



## GLEBE PRIMARY SCHOOL

### Minutes of the Full Governing Body Meeting Glebe Primary School, Sussex Road, Ickenham 6<sup>th</sup> July 2023 – 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 N Gordon *	

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

Action

4090	<b>Apologies</b> Patricia Swindells, Sabrina Rai, Rakesh Shah, Natalya Gordon, Jenny Griffiths	Chair
4091	<b>Single Central Register</b> Checked and Signed by Chair	Chair
4092	<b>Approval of minutes from the last meeting</b> Minutes from 11 <sup>th</sup> May 2023 approved and signed	Chair
4093	<b>Matters Arising</b> None	Chair
4094	<b>Matters for any other business</b> Rav Purewal – Parent Governor, to discuss at the end of the meeting,	Chair/ Clerk
4095	<b>Head teacher's Report</b> – <i>distributed via email prior to meeting.</i> MP sends out the HT's Report 2 weeks beforehand and we then have an opportunity to ask questions and MP will then send the answers by email before the meeting. <i>Is there any issue that anyone would want to raise on the report?</i> No <i>MP, anything else you would like to add?</i> We have appointed Sian Colley as a Kitchen Assistant to do the extra hours in the Kitchen loading and unloading the Dishwasher for Free School Meals. <i>How many applications did you have?</i> 14 applications and 6 short listed. <i>Have there been any other staff changes since the report?</i> No <i>That's really stable then?</i> A couple of staff were actively looking. Non-teaching staff can give 4 weeks' notice so they can resign during the holidays. <i>What's the deadline for Teaching Staff?</i> 31 <sup>st</sup> May MP gives Teaching staff a questionnaire in February to see if any staff are actively looking for another job. <i>Did you say that there were 2 staff who were looking for another job?</i> There were two people who said that they were actively looking, both were looking to relocate. They have both decided to stay but we might be in the same position this time next year. We advertised for one of the Maternity Leaves for a two term contract and we couldn't get a Qualified Teacher so we didn't appoint. When the staff member then	MP

	said they were taking a year for Maternity Leave, had we known at the time, it would have been easier to get somebody for a whole year.	
4096	<p><b>Parent Governor Elections</b></p> <p>Rav Purewal – Rav has come to observe today. The position needs to be ratified by the Governing Body. Very pleased to have Rav along and he will have an opportunity to chat with us. Rav will have to leave early so that we can discuss.</p> <p><i>Was there an election in the end?</i></p> <p>No, there was no need for an election as there was only one applicant.</p>	Chair/Vice Chair
4097	<p><b>Residential Journey</b></p> <p>We are going to the same place this year but we subsidised it quite heavily to ensure the prices are capped to what parents paid last year. We looked at lots of different places but none of them seemed as good.</p> <p>So we looked again, and if we went on the Sunday to Wednesday it is significantly cheaper. It is the same place but we would then give staff a day in lieu because it is their weekend. Everything else would be the same. The difference is about £200 per child.</p> <p><i>Why is it so much cheaper?</i></p> <p>The unsocial hours and the coach. The Reception trip is booked to go to the Ruislip Woods and the coach was going to be £15 per child but we managed to get a deal for £10 per child.</p> <p><i>Have you had any feedback from the parents about it being Sunday to Wednesday?</i></p> <p>No, most people signed up to say that they were happy. We are trying to save parents money.</p> <p><i>It's also still not cheap?</i></p> <p>Absolutely</p> <p><i>It's more reasonable than it was and it is a day less that it would have been.</i></p> <p>We are looking with that additional day to go somewhere local and we could ask parents to drop off and pick up.</p> <p><i>Are they going to the same place?</i></p> <p>Yes, it really is a lovely place.</p> <p><i>Does everyone agree?</i></p> <p>Yes</p> <p>MP to speak with Jenny to make sure that the Governors have all the information, if not, any additional information to be emailed.</p>	MP
4098	<p><b>Finance Report</b></p> <p>Minutes were sent to the Full Governors.</p> <p><b>CFR report</b></p> <p>Went out this morning – the council have only just confirmed what some of the funding is. This is a budget that has just been finalised.</p> <p>Recommendation of the Finance Committee that the Governing body accept the report as submitted.</p> <p><i>Is everyone happy with the report? If you haven't had the chance to read it, please let JBr know.</i></p> <p>All agreed</p> <p><b>Free School Meals</b></p> <p>Research shows that a lot of children will not be taking up the offer but we have planned for it with an extra Kitchen Assistant. At the moment it looks like we get several tranches of funding and it will not be clawed back. We will work on the basis that it will be clawed back but if it isn't we will spend the money on equipment in the kitchen. They are assuming it is going to be 90% take-up.</p> <p>We sent out a google form to say it is no commitment but can you let us know if you will be taking up Free School Meals?</p> <p><i>Did you get a decent response to that?</i></p> <p>No, we had 106. It would have covered Years 2,3,4 and 5. Year 2's was quite high. The families who need it are getting it anyway. Our system is that we send home whatever the children don't eat in their lunch box so the parent can see what the child is eating. Also if you have a child with a lot of allergies a parent can control what that child is eating.</p>	JBr

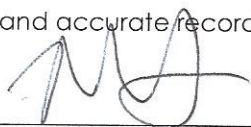


	<b>Gas prices</b> We had decided to delay the decision to change provider until this term. It saved us a lot of money It would have been £38,000 had we decided to renew in January, it's now looking like £17,000 but we have decided, as the contract ends on the 1 <sup>st</sup> December, to wait until the next Finance meeting on the 20 <sup>th</sup> November to see if it goes down. Because Jayne did a lot of work comparing suppliers we have decided to whittle it down to 1 broker and British Gas direct rather than doing the whole exercise again. We have to then decide between 1,2 or 3 years. 2 years seemed the cheapest way.	
4099	<b>Academy Status</b> None to report	MP
4100	<b>Working Parties</b> RC and Andrew Curd met up on Sustainability. Now have a revised school action plan which will be shared to the Governors. We also need a Sustainability Policy for our website, this is in progress.  The Personnel Committee will be getting together to review Staff salaries on the 17 <sup>th</sup> July. We will report to the Governors afterwards that this has been completed.	PS
4101	<b>Governor Training</b> Has anyone been on Governor Training? Training day for all staff and Governors will be on Monday 4 <sup>th</sup> September; Trauma Informed Approaches in the morning and Safeguarding and Keeping Children Safe in Education in the afternoon from 9am – 3.30pm/4pm finish	Chair/Clerk
4102	<b>Sub committees</b> Finance minutes	Chair
4103	<b>Link governors</b> None	Chair
4104	<b>Adopted Governors</b> LD – Went to Open Evening and went in to see Adopted parties as well. Talked to Catherine about moving classes, and saw Laura in Nursery, where parents have commented on the remarkable job Nursery do.  JC – Attended Sports Day, this was the best organised Sports Day which PSD organised. Also attended the Year 5/6 Hockey tournament and the way the kids represented the school was brilliant. Is Sports day in houses? No, they compete for their house but they do it in groups.	Chair
4105	<b>Any other Business</b> Ofsted – We had the draft report and we have to check for factual inaccuracies. Thank you to all Governors who turned up.  Thank you to Rav for attending.  Is everyone happy to appoint Rav? Yes What's his background? He is an Auditor.  Steve's term is up for renewal on 31 <sup>st</sup> August 2023, JB has spoken to Steve and he is happy to continue.	Chair
4106	<b>Agenda items for the next meeting</b> Register of Interests Terms of Office Safeguarding documents – completed and signed Review of Terms of References for Committees Code of Conduct Review Allocation of Adopted and Link Governors	
4107	<b>Dates for Future Meetings</b>	

<p><b>Full Governors - 6.30pm</b>  Thursday 21st September 2023  Thursday 23rd November 2023  Thursday 25th January 2024  Thursday 14th March 2024  Thursday 9th May 2024  Thursday 4th July 2024</p> <p><b>Finance - 6.15pm</b>  Monday 25th September 2023  Monday 20th November 2023  Monday 22nd January 2024  Monday 11th March 2024  Monday 13th May 2024  Monday 1st July 2024</p> <p><b>Curriculum &amp; Policy - 1.30pm</b>  Tuesday 10th October 2023  Wednesday 6th December 2023  Tuesday 6th February 2024  Wednesday 20th March 2024  Tuesday 21st May 2024  Tuesday 9th July 2024</p>	
Meeting closed at 19:30	

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

Signature:  
(Chair of Governors)



Date:

21/9/23