

GLEBE PRIMARY SCHOOL

Minutes of the Full Governing Body Meeting Glebe Primary School, Sussex Road, Ickenham Thursday 17th March 2022 – 18:30pm

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

Mrs M Penney (ex-officio)	Miss D Lubbers
Miss J Brown	Mr P Niznik
Mrs J Campbell *	Mrs S Rai
Mrs R Collins	Miss K Rhodes ^
Ms L Dwyer	Mr Rakesh Shah
Mr R Everett	Mr S Youens *
Miss J Griffiths ^	



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

Action

3057	<p>Apologies J Campbell.</p> <p>Governors took a minute silence in memory of Natalie Ross (School governor). The governors were invited to the funeral in Amersham next Tuesday 22nd March at 1pm. Mel, John & Patricia will be attending.</p>	
3058	<p>Minutes of the last meeting Agreed with no amendments.</p>	
3059	<p>Matters Arising None.</p>	
3060	<p>Matters for any other business Chair indicated that he wished to speak at the end.</p>	
3061	<p>Headteacher's Report - <i>distributed via email prior to meeting.</i> Chair thanked for comprehensive report</p> <p>Questions raised and answered before meeting. Is the IR35 something new? Head teacher emphasised IR35 need to be aware of this existing.</p> <p><u>Covid Numbers</u> In terms of Covid numbers we were in single figures. Have they increased? Covid numbers are going up again. They had come down. Now they have gone up again slightly. Inevitable. As long as we make sure we are doing everything we can be doing to keep the numbers as low as possible which we have been but we rely on parents telling us. We are also continuing our contingency measures to ensure it doesn't get too much higher. We have continued looking at our attendance compared to the national average. The last few weeks, we have been above the national average. The government are keen to crack down on absences. Previously the children were anxious about coming back after an absence or a lockdown; now this is not such a concern. However, more</p>	

	<p>holiday requests have come in again. Although we can unauthorise these, we can't prevent anyone from going. We have asked children to do a project about the country to present to the rest of the class. Now, also some staff members are catching it for the second time. We have 5 staff members at the moment who are off with it.</p> <p>Are any of the other jubilee days impacting our absences? No. We haven't seen any impact of this.</p> <p><u>INCAS</u> We will give INCAS attitudes scores soon to everyone. The attitudes scores have really improved since our last INCAS assessments. There are only 23 children with really negative views, out of the school, and we are questioning them about to try and find out why. That works out to 4% of the school population and 83% either gave a 4 or 5 which is really high. A great improvement.</p> <p><u>Logo</u> The Headteacher asked about the logo for the school's jubilee. Everyone agreed it was appropriate.</p> <p><u>Primary Forum</u> Primary forum, Mel will now be co-chair after Easter. The school will be reimbursed for the time to free up the deputy heads to take on any of the extra responsibilities.</p>	
3062	<p><u>Governance</u></p> <p><u>Succession Planning & Sharing The Load</u> This will serve 2 purposes. 1) Succession planning appears in the Governor Mark. Hadn't really been addressed before until RE highlighted this in feedback. Needs a document (A4) setting out the principles and what happens if the Chair's role suddenly becomes vacant. If there is a volunteer who may have written something similar in job roles, that would be helpful. 2) In sharing the load, it is important to show everyone does what they can but it's important to show quality over quantity. However, there may be barriers over participation and if we can overcome those that will be helpful. There isn't a set criterion of what we need to do, it's about what we're doing effectively eg governor 1's question to the headteacher asking about the 7% who had not been previously on track (Autumn 2020) and what's happening for them now was an excellent question. This is what OFSTED will want to know.</p> <p>Vice chair handed out questionnaire about timings of meetings etc. She suggested whether C&P meetings needed to be in the evening to enable more governors to be present. However, there would be presentations and learning walks that wouldn't be able to take place in these meetings which have been vital. The last few presentations have been excellent and perhaps we could record those element of the C&P to show in governors' meetings. The teachers of the 'keep up not catch up sessions' were excellent . What is currently being done at Glebe and their enthusiasm was excellent. The governors also observed an intervention for a child who had balance issues and in a learning walk, the sound the child was having an intervention for was being put on a sticker upside down, as it was the right way up for the child. It is far more helpful witnessing what is being done in practice than being told about it.</p> <p>Is there a list of committees and governor roles as a new governor I'd be really keen to be more involved? Are there adopted governors etc? Yes there are lists but the clerk normally sends them to the new governors and we don't have one at the moment. Also, some of Natalie's roles will need to be filled so we can send them out to everyone again. Action- Headteacher to find previous list.</p>	PS

	<p>There a 3 committees Curriculum and Policy, Personnel and Finance.</p> <p>Are there statutory requirements that we have to have them? Headteacher- The committees are, any other roles and working parties are generally ones which would be found in most schools; they just might have different names. There are also working parties that are short term. There are some governor roles such as Anti-Bullying link which are on-going but others short term.</p> <p>The Vice Chair gave an example- How to improve the headteacher’s report. A governor went on a course, at the same time our current headteacher was recruited. This was fed back, the changes implemented which therefore finished the need for this working party.</p> <p>The Vice Chair handed out a copy of expectations for governors attending a Deep Dive. The guide emphasises that the governors are there to quality assure that the processes of monitoring are being done, they are not there to pass any judgement on the quality of the lessons or the provision- that is for the Senior Leadership team. Governors are there so they understand the processes and what takes place as well as this gives an overall opportunity to see the curriculum in practice</p>	
3063	<p>Finance Report</p> <p>Finance chair fed back to Governors that the SFVS has been reviewed and sent to all governors, alongside the SFVS dashboard. Quotes had been provided for grounds services, major plant services and cleaning services. The finance committee had all agreed to continue with PHS due to the services they offered and sustainability.</p> <p>Supply costs are higher as we have some children with severe special needs but we only have temporary funding for them so until we have permanent funding, we have to use supply. We have vired money from the teaching budget to supply.</p> <p>Awaiting quotes to split SRP room into 2 for an additional intervention room.</p> <p><u>Nursery Classroom</u> The modular classroom plans are progressing and it may be in place by the Summer holidays. Work starts on May 5th to be completed on 1st July.</p> <p><u>Vacancy for Clerk</u> Non-one applied. Where was it advertised? It was advertised on the newsletter and Crinkl. Governor suggested that it could be advertised on LinkedIn</p>	<p>JBr</p> <p>MP</p> <p>MP</p>
3064	<p>Budget Allocations for the Next Year -.</p> <p>Included in Headteacher’s report. Only a provisional estimation now as we have to wait for SEN, PP etc. However, the projection looks like we will have more than last year.</p>	MP
3065	<p>SFVS and Competencies Governors agreed and signed off</p>	MP/JBr
3067	<p>Academy Status- Rolling item</p> <p>There is speculation that schools will be forced to join a Multi Academy Trust (MAT) and that Local Authorities (LAs) will try to run one. Both Headteachers have resigned from Hermitage and Field End , 2 primary schools which joined the Vanguard Trust (Ruislip High, Ryefield, Vyners, Hermitage & Field End), which will take effect from Easter. They felt they did not have the autonomy within their schools. The Headteacher</p>	MP

	asked the head at Hermitage “Is there anything gained from being in the trust?” The response was the CPD as Hillingdon doesn’t offer this but this gap is being addressed by the heads on Primary Forum and a CPD programme is being put into place in September. Advice from the school improvement advisor was that we did not need to join a MAT.	
3068	Governor Training None to report. New governors want to attend training but do not know how to find out about this. JBr to email Rob to ask him.	Chair
3069	Sub Committees C+P meeting will be on 30 th March 9:30am 2022 Finance sub-committee held on 14.03.22. Chair of Committee has feedback in earlier agenda item.	
3070	Link Governors None to report- List will be sent out for roles covered and vacancies. Vice Chair stated about role of governor in Foundation subjects Deep Dive, is to be there for quality assurance not to judge as that is for the trained professionals to do but to be there so that governors have an understanding of the process and what’s involved and that it is taking place.	
3071	Adopted Governors None to report- Anti-Bullying information was included as part of the Headteacher’s report. Teachers have feedback that the flow chart has been very useful when dealing with the children but also with the parents to define what the action is.	
3072	Any Other Business The chair announced that it would be RE’s last meeting as a governor as he had served his term and was now stepping down. He thanked RE for his service and all of his work with the health and Safety Team help across Covid and as the Anti-Bullying Link governor. RE’s input will be missed.	Chair
3073	Agenda items for the next meeting -	
3074	Dates for Future Meetings - Thursday 12 th May 2022 - Thursday 7 th July 2022	
	Meeting closed at 19:48pm	

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 20 January 2022.**

School Context

SRP/Inclusion Reports for Governors

SRP Report

Inclusion Report

Covid Update

FOG Update

Safeguarding Update

Anti-Bullying Update

Complaints

Autumn Term Data

EYFS

KS1

KS2