

GLEBE PRIMARY SCHOOL

**Minutes of the Full Governing Body Meeting
Glebe Primary School, Sussex Road, Ickenham
Thursday 18th November 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

3025	<p>Apologies / Guests Chair welcomed all to meeting. 3 potential new co-opted governors were welcomed to observe the meeting and were introduced to the rest of the governing body. Will ask to leave before the end of the meeting so a decision can be taken about whether or not they will become members of the governing body.</p> <p>Apologies received from JC & DL and accepted.</p>	
3026	<p>Approval of minutes from the last meeting Agreed with no amendments.</p>	
3027	<p>Matters for AOB None.</p>	
3028	<p>Headteacher's report- distributed via email prior to the meeting</p> <p><u>Question & Answer Session Based on Report</u></p> <p><u>Governor 1</u> Phil- Thanked for the new report & felt it was very comprehensive. Asked Headteacher to feedback about children's mental health after the pandemic. HT- There's a range of mental health needs e.g child with alopecia due to stress; children sad at leaving parents in the morning as not used to the separation; worried about parents being unwell; sadly a stepparent took their own life (was in the local news recently). Normally, there is the usual dealing with the usual bereavements, managing change etc but now there is the general anxiety; children are worried about parents' jobs and finances. Our school has the support already embedded with our practices. We're ahead of the curve. The DfE are now providing funding for Mental Health Lead training within schools. The mental health lead should be a teacher which is a shame as Clare Sheldon does a fantastic job but Katie Rhodes is doing this training to lead on this and to work alongside Clare. We want to train the LSAs for mental health first aid so that they can triage concerns of the children as to ones they can deal with themselves and ones which need to be referred to Clare Sheldon.</p>	

	<p>MP- asked whether all governors approved of the new format for the SEF/SIP moving forward. All governors in agreement for the new format. MP- asked whether everyone is happy with the anti-bullying documents. All governors agreed that they were very useful.</p> <p>Business interests and acceptable use of electronic equipment forms were distributed for all governors to fill in and sign. All given back to MP.</p>	
3029	<p>GDPR Nothing to report</p>	
3030	<p>Finance report JB- none yet as meeting on Monday 22nd to discuss the tenders for the new classroom The report will come after this. PS asked if JB can look at terms of reference for the finance committee during that meeting as they need to be ratified). JB agreed to this.</p>	JB
3031	<p>Vanguard</p> <p>MP- Nothing to report. The headteacher from Hermitage Primary School hadn't phoned yet. PS said that a new school may need to be built due to numbers of new children coming into the borough. The local authority are claiming that there are suddenly 1,000 more children than had previously been accounted for.</p>	
3032	<p>Working Parties PS- At next C&P committee meeting, the terms of reference will change (if agreed) from 3 governors to a minimum of 2 governors. All agreed and change was ratified.</p> <p><u>Governors' Reports to Parents.</u> PS Thanked governors for sending amendments. PS will send to Jo Crawford to go on the website and in the parents' newsletter there will be a link to this section. Recommended for all adopted governors to make a generic statement about the role rather than specifically mentioning the class for adopted governors so don't need to update regularly. MP- needs to send a short passage of words of role ex-officio Asked SY & JB if could remove section about the promotions committee. JB confirmed the committee had been disbanded and both agreed to remove the section. NR needs to submit a photograph RE's link not active SR-to compose a section of why became a parent governor DL- needs to compose a section about being a staff governor</p> <p>PS- suggested that photographs of governors on school visits and on learning walks etc be taken and added to the website. Possibly put links to videos of governors reading favourite books for the class that KR & JG did for reading week.</p> <p><u>Governors' Mark</u> PS- Governors' mark costs £995 + VAT but can claim back VAT. There is an external</p>	<p>PS</p> <p>PS</p> <p>all</p> <p>MP SY/JB</p> <p>NR RE SR DL</p>

	<p>body that comes in which comes in and sees if we are effective as a governing body. We can do a self-evaluation but they come in to assess our judgements</p> <p>Shared School Academy governance evidence grid: Sections 1-2 self-evaluation section. Next week, PS will send out to all governors. BP means best practice; FC means fully compliant; PC means partially compliant and NC non-compliant. Tick decision- on the right if have any evidence for this, jot in the box. Hand in a week before the next governing body meeting (January 22nd) so PS can collate answers and it will show up if any thing is partially or non-compliant. To achieve the Governors' Mark, needs to be all fully compliant with some best practice.</p> <p>PS went through evidence grid. Section 6 Impact. In the other sections we've shown evidence of what we do but in this section this needs to show what the impact of these meetings and actions has been.</p> <p>Need 2 working parties. 1) evidence collating 2) who would be prepared to meet with the assessor in a group. If we do achieve this, it will be the third time to get it- only school in Hillingdon to achieve that. If OFSTED come around, this is will help.</p> <p>JB asked how far back we need to look for evidence? PS From the last time we were assessed- from 4 years ago. Covid provided new challenges these count too.</p>	all governors
3033	<p>10. Governor training</p> <p>NR and PS- attended OFSTED experience for governors. NR fed back- After Covid, OFSTED's foci were pupil wellbeing and safeguarding. These seemed to be a priority and then teaching and learning. Presentation is in the dropbox.</p> <p>MP- Yes but we need to be prepared for anything as in recent local OFSTED inspections, the curriculum was still paramount. When met with Paul Wiggins and chair & vice chair of governors, for MP's performance management, he gave MP really good questions for the children, and the staff, that would be asked in OFSTED inspections.</p> <p>SY- There was compulsory safeguarding training which Glebe governors attended.</p> <p>NR - Attended online training about children who had difficulties with their vision. It was very interesting as it was about the difficulties these children faced due to Covid e.g so much of their experience of the world is tactile and this was not allowed. It was very difficult to provide remote learning for these children</p>	
3034	<p>Sub committees</p> <p><u>Curriculum and Policy</u> Chair fed back from the C & P Committee- There was a very good presentation by 2 members of staff on intervention. They worked extremely hard to ensure that the children didn't miss out due to Covid. The amount of work and their enthusiasm was inspirational and exceptional. The Vice chair agreed and said that we were very fortunate to have them. She also asked when the money which funds these sessions will run out?</p>	

	<p>MP- unsure. It seems that there will still be money for disadvantaged children but actually we found it's the children whose parents were working from home that were most affected. As our PP numbers are so low, for tutoring there is only £5,000 of funding. The session will be 1:1 with staff members from our own school. The criteria was that the children can't miss out learning but can miss break and lunch which we do not want them to miss so they will have to be after school. The staff have completed assessments and Pupil Progress Meetings have started to take place. Then, we will be able to pinpoint which children to focus on and what their needs are.</p> <p>PS- Stated it would be a shame to lose a resource like that.</p> <p>MP- We want to retain them. We will definitely find a way in some capacity.</p> <p><u>Pay & Personnel</u></p> <p>Chair- undertook performance management with the headteacher today. We looked at targets from last year (which were challenging with Covid last year) and discussed with MP how she met her targets and set new targets for the year ahead. We felt that she met every single one and will be making a recommendation the finance committee with a recommendation for performance related pay. We were complimentary about how MP has been leading the school and told Paul Wiggins that the local authority are signposting other schools and headteachers to MP and Glebe as to best practice for communications etc.</p>	
3035	<p>Link Governors</p> <p>NR met with SENCo and with the Teacher of the Deaf. They had interesting and creative solutions to issues. Spoke to SENCo about the anxiety that she and the pastoral support worker share. We discussed how to manage the anxieties and also workload. They have planned in regular meetings to support each other.</p> <p>MP- The safeguarding team meet regularly for this reason. Some safeguarding cases are so emotionally raw, to be able to share is vital as it can be a lot to carry. They have a very good working relationship.</p> <p>Chair- We are hoping the pastoral support worker will come to a C&P meeting.</p> <p>KR- confirmed she has been booked in for January.</p> <p>RE- Met with MP in regards to anti-bullying last week. Discussed draft and particular issues that arose last week was able to use the flowchart that was in the report.</p> <p>MP- We will be undertaking staff training, assemblies with a view to role out to parents in January; it is a new system identifying what the issues are. Everything is being called bullying. It is important that we're all using the right vocabulary. Depending on the issue, depends on the sanction ie what is conflict? what is rude? what is mean? Conflict needs to be dealt with differently than bullying-. We need to be using the correct language. The flowchart will be useful for this: is it this, yes or no and also then the appropriate sanctions so if it's this, this is what will happen. Paul Wiggins praised the strategy today. We're not diminishing it and saying it doesn't happen here but we want to ensure that both parties are supported and need to teach about "We're just joking" is not acceptable when one party isn't laughing.</p> <p>JB- asked how will you roll it out?- MP- We were going to do workshops but may need to a video with attachments. It needs to be explained.</p> <p>RE- If we introduced this now, people will think it's because we have a bullying problem. We need to introduce this to new parents first then everyone else.</p> <p>MP-On new parent tours and in meetings with parents recently, we have used this</p>	JB

	language and flowchart and parents have feedback positively. When rolling this out to all parents, it will need to be worded very carefully.	
3036	<p>Adopted Governors</p> <p>SR- Attended parents' evening and has been invited to the year 4 Romans trip.</p> <p>Chair- reminded everyone that they should've contacted their classes by now and if they hadn't, to do so as soon as possible.</p> <p>PS- Spent time in Reception today and also in 5LV top set maths. I asked "Do you enjoy maths?" Most answered, "It is my favourite subject." All the pupils liked maths. The ease they talked to an adult was amazing. It showed a maturity way beyond their ages. The little ones' enthusiasm for phonics was impressive.</p> <p>MP- reminded that there were Christmas performances coming up for Nursery & year 2. We have had 4 sessions for Harvest festival, 4 for Parents' evenings, 2 tours for current parents and 4 tours for new parents which averaged about 30 people a day.</p>	
3037	<p>AOB</p> <p><u>Governor recognition scheme</u></p> <p>The chair explained that it is for members of staff which have gone over and above. Governors looked at recommendation for Autumn term. All agreed that it could stand.</p> <p><u>Panel Hearings</u></p> <p>PS- stated there had been a discussion between her and the chair as to availability of governors for future panel hearings. The Vice- Chair and Chair were on the same panel recently which meant if there was then an appeal, neither could be used. In future, they will take in turns so one could chair a hearing and one, if necessary, at the appeal.</p>	
3038	<p>Agenda items for the next meeting</p> <p>- This will need to filled in by the clerk who is currently on maternity leave.</p>	Clerk
3039	<p>Dates for Future Meetings</p> <ul style="list-style-type: none"> - Thursday 20th January 2022 - Thursday 17th March 2022 - Thursday 12th May 2022 - Thursday 7th July 2022 	Clerk
3040	The chair thanked the observing potential governors for attending and asked them to leave. The governing body were informed that they had attended a formal interview prior to this meeting and the recommendation was that they be accepted onto the governing body as co-opted governors. This proposal was ratified by the governing body. MP will email them to say that they were successful.	MP
	Meeting closed at 19:49pm	

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 16th September 2021.**

School context.....3
Staffing changes.....4
Update on return.....4
Phonics Screening update.....6
School Improvement.....7
School Meals – The Pantry.....7
Lettings.....7
Anti-Bullying update.....7
Glebe’s Platinum Jubilee.....8