

GLEBE PRIMARY SCHOOL

Minutes of the Full Governing Body Meeting Glebe Primary School, Sussex Road, Ickenham 24th November 2022 – 18:30pm

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



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

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

Action

4026	Apologies Steve Youens, Rita Collins	Chair
4027	Single Central Register The Chair (JBU) explained to Governors the purpose of the Single Central Register. This register is a statutory requirement for all schools to keep and maintain a Single Central Register of recruitment and vetting checks for all staff and volunteers. As Chair and Safeguarding Governor, John checks the records and signs after querying any updates with the Head Teacher twice a term or more often if necessary. It is a key Safeguarding document.	Chair
4028	Approval of minutes from the last meeting Approved with one amendment to change Link Governors - Pupil Premium from Jennifer Campbell to Rakesh Shah.	
4029	Matters Arising None	Chair
4030	Matters for any other business None	Chair/ Clerk
4031	Head teacher's Report – distributed via email prior to meeting. <i>Questions sent in and answered</i> Any other questions on the Head Teacher's Report? Years 2's had a lot to achieve from where they were at the end of Year 1 going onto Year 2. The layout/format of the Self Evaluation and School Improvement Plan is easier to read. <i>Safeguarding Audit</i> Over the last few weeks we had to complete a Safeguarding Audit for the Local Authority. We had to go through each point and put the evidence against each part. <i>Managing allegations against staff</i> This is the same process for governors as it is with staff. We would have to contact the LADO (Local Authority Designated Officer) and follow the procedures. Reminding governors of this was one of our action points.	MP

	<p><i>Phonics Screening</i> Very positive. There are regular screening tests for phonics, there will be a check in June 2023. One third of the year group has already achieved a pass mark. Little Wandle makes a huge difference in helping the children to achieve a higher mark. There is a new one for SEN children and we have already seen an impact.</p> <p><i>Open Mornings</i> We had 2 open mornings last week that were well attended. The groups were smaller, split between two days, 65/66 people on the first day and 50 people on the second day. The sessions were split into 2 halves, the first group had the Head Teachers talk followed by an informal tour with the prefects and the second group had the formal tour with Jerushia, SENCO and Clare, Pastoral Support Worker. They were introduced to the staff in groups and then they all swapped over. All the parents were relaxed and smiling and the feedback from the parents was fantastic. The Head Boy and Head Girl did their speech. The speeches were cute and funny and were written in their own words and they clearly love attending Glebe. All the children in the classrooms behaved brilliantly. We create more rounded children this way and it is a great experience for the prefects. Katie Jayasekera stepped in for Katie Rhodes who was unwell.</p>	
4032	<p>Finance Report <i>Salary Increments</i> The minutes of the Finance Meeting were sent in the morning to all governors. The Finance Committee agreed a 5% increment for all teaching staff backdated to 1st September 2022 and also agreed to support staff receiving £2,229 increment on the London Borough of Hillingdon pay scale banding backdated to 1st April 2022. This figure will be calculated on a pro rata basis.</p> <p><i>The Pantry</i> The Pantry have also put up their prices by 8p and this was also agreed.</p> <p><i>Energy Costs</i> Energy costs are going up horrendously. The energy costs are currently fixed. We had a zoom call with an energy broker and we were asked to look at a new deal. However, the cost would go up from £8,000 to £38,000. We agreed not to take the deal and take a calculated risk. We will be looking at energy prices again in March.</p> <p><i>Photocopiers</i> The photocopiers we are using are ok at the moment. We have renewed with Canon for a 5-year lease which is cheaper than what we are paying now.</p> <p>We have budgeted for the above but we are receiving no additional funding. The Full Governing Body have approved. No further questions.</p>	JBR
4033	<p>Academy Status There is little to report on this and it seems clear that there is not much appetite or money for schools to convert or join MATs. We will not do anything for now.</p>	MP
4034	<p>Working Parties <i>Head Teacher's Performance Management</i> It is a statutory obligation to complete the Head Teacher's Performance Management. We used an external advisor, Paul Wiggins. We had set 3 separate targets and we had to meet to see if the targets had been reached. This had to be done with the external advisor present. I am pleased to say that not only were they met but they were exceeded. This allows the Head Teacher to progress. We now need to set 3 new targets that are just as</p>	PS Chair

<p>challenging. It is really a pleasant experience when the external advisor says that you are all doing well.</p> <p><i>Skills Audit</i> The Skills Audit was completed by all governors and the outcome was positive. Thank you all. The lowest rating was 3 out of 5 and all the others were 4 out of 5.</p> <p><i>Governors Report to Parents</i> We incorporated all the comments and amendments and this will now go to Jo for the website.</p> <p><i>Code of Conduct</i> Is everyone happy with the Code of Conduct? Any changes need making? All agreed that they are happy with the Code of Conduct.</p> <p><i>LEA Governance for Ofsted</i> They wanted to emphasise that they wanted to see as many governors as possible present for an Ofsted visit. Whether it will be face to face, by telephone or video call. They like group meetings. One thing they said was when they ask governors for the 3 core functions they got a variety of answers. The 3 core functions are:</p> <ul style="list-style-type: none"> • Ensuring clarity of vision, ethos and strategic direction. • Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and • Overseeing the financial performance of the organisation and making sure its money is well spent. <p>Can we take notes into meetings when Ofsted come? Yes, all ok to bring notes into meetings with Ofsted Inspectors. Mini Ofsted meeting with staff say that it is positive progress. They speak with staff to make sure that everything we are saying is the same thing.</p> <p>How do we monitor absences? There is a list in all classroom that shows all the absences highlighted in green, orange and red. There is also a board in the hall that appears when we have assemblies. The emphasis on attendance in assemblies is really strong and making it into a competition is good.</p> <p>How are governors maintaining staff wellbeing? In the recent Curriculum and Policy meeting Clare Sheldon talked about new training and we asked about her wellbeing. A question like that makes a difference. We also have recognition for any member of staff that goes over and beyond. We are doing a lot and this is very positive.</p> <p>What about Governors engagement with parents? Governors to go to Open Evenings and chat with parents. There is also a piece in the Newsletter from the governors that is sent to parents. It does need to be a meaningful engagement. Maybe we all need to think and come back with something? Maybe governors need to make themselves available at Parents Evening? Governors turn up to class assemblies and find this very engaging. It would be an idea to do a group photo of all the governors so that parents can put a face to the name and add this to the newsletter.</p>	<p>PS</p> <p>KR</p> <p>PS</p> <p>PS</p>
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	<p>What about on school tours? It might be a good idea to have governors on school tours as well.</p>	
4035	<p>Governor Training Patricia went on the Governance and Inspection – Tuesday 8th November 2022</p> <p><i>English Class</i> Patricia on the English class. Squiggle whilst you Wiggle and Little Wandle are exceptional, they have a good impact on the pupils, especially after the effect that covid had on the children. Hand strengthening for 5 minutes with the ball to get the muscles going. Growth motor skills - strengthening curly letters. Because children at home didn't have that opportunity, growth Motor skills were not developed.</p> <p>We also have dough gym in reception which involves using playdough to music, copying the specific hand movements of the teacher focusing on different areas of the fingers and hands.</p> <p>It is really impressive what the school are doing. No matter what stage they are, all staff have interventions. Congratulations to Jenny and Katie and all the staff for the work that they do.</p> <p>Prevent – there was a high amount of work behind the scenes both Jenny and Katie are doing well with this. All should be up to date and compliant.</p> <p>Paul Wiggins said that the school is on progress to nearly excellent. We just need one final push.</p> <p>At sports fixtures it has been mentioned that teachers are brilliant with the children and that the children's behaviour are excellent.</p> <p>Children's behaviour in assembly is stunning and it is clear that this happens all the time.</p> <p>There could be feedback forms for the governors to do for things like assembly and away sporting fixtures.</p> <p>An Ofsted inspection will be known 3 weeks before and they will go through the website and one thing they will see is the engagement of the governors on the newsletter. Any information is to be sent to Mel by Friday morning to be written onto the Newsletter to be sent out that afternoon and it would be good to put a photo of the governors against the article.</p> <p><i>Safer Recruitment</i> Patricia Swindells John Buckingham</p> <p><i>Safeguarding Training</i> John Buckingham Patricia Swindells Jennifer Campbell Rita Collins Rakesh Shah</p> <p><i>Prevent Training</i> John Buckingham</p>	Clerk

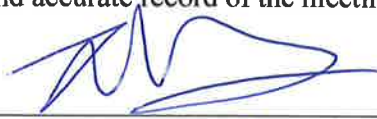
	<p>Patricia Swindells Jennifer Campbell Rita Collins Phil Niznik Steve Youens Julie Brown Louise Dwyer</p> <p>Safeguarding Training Catch up on Thursday 26th January at 5:30pm for Phil, Sabrina, Steve and Julie,</p>	
4036	<p>Sub committees <i>Curriculum and Policy</i> We met for the Curriculum and Policy meeting and Clare Sheldon reported back about Looked After Children. Anita gave a report on RE and how that was getting on and we saw a response from the children and that they were all happy.</p> <p><i>English/Phonics</i> Early Reading Policy - there were minor changes. We are still on track with the policies and there are now a few new ones.</p>	MP
4037	<p>Link governors Change the Link Governor for Pupil Premium from Jennifer Campbell to Rakesh Shah.</p>	Vice Chair
4038	<p>Adopted Governors A full list was sent to all the governors. Louise saw all 3 classes, a story in Nursery, Year 1, Mrs Sheehan and Year 4, Mr Rademacher. One of the classes had golden time and, although you feel that you want to see the teaching, golden time is just as important as class lessons. It was fabulous to see the children and they all spoke well at what they did during golden time.</p> <p>John was invited to 2 trips.</p> <p>Rakesh has now been DBS cleared and will arrange a visit.</p> <p>Patricia was in Ruth's class and with Fatema in 4J, there was an interesting range of ability with the writing in 4J.</p>	
4039	<p>Any other Business <i>Children Looked After (CLA)</i> There has been recent training on Children Looked After with Katie Rhodes and Clare Sheldon. We need to be updated more regularly about Looked After Children and with a bit more detail. They need to share quite a bit with governors.</p> <p>We need a Link Governor for Children Looked After. We do not have an Inclusion Link Governor so it will have to go the Safeguarding Governor in the interim. All governors in agreement for John to take on the CLA Link Governor until an Inclusion Governor is appointed.</p> <p>Why are Looked After Children not from Hillingdon coming here? They could have moved into the area.</p> <p><i>Governors coming to the end of their term</i> Two of our governors are coming to the end of their term: Philip Niznik 15th December 2022 Jennifer Campbell 17th January 2023</p>	Chair

	<p>Phil has agreed to extend his term for 4 years as a co-opted governor Jennifer is currently a parent governor and as there is a vacancy for a co-opted governor it is suggested that we accept her back as a co-opted governor.</p> <p>All are in agreement.</p>	
4040	<p>Dates for Future Meetings</p> <p><i>Full Governor Body Meeting</i> Thursday 26th January 2023 6:30pm Thursday 16th March 2023 6:30pm Thursday 11th May 2023 6:30pm Thursday 6th July 2023 6:30pm</p> <p><i>Finance Meeting</i> Monday 23rd January 2023 6:30pm Monday 13th March 2023 6:30pm Monday 15th May 2023 6:30pm Monday 3rd July 2023 6:30pm</p> <p><i>Curriculum and Policy Meeting</i> Wednesday 7th December 2022 1:30pm Tuesday 7th February 2023 1:30pm Wednesday 22nd March 2023 1:30pm Tuesday 23rd May 2023 1:30pm Tuesday 11th July 2023 1:30pm</p> <p>Meeting closed at 19:53</p>	Chair

I agree that this is a true and accurate record of the meeting dated above:

Signature:

(Chair of Governors)



Date:

26/1/23