

GLEBE PRIMARY SCHOOL

**Minutes of the Full Governing Body Meeting
Glebe Primary School, Sussex Road, Ickenham (Remote Meeting)
Thursday 1 July 2021 – 18:00pm**

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

Mrs M Penney (ex-officio)	Mrs S Rai
Miss J Brown ~	Miss K Rhodes
Mrs J Campbell *	Mrs N Ross
Mr R Everett	Mr S Youens *
Miss J Griffiths	
Miss D Lubbers *	Mrs D John (Clerk)
Mr P Niznik	



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

Action

2987	Apologies / Guests Apologies received and accepted from JC, SY and DL. Chair welcomes SR to the Governing body as the newly appointed Parent Governor.	
2988	Minutes of the last meeting Agreed with no amendments.	
2989	Matters Arising None.	
2990	Matters for any other business PN – Parking Permits	
2991	Headteachers Report - distributed via email prior to meeting. <u>Areas Covered in the Report</u> <i>SEE APPENDICES 1.</i> <u>Question and Answer Session - based on report content.</u> <u>Governor 1</u> Page 18: a figure is missing in the table for teachers 'other absences' in order to make the total of 3. Apologies for the typo – I will amend on the original and send an amended version to Danielle for inclusion on the report for when it is published. Page 18: How do transition meetings work for year 6 this year? I understand that children can actually visit their secondary schools. This was the original plan, however we received confirmation on Tuesday 22 nd June that the secondary schools came to a consensus that it would be safer to cancel the induction day for the children visiting their new schools in person. Instead, the secondary schools have decided on a unified approach: they are producing a pre-recorded transition video which will be sent to all primaries and can either be watched in school by the Year 6 pupils or be sent home via email for children to watch with their parents. I think we will	

send the video home so parents and children can watch it together.

**Do the staff from secondary schools also visit Glebe to discuss children transferring?
Are virtual visits the only option in some cases?**

In person visits by secondary staff have taken place with Glebe staff to discuss groups of pupils here at Glebe.

Sadly, I guess that the Meet the Teacher evening is being reconsidered in the light of current Covid restrictions, along with the outdoor festival of work. What a shame that these helpful meetings and celebration of work cannot take place as planned.

Good wishes for any alternative arrangements you can hold.

Thank you. Yes, we have made the difficult decision to cancel the Festival of Work (which was also an opportunity for parents to meet their child's new teacher). I am hoping that we can rearrange the Festival of Work/Meet the Teacher for the parents early in the autumn term. The children will still have a chance to visit their new classroom and meet their teacher face to face on 6th July, but we just cannot invite parents in, even outside. However, all teachers will record a video introducing themselves to the parents which will be sent home in mid-July, and we will set up the new class Dojo account for a 10-day period before the end of term for parents to correspond with their child's new teacher. This account will be archived during the school holidays and resumed in the new school year. Although this is far from ideal, the key aspect is that the children will have the opportunity to meet their new teacher face to face which will help transition and ease any anxiety about the forthcoming change. I have also had to inform parents that, although we are going ahead with sports day for the children, they are unable to attend the event to spectate. Again, this is really disappointing but, as I said to the parents in my letter to them, the risks outweigh the benefits. I would hate to be in the position that I would have to close bubbles due to a spike in cases because of adults being on site for a significant period of time and not being able to socially distance appropriately.

Governor 2

Year 5 figures for Mental Maths and Spelling appear weaker than other groups - are there special interventions for this group? Is it a statistic anomaly?

As a result of the data analysis, Year 5 were the first year group to have an intensive monitoring session, including a pupil progress meeting to discuss the areas for improvement and to ascertain why the results for pupils in Year 5 were weaker than in other year groups in these areas.

Key actions were set by SLT and implemented immediately by Year 5 teachers and these actions have been checked and supported by Katie Rhodes in her role as KS2 Deputy Head. These have included setting up interventions to address the shortfall in attainment and progress.

Year 5 pupils were, unfortunately, the least engaged in home learning during the partial school closure; this was despite key staff identifying this and making calls home to enquire as to reasons for lack of engagement and to offer support to address these issues. This has impacted on the children's progress and attainment. We hope that by being made aware of this, the parents will see the value of engagement in home learning if, and let's hope it doesn't happen, the school is forced to close again due to another lockdown.

What is "pinking" "green" and "Communication Blanks"?

"Pinking" and "Greening" refers to our self and peer assessment practice – whereby children highlight in pink the successes in their work and green indicates areas for development that they wish to improve on. This is covered in the Assessment and Marking policy that has been shared with the Curriculum and Policy sub-committee. Communication Blanks covers different levels of questioning to aid staff in effectively communicating with children of different language abilities. This training was delivered

by a qualified Speech and Language Therapist to all staff.

Governor 3

Is there any update on purchasing the laptops to facilitate the online tutoring for Pupil Premium children?

This has been a very protracted process as each time we have been ready to order, either the costs have changed, or the companies have informed us that they do not have the level of stock needed for our request. All schools must be having the same idea as us and upgrading their hardware as laptops are very difficult to get hold of. We have decided to put in a number of smaller orders to ensure we are able to begin the process of replacing the laptops. The laptops for Pupil Premium children are the priority. In the meantime, I can assure you that all pupils who are receiving online tuition have access to the necessary hardware to enable them to access the tuition.

I know you will confirm who has been appointed as KS2 maths subject leader at the meeting. I'd like to understand how much interest you received from staff in the role - do you have many staff members looking to stretch themselves into these sorts of positions?

2 members of staff have applied, although 2 more asked for more information but decided not to apply for various reasons – none of which were related to school or the post itself.

General question on pupil absence - what are the current absence levels like?

Pupil attendance is still relatively high (around 96-97%) but can fluctuate – we have noticed a spike in absence recently as pollen levels are very high this year.

Are there any pupils who are persistently absent and if so what actions have been taken?

There does still seem to be a very small number of children who would be deemed as 'persistently' absent (pupils whose attendance is at or below 90%). Nationally there is a picture emerging of children who seem to think that attending school (or not) is a choice. Perhaps it is not surprising, given how relatively 'quickly and easily' schools were closed due to lockdown. This has given children a sense that they can opt in or out at will and they have expressed this. This is in addition to children who have anxiety about attending school due to lockdown and Covid. We are in regular contact with the parents of these children and have sought advice from the London Borough of Hillingdon's Participation Team about what else we can put in place. We have followed their procedures and advice and will be referring those families we are particularly concerned about to the Participation Team who may choose to take the children's non-attendance further, including referring parents to parenting classes or fines. With children who are displaying anxiety, we are doing our usual support methods of encouraging attendance and offering support when the children are in school and we are seeing success with this.

Additionally, when are you planning to do the pupil premium progress meetings (or have these already been done)? I am keen to make sure I understand how these are done and what progress is being made with this group.

We will be holding our next Pupil Progress Meetings with a focus on PP children in September. This gives us an opportunity to welcome any newcomers as well as the chance to have a professional conversation with the children's new class teachers about the strengths and areas for development for each pupil. I would like to extend an invitation to Jennifer, the Link Governor for Pupil Premium to attend one of the meetings to see how they run and get a feel for the level of detail we go into.

	<p><u>Additions to questions and answers already supplied by MP.</u></p> <p>- MP updates Governors that AL has been appointed as KS2 maths subject leader to replace DM.</p>	
2992	<p>Prevent</p> <p>MP has attended Prevent training led by a Terrorism police officer and gained further understanding on the types of language children may use if being groomed, and how to manage potentially groomed children.</p> <p>MP will share the training presentation and record with PN as Prevent governor.</p> <p>MP and PN have met to discuss how the concepts of British values can sometimes underpin white supremacy views and will plan for ways to prevent this.</p> <p>Part 2 Confidential</p>	MP
2993	<p>70th Anniversary</p> <p>Chair asks MP if it is best to form a committee to share ideas for the school's 70th Anniversary.</p> <p>MP replies that ideas will be easier formed as a whole, rather than a small group.</p> <p>This item will be added to and updated as the year progresses.</p>	
2994	<p>School Lettings</p> <p>MP informs Governors that Clubercise classes are held on a Wednesday evening and is so far running well.</p> <p>The school will continue to secure further lettings once Covid restrictions have reduced.</p>	
2995	<p>Academy Status - Rolling item.</p> <p>MP has reached out to Hermitage primary to discuss the benefits of trialling academy trusts. MP is awaiting response and will feedback to Governors once received.</p> <p>Governor discussion on whether Glebe will be re-contacted by Vyners and invited to join the trust, along with neighbouring schools.</p>	MP
2996	<p>Finance Report</p> <p style="text-align: right;"><i>JB joins meeting.</i></p> <p>JB feedbacks to Governors that the procurement of ICT equipment is underway and JGE is working to secure the development of the mobile classroom.</p> <p>Investigations into the school's water bills are in place as recorded consumption has significantly increased without any identifiable causes.</p> <p>JB reports that the school were closed during the recorded increase of consumption which could point to a fault in the water meter or a third party illegally accessing the water supply.</p> <p>Finance committee will report back to the FGB once a cause has been identified.</p>	JB

2997	<p>Working Parties</p> <p><u>Governance</u> JC emailed Governors prior to meeting to notify them of a nomination for the staff recognition scheme.</p> <p>Part 2 confidential</p> <p>Governor 4 asks MP if the nominee meets the criteria set for the award from Governors. MP replies that the award is well deserved, and staff voted unanimously to award the staff member due to their dedication and resilience within the role, especially during covid restrictions.</p> <p>Governor 2 adds that the nominee has provided the school with excellent service and that they are a great choice of candidate to receive the award.</p> <p>All governors agreed to award the Governors recognition of staff award to selected nominee.</p> <p>JB will support in the production of the award certificate. Chair will present the award during the school leavers assembly, if covid restrictions allow.</p> <p>PS informs Governors that in preparation for the Annual Governance report to parents, she will be including the positive elements of covid rather than focusing on the negatives.</p> <p>PS shares that during a conversation with school staff, it was identified that covid restrictions have contributed to colleagues supporting each other as a team. Chair adds that the children have gained further insight into the roles of frontline workers and have developed an appreciation of the wider society. PS adds that parents will also have developed more appreciation for the roles of teaching staff.</p> <p>MP shares that the school have received more parent appreciation emails since covid lockdowns began and children have developed increased motivation and thirst for learning after their return to school.</p> <p>Governor 2 adds that the resilience of both adults and children have grown whilst coping with the restrictions and adaptations of the past year.</p> <p>PS has asked Governors to share further positive covid aspects to be included within the report.</p>	All governors
2998	<p>Governor Training (all remote)</p> <p>NR - Headteacher appraisal. - SEN myth busting via UCL.</p> <p>PS – Headteacher appraisal.</p> <p>PS has added training course slides onto drop box. PS suggests that once the Governor panel have made a decision, separate Governors, preferably from the finance committee, could confirm that the panel have followed the correct procedures. This would contribute towards the school receiving an excellent rating.</p> <p>Governor 5 queries if a member of the finance committee should attend panel meetings so they are able to confirm the procedure.</p> <p>PS replies that this is not necessary as the process can be evidenced and shared with the governors for confirmation.</p>	

2999	<p>Sub Committees</p> <p>No committee meetings held since last FGB meeting.</p>	
3000	<p>Link Governors</p> <p>RE – Met with MP as Anti-Bullying Governor to discuss future plans.</p> <p>NR – Met with SENCO and JD in SRP on 21st June. Reviewed SEN and held informative conversations regarding progress.</p> <p>PN – Attended 1st Prevent meeting as Prevent Governor to discuss British values.</p>	
3001	<p>Adopted Governors</p> <p>PS – Attended school and met with EYFS team to discuss preparation for September and how the year has progressed. PS was able to review the children’s workbooks that have been produced and identified the improvement made throughout the year. PS met with 4JD teacher during world music day and participated in musical activities with the children.</p> <p>Chair – Contact made with KR regarding attending the school in Autumn term to discuss the topic of ‘Crime and Punishment’ with year 6 children.</p> <p>NR – Emails exchanged with 5LV teacher. NR asked the teacher to pass on her praise to the children for their achievement during the reading challenge.</p> <p>PN- Emails exchanged with 1S and 1C to touch base with staff and children.</p> <p>Chair informs SR that she will be allocated with adopted classes at the start of September term.</p>	
3002	<p>Any Other Business</p> <p>PN informs Governors that the current terms for parent parking permits include the school being allocated 80 permits from the LA, which Governors allocate based on the furthest walking distance. PS has asked if governors are happy to proceed with this procedure.</p> <p>All Governors agreed.</p> <p>JG informs Governors that Condo Hall prices have risen so the school will investigate a new venue for the school journey next academic year.</p> <p>All Governors agree for MP to continue planning for school trip with the proviso that risk assessments are carried out.</p> <p><i>Governor 6 queries the Finance committee minutes, and the mention of MP detailing staff changes from September within the FGB meeting.</i></p> <p>JB replies that the minutes should read that staff changes will be covered within the FGB head teacher report, rather than the meeting. Clerk to adapt this.</p> <p><i>Governor 2 asks MP if the school are fully staffed for the September term.</i></p> <p>MP replies that two teachers will be leaving at the end of term and their replacements have been selected. Exits interviews will be carried out in due course.</p>	Clerk

	<p>JG will provide full support for a class until October half term and will continue to provide support when the class teacher returns.</p> <p>Chair suggests that the Governing body formally acknowledge the sub-committee members and identify if their skills still meet the suitable criteria. This review will be carried out in September. Chair adds that members can withdraw from the committees or request to join if desired.</p> <p>Chair gives thanks on behalf of all Governors to MP, KR, JG and all staff at Glebe for their magnificent work throughout a difficult year and praises their dedication and commitment to making Glebe a high-quality provision.</p> <p>Chair also thanks the Governing body for their stoicism and hard work to continue board meetings and gives thanks to the vice chair for their quality of work and support throughout the year.</p>	
3003	<p>Agenda items for the next meeting</p> <ul style="list-style-type: none"> - Appointment of Chair and Vice-Chair - Register of Business Interests - Terms of Office - Review of Terms of Reference for Committees - Allocation of Adopted and Link Governors 	
3004	<p>Dates for Future Meetings</p> <ul style="list-style-type: none"> - Thursday 16th September 2021 - Thursday 18th November 2021 - Thursday 20th January 2022 - Thursday 17th March 2022 - Thursday 12th May 2022 - Thursday 7th July 2022 	Clerk
	Meeting closed at 19:16pm	

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 1 July 2021.

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

School Context

Staffing Changes

Staff Absence

Updates Since Last Meeting

Teaching and Learning

Transition

Pupil Premium

Complaints

Safeguarding and Social Care

Training Update

Please note, the following section has not been updated since the last meeting

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