governors raised queries on Q3, Q11, Q14, Q21, Q23, Q26, Q29 - SFVS RATIFIED by FGB AND SIGNED.</p>	Clerk
2883	<p><b>Academy Status - Rolling item.</b>  Discussion around Vanguard Trust and the proposals to change the admissions criteria to favour Primary school pupils who are part of Vanguard.  Chair stated there have been no further updates and it has been very quiet.  Governor stated that the Vyners website gives 15/03/2020 as being the date that a decision will be made (agenda item next meeting)</p>	Clerk
2884	<p><b>COVID-19</b>  Discussion around the current pandemic of COVID-19 and subsequent arrangements for both the school and working provisions.  It is now looking likely that the government will close all schools in the near future to prevent the spread of the disease.  MP said that provisions were being made for remote working and home learning, all staff were compiling resources and activities. These need to be accessed online though or through DOJO as no paper should change hands, the staff meeting on Monday will focus on this.  Discussion regarding governors’ roles and also meetings if social distancing rules or lockdown applies. Decision to compile a policy for remote meetings and also to look at software to facilitate this ie SKYPE, WHYPAY, ZOOM.</p>	Clerk
2885	<p><b>Working Parties</b>  <u>Governance</u> – PS enquired if governors still wish to undertake a training session one evening similar to last years. Overall majority in a favour so PS will look at dates and also see if Ron Fowler from Governor Support is available to be part of the session.  Working party SOT and HP to look at governor’s induction and handbook.  <u>Promotions</u> – Governor suggested advertising the letting of the school hall in Ickenham Community newsletter as it goes to over 5000 houses.</p>	PS HP/SOT
2886	<p><b>Governor Training.</b>  SOT- Introduction to Maintained Schools Finance  Making the most of governor visits to school.</p>	
2887	<p><b>Sub Committees</b>  Curriculum and Policy – PS stated they had met on Monday. Excellent presentation by LG on maths calculation and reasoning to be implemented in the summer term.  KR had presented 10 new school policies all for ratification that had been passed. One of the policies was staff bullying from parents or external stakeholders, discussion around this and number of incidences that occurred.  <b>Governor queried support available to staff</b>  JG said systems were in place for internal support, counselling phone lines and occupational health if required.</p>	

2889	<b>Link Governors</b> PS – Literacy. Had met with AB to discuss plans for the rest of the academic year as well as attending World Book Day. NR – SRP. Stated there had been a change to funding from Sept 19 as monies for SLT now had t be taken from the EHCP whereas children elsewhere in the school who require SLT (with no EHCP) are still funded by the LA. MP said that LSA’s ad teacher of the deaf had been bridging the provision gap but the school had also approached CNWL to ask for a contract for SLT. <b>Governor suggested an ‘Equalities Impact Assessment’ and stated that the LA legally have to conduct this or it would be deemed to be discrimination.</b>	
2890	<b>Adopted Governors</b> None.	
2891	<b>Agenda items for the next meeting</b> - COVOID 19 - Hot school meals. - Lettings. - Vyners admission policy, proposed changes.	
2892	<b>Dates for Future Meetings</b> Thursday 7 <sup>th</sup> May 2020      Thursday 2 <sup>nd</sup> July 2020.	
2893	<b>Any Other Business</b> None.	
	Meeting closed at 20:58 pm	

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

Signature: \_\_\_\_\_  
(Chair of Governors)

Date: \_\_\_\_\_

## Appendices 1.



### **Head Teacher's Report to Governors Thursday 12 March 2020**

Summary of Progress on School Improvement Priorities: Issue – Action – Impact  
School Context

Staffing Changes - Staff Absence

Updates Since Last Meeting

School Improvement - Red Box Pupil Progress Meetings, Hot School Meals

School Self-Evaluation – Linked to the new Ofsted framework

Quality of Education -Intent, Implementation, Impact, Next Steps: to be outstanding we must: Action for Governors

Behaviour & Attitudes -Strengths, Next Steps: to be outstanding we must: Action for Governors

Personal Development - Strengths, Next Steps: to be outstanding we must: Action for Governors

Leadership & Management -Strengths, Next Steps: to be outstanding we must: Action for Governors

Effectiveness of Early Years - Intent, Implementation, Impact, Next Steps: to be outstanding we must: Action for Governors

#### Additional Documents Circulated

- Topic Record year 6 and year 5
- Pupil Voice
- All about me doc

