

GLEBE PRIMARY SCHOOL

Minutes of the Full Governing Body Meeting Held at Glebe Primary School, Sussex Road, Ickenham Thursday 24 September 2020 – 18:30pm

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



Mrs M Penney (ex-officio)	Mrs S Owen-Thursfield (Remote)
Miss J Brown *	(6:30-7:45)
Mrs J Campbell	Ms H Poole
Mr R Everett	Mrs N Ross
Miss J Griffiths	Miss K Rhodes
Miss D Lubbers	Mr S Youens *
Mr P Niznik	Mrs D John (Clerk)

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

Action

2918	<p>Apologies / Guests</p> <p>Apologies were received and accepted from JB and SY as indicated above. Chair welcomed DJ to meeting as new Clerk to Governors.</p>	
2919	<p>Minutes of the last meeting</p> <p>Agreed no amendments.</p>	
2920	<p>Matters Arising</p> <p>None</p>	
2921	<p>Matters for any other business</p> <p>ST resigned as Associate member.</p>	
2922	<p>Governor admin</p> <p><u>Election of Chair and Vice Chair for this academic year.</u> Nominations received and seconded for JB as Chair and PS as Vice Chair. JB and PS accepted roles, respectively.</p> <p>- Business declaration forms completed. - Childcare Disqualifications Requirements form signed.</p>	Clerk
2923	<p>Headteachers Report - <i>distributed via email prior to meeting.</i></p> <p><u>Areas Covered in the Report</u> <i>SEE APPENDICES 1.</i></p> <p><u>Question and Answer Session</u> - based on report content No questions submitted</p> <p><u>Additions to questions and answers already supplied by MP</u> <u>Governor 1:</u> Pupil Attendance section: Governor expressed interest in Glebe Facebook group as was not aware that one existed. Governor suggested using Facebook more to connect with others outside and within school.</p>	

	<p>MP explained that the Facebook group was set up by previous parents of Glebe and was originally not an official account. MP has now been in contact with the group creator and has become an admin, allowing her to control the content posted to social media. MP has suggested utilising the Media Administrators skills to publicise and promote Glebe as a school through the social media platform.</p> <p>Pupil Premium section: Governor has enquired as to the Pupil Premium funding in relation to extra-curricular activities provided at Glebe.</p> <p>MP stated that Glebe are the only school in Hillingdon Borough who are still running their after-school clubs and staff will be prioritising PP children to ensure they are able to attend the beneficial activities provided.</p> <p>Governor asked about the implications of online teaching and the dynamics of introducing this when home learning.</p> <p>MP replied that no primary schools in Hillingdon have been teaching online due to the complicated nature, but provisions for this will be explored in case of future closures. MP discussed the benefits of online teaching as opposed to learning sent through post in regard to cost and GDPR issues.</p> <p>Governor 2: Parent Survey section: Governor commented on the good responses received in the parent survey and enquired how easy or hard it was to gain responses.</p> <p>MP replied that only a few reminders needed to be sent and the staff were mindful of where improvements could be made, but generally pleased with the results. MP discussed the need for more head teacher contact with parents and children during any future home learning.</p> <p>Governor 3: Governor enquired as to the amount of COVID testing kits that are being provided to state schools.</p> <p>MP replied that this is not a vast amount and the school will only receive 10 kits per 1000 pupils present. Priority will be given to the families without the means to travel and access government testing sites.</p> <p>- MP stated that Beth McCafferty, the newly appointed Media Administrator, could potentially help with the promotion of the school by developing a film for prospective parents, as well as the re-instatement of Glebe radio. - Madelaine Connolly has been appointed as the new LSA.</p>	
2924	<p>Data</p> <p>MP stated that Phonics testing will resume in November/December months based on Government guidelines. Support continues to be provided for children in preparation for testing.</p>	
2925	<p>School Lettings</p> <p>Discussion on cost of previous SLS contract held with Glebe. Comparisons made between using SLS and in-house site staff for lettings. Governor enquired about the dynamics of site staff over-use and contingency plan for when they are unavailable.</p> <p>MP described contingency plan involving staff assisting with building management when needed, to support the site staff's extended role. Adaptions to in-house staff contracts to be discussed and reviewed. All agreed that in-house management will take place instead of SLS outsourcing,</p>	MP

	with regular reviews.	
2926	<p>GDPR – rolling item to ensure compliance.</p> <p>Beth McCafferty has been appointed as the new Media Administrator and will commence within the next few weeks.</p> <p>Governor enquired about current stance on GDPR.</p> <p>MP stated that a Data protection company has now been outsourced and will oversee responsibility for the school’s GDPR.</p> <p>Outsourced company will now advise Glebe with GDPR and conduct audits to ensure compliance.</p> <p>Governor queried if GDPR will continue as rolling item.</p> <p>Discussion on outsourced data protection officer maintaining contact with Glebe to notify of any issues and ensure compliance is maintained.</p> <p>Agreed that GDPR need not continue as a rolling item due to outsourcing.</p>	MP
2927	<p>Finance Report</p> <p>Finance meeting has yet to take place this term.</p> <p>MP stated that school has reduced annual expenditure on paper towels and replaced with washable hand towels.</p> <p>£3,000 has been spent on COVID related items such as hand sanitiser.</p> <p>MP mentioned £80 Catch-up funding per pupil but school no eligibility for additional funding due to strict criteria.</p>	
2928	<p>Academy Status - Rolling item.</p> <p>Discussion on Vanguard Trust and the continued monitoring of changes.</p> <p>Chair stated that Vyners are now in consultation to change their name within the trust.</p> <p>MP stated that Ruislip High have invited Field End Jnr to join the VLT.</p> <p>Governor enquired as to what schools have now joined.</p> <p>MP stated that Hermitage, Vyners, Ruislip High and Ryefield will now form the VLT.</p>	
2929	<p>Working Parties</p> <p><u>Governance</u> – Discussion around OFSTED commencement of checks from 28th September to ensure COVID related procedures are in place.</p> <p>PS has asked for a volunteer as soon as possible to replace Stephanie Tempest within the working party.</p> <p>PS introduced the NGA’s “Twenty Questions” tool as a substitute for the Governors Mark and discussed comparison with the Governors Mark on self-evaluation and cost.</p> <p>Governor queried the implication on Glebes journey to outstanding if the Governors Mark was to be discontinued.</p> <p>Discussion on benefits of Governor Mark and the invaluable support they have provided in the past, as well as the benefits of external validation.</p> <p>All agreed that Glebe will continue with Governor Mark and will use the NGA’s “Twenty Questions” to evaluate school and as evidence, whilst working towards the Governor Mark achievement.</p> <p>JB and PS suggested discussion and evidence gathering for “Twenty Questions” during future meetings.</p> <p>PS to update policies for school SLT and staff.</p>	PS

	<u>Parking Permits</u> – PN has overseen the allocation and has stated that the majority of parent’s were able to receive a permit.	
2930	Governor Training (all remote) Governors reminded that Governor Support training remains online due to COVID-19. List of training courses can be found in Dropbox.	
2931	Sub Committees Personnel to arrange meeting before end of term.	
2932	Link Governors Clerk to distribute list, 2020/21	Clerk
2933	Adopted Governors Clerk to update and distribute list, 2020/21	Clerk
2934	Agenda items for the next meeting - SDP progress to date - Code of conduct review - Evidencing parts 2, 4 and 5 from NGA’s “Twenty Questions”	
2935	Dates for Future Meetings Thursday 12th November 2020 Thursday 21st January 2021 Thursday 18th March 2021 Thursday 6 th May 2021 Thursday 1st July 2021	Clerk
2936	Any Other Business - Governors would like to thank all the staff for their hard work and dedication at the end of last term and beginning of the new term. They have praised their invaluable support during these uncertain times. - Governor approval of school residential trip.	
	Meeting closed at 20:13pm	

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 24 September 2020.

School Context

Pupil Attendance since re-opening

Staff Absence

Staff Changes

Update on the full re-opening of school:

Results of KS2 Pupil Wellbeing Interviews

Results of Pupil Interviews (Pupil Premium)

Results of Staff Feedback

Results of Parent Survey

Update on Phonics Screening Checks

School improvement News

School Meals – The Pantry

Lettings

Additional Documents Circulated

None.