

**GLEBE PRIMARY SCHOOL**

**Minutes of the Full Governing Body Meeting  
Glebe Primary School, Sussex Road, Ickenham (Remote Meeting)  
Thursday 16<sup>th</sup> September 2021 – 18:30pm**

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

3005	<b>Apologies / Guests</b> Apologies received and accepted from JBr, RE.  Welcomed back to first face to face meeting.	
3006	<b>Minutes of the last meeting</b> Agreed with no amendments.	
3007	<b>Matters Arising</b> None.	
3008	<b>Matters for any other business</b> None	
3009	<b>Governor admin</b> Sent flowers to Danielle on behalf of the governors- had a baby girl end of July - planning to come back in September but more complicated so decided wanted time with the family. Will back at Christmas. If anything gets sent to the Clerk she will send on. KR & JG will do the minutes and send out.  SY nominated JB for chair and PN seconded. JB nominated PS for vice chair & NR seconded.	
3010	<b>Thematic review of Purchasing and Payments</b>	

MP= Mentioned last report, shared with finance in more detail. We were audited and they looked at procurement procedures. 5 schools picked anonymously. All had issues. There's no guidance given. Would have to pay £900 for each year, for LA contract, when might not actually even need them.  
There was no financial training given or to be found for new heads or even for Jayne. This has been raised to the LA.

**Action points:**

**Central contracts register-** ones we've had for years and years did we have the right details? Now central record that's updated. Financial policy needed to put versions on the policies- quick and easy fix.

**Missing documents-** Have chased all. Now have 1 outstanding with a data company. All schools ( around 90) with this company didn't have a contract with them. Asked LEA to lobby on the behalf of all schools to get the contract rather than each individually chasing. LEA agreed to this but wasn't minuted.

**Changed paperwork** so if there's orders over a certain amount is on a separate record, proving 3 quotes and the school is doing monthly spot checks. Auditors were concerned about the tendering of the Pantry, during Lockdown even though had tendered. There wasn't a lot of time nor options. Their issue was they wanted it on a formal agreed document. MP asked the auditors to send to her a document to ensure use in the future.

**Everything FM-** school's procurement service commission on case by case basis. Can use the new nursery classroom as a guinea pig. They don't charge us, the bidders pay a levy to them, which is how they get the money. MP was really impressed with how much she knew or her contacts. She had the skills and knowledge and the time to do this. They know what to ask and have the time to get those quotes. The photocopiers are due next year but we'll wait and see how this goes with the mobile classroom. If it goes well, we'll use them for everything. Hopefully LA will be happy with this. This is will also be shared at finance on Monday.

NR- Do you have to have a contract with them or just call them as and when?

MP=- as and when

SY=does it cost us?

MP= no as it's the bidders etc who pay the levey.

**Website**

JB= Asked about the updates on the website.

KR= We started with the Maths and English before the Quality mark and got quite a lot of praise from the assessor as it was clear and informative. We rolled this out to the subjects- with Art first to use as a template for the other subjects. Although we didn't want them to be identical we did want consistency across the subject pages. We've now updated the year group pages in a similar way and have dedicated staff meetings to do this in the ICT suite so JG and KR could be instantly deleting or adding things that the year groups wanted to be included or not included.

MP- in the subject leaders' 1<sup>st</sup> release times, they have been asked to go back through their pages and see if there are any updates to add on. Head of the authority praised the virtual tour and the website. The website is the first impression and view of the school so it's important to get that right and all the information on there.

	<p>We don't know yet whether we'll be having open days as before. We'll have Class assemblies as we feel more comfortable having the parents from that class/ year.  JC- Vyners are using a ticketing system for 3 time slots.  MP- am considering something like that but we have to think about numbers moving around the school. Maybe possibly 2 mornings, as it's quite disruptive to the children.</p> <p>JC- do we need to update the governors' section of the website as it's a bit inconsistent?  PS will check what's needed and yes we can update it.  KR= I asked Danielle about chasing the instrument of governors as it needs to be published separately on the website. DO you know where that is?</p> <p>PS= It's on the last page of the governor's report to parents.  KR= to find this and put on to the website.</p>	
3011	<p><b>Headteachers Report - distributed via email prior to meeting.</b>  PS= What are the numbers of Covid?  MP= 2 members of staff, it was 2 children and now it's just 1. Lots of people asking about volunteering but I want to wait until half term to see how this plays out.</p> <p>At the heads' conference, heads were saying how high their current numbers were and the LA commented on how our numbers were so much lower than the rest of Hillingdon. Schools were closing bubbles but since November, we were told to not close bubbles just close contacts. All the teachers worked out seating plans and if there was a case were able to identify the close contacts and they were able to then isolate. We worked very hard. We were able to have our leavers' assembly and our residential this year which was very important.</p> <p>PN- My Support Plan- Is this a new thing?  MP- Yes. It's an additional step before the EHCP. Need to do 2 rounds of this now before going to EHCP. If we don't go through this first, they will automatically not get an EHCP. Couldn't apply for emergency funding before children started school even though needs were known. This means interviews can't take place until after the child has started. We're still owed by Ealing from last Christmas for the support.  NR- Is there any financial support from the My Support Plan?  MP-No. It's from our own budget.  JC- When it's agreed, will it be back dated?  MP- No.  PN- Their statutory obligations and time frames haven't changed. I'm quite concerned about this.</p> <p>JC- FMS EV6 numbers- quite consistent with our numbers does that include reception?  MP- because of they're entitled to free school meals we have to chase parents and Emma is contacting parents to say what they can benefit from it. We always do it before the October census.  JB- in other schools they use incentives such as free uniform.  MP - We're donating to other schools at the moment as we have so much school uniform. We do say about the opportunities for the children that it brings not just the free school meals and the fact that it's ever 6.  JC- I think the numbers are trending upwards.</p>	

MP- yes because of Covid but also because of Heathrow many people are going to be impacted. Some heads were saying they're losing children because parents having to go elsewhere.

JB- and the furlough's ended.

NR=Tom Young. It's really good he got his qualifications. Did he get his award?

MP= Yes we did it at the leavers' assembly. It was lovely. It meant a lot to him. The children applauded him.

JC- Did he say there's been another nominate?

MP- Yes. Read out the nomination from the staff member.

Governors decided it was more of a thank you letter, as it didn't really meet the criteria.

A letter would be drafted from the governing body to be signed by JB

JC- we do need to set deadlines for the next award.

MP- will send out to staff a reminder of the criteria and a deadline before the next governors' meeting. KR to put into staff newsletter.

3012	<b>Prevent</b>	MP
3013	<p><b>70<sup>th</sup> Anniversary In HT Report</b></p> <p>We are going to give each year group a different decade to look at for a 2 week project. The younger ones do the more recent ones. The idea was to have some sort of festival of work in a way like the music evenings.</p>	

	<p>SY= referred back to the previous jubilee and the events that took place. Also, next year is festival year so that needs to be factored in.</p> <p>JC= do we have a pta? MP = we have 2 parents who have put their names forward but now we have new parents I was going to reach out to see if any one is interested.</p> <p>SY= we've got the old brochure and we can update the information with the building, the children. We did sell it before. We could do something like that again. We need to talk to the finance team to see if it's possible.</p> <p>MP- With Covid I don't want to have to many big events that might not happen. I thought it would be nice for the children to dress up in their year groups, and have speakers talking about the year group learning some songs. It's important to link it back to the curriculum.</p> <p>SY- I think the curriculum link will be better. Before, it was a lot of school promotion. NR- It wasn't as child focused before. This sounds great. MP- if anyone thinks of anything nice to do, please let me know. The Prefects and class council will look at it too.</p>	
3014	<p><b>School Lettings</b></p> <p>In HT Report Clubercise had didn't have as many numbers ( 4 people) so is readvertising. MP will also put in the staff newsletter</p> <p>Another person has asked also for Wednesday nights, but due to staffing at the moment we have declined. When AB returns to work, this can be reviewed.</p> <p>Craig's numbers are looking good.</p>	
3015	<p><b>Academy Status - Rolling item.</b></p> <p>MP= Field End Junior- joined the Vanguard Trust. I don't know about Hermitage as it was a try before you buy. They were requires improvement which is why they joined. OFSTED announced yesterday at the head's conference, it had changed to 5 years for good schools but it could be up to 7 years. MP will try and get the information and then will email it out.</p>	MP
3016	<p><b>Finance Report</b></p> <p>Meeting due to be held on 20<sup>th</sup> September.</p>	JB

3017	<p><b>Working Parties</b></p> <p><b>Governance</b>  PS Mentioned on one of the training sessions that committee members should be asked if they still want to be on the committees that they're on; whether anyone wants to step down or join. It needs to be more formal.</p> <p>JB formally asked if there is anyone who would like to change. All happy with committees currently residing on</p> <p>Governor's mark 2022 could stretch to 2022-2023. We mentioned it before and people thought it was a good idea to have external assessors in. If people are happy then will contact them to see the latest guidance. PS to bring to next meeting.</p> <p><b>Governors' Report to Parents.</b> You all sent uplifting thoughts as to positives coming out of the whole Covid experience this will be included.</p> <p>JC- reminder we created that document about what it means to be an adopted governor and communication with the class teachers. Encourage to reach out to the class teachers, some teachers last year didn't get contact until January February. If we can all make contact before half term. Please sk about their well-being. Ask how they are and how they're finding it as it's still a tough environment and we need to think of their wellbeing as individuals. JC will recirculate.</p> <p>MP- to Sabrina have you been getting the emails- no. Sabrina will email MP to give an accurate one.</p> <p><b><u>Parking Permits</u></b>  All went smoothly</p>	All governors
3018	<p><b>Governor Training (all remote)</b></p> <p>PS= in August on OFSTED inspections 2021 and beyond focusing on governance not the usual intent implementation and impact. He really emphasised being confident in governance. The Good Governance and NGA were getting evidence from governors that OFSTED inspectors were asking inappropriate questions e.g detailed questions on the curriculum and on the staff. He said you have to have confidence to say that's not appropriate and not our remit. They have fed back to OFSTED saying this is a problem. We need to be confident on what our functions are and if not covered on that, we need ot push back. Focus also on Safe guarding especially in regards with sexual abuse, remote learning and how to we judge the school on being ambitious with its curriculum and its vision and out understanding eg deep dives.  Perhaps when we do our walks round or in a meeting we can look at what is a deep dive.</p> <p>MP- The key thing with a deep dive is the level of questioning they have with the staff member. They will talk to me first in the morning then the staff. They will always do early reading in primary and quite often pick history and geography and subjects that nationally might not be covered as much. Our monitoring starts next week and focus on each phase at a time.  For Spring term, we can look at the foundation subjects and perhaps you can come in when we do those subjects. Action- Governors to be included in Spring Learning Walks.</p>	

	There's mandatory training for governors next week- we just need a representative to attend- on zoom. Caused controversy as not employers.	
3019	<p><b>Sub Committees</b></p> <p>No committee meetings held since last FGB meeting.  JB formally asked again whether anyone would like to move committees and reminded they could email him if wanted to do it privately.  All committees will be the same as last year.</p>	
3020	<p><b>Link Governors</b></p> <p>Anti-Bullying Link Governor Meeting with HT update: Included in HT Report  JB- Are the governors happy with the governors as they stand at the moment? Would anyone like to change.  Need a science link governor. SR put her name forward to be this.</p>	
3021	<p><b>Adopted Governors</b></p> <p>SY= 3P 1A (share 3ME)  PS= RB RW 5LV  SR= Nursery and RLB 4JL  NR- 6L  RE- 1C 1S  Julie B- 6C 6K (share 3ME)  PN- 3I 5G  JC- 4R 5EV 4A  JB- 2F 2G 2L</p> <p>NR- When do you anticipate we will be able to visit our classes?  MP= After half term.</p>	
3022	<p><b>Any Other Business</b></p> <p>School Journey – Governor Approval</p>	Clerk
3023	<p><b>Agenda items for the next meeting</b></p> <p>-</p>	
3024	<p><b>Dates for Future Meetings</b></p>	



	<ul style="list-style-type: none"> <li>- Thursday 18<sup>th</sup> November 2021</li> <li>- Thursday 20<sup>th</sup> January 2022</li> <li>- Thursday 17<sup>th</sup> March 2022</li> <li>- Thursday 12<sup>th</sup> May 2022</li> <li>- Thursday 7<sup>th</sup> July 2022</li> </ul>	Clerk
	Meeting closed at 8:18pm	

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  
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 Governors  
 Thursday 16<sup>th</sup> September 2021.**

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