



GLEBE PRIMARY SCHOOL

**Minutes of the Full Governing Body Meeting
Glebe Primary School, Sussex Road, Ickenham
23rd November 2023 – 18:30pm**

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

Mrs M Penney (ex-officio)
Miss J Brown
Mrs J Campbell
Mrs R Collins
Ms L Dwyer
Miss J Griffiths
Miss N Gordon

Mr P Niznik
Mrs S Rai
Mr R Purewal
Miss K Rhodes
Mr R Shah
Mr S Youens
Mrs D Georgiou

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

		Action
4128	<p>Apologies John Buckingham</p> <p>Apologies from Ron Fowler who has had an increase in the number and complexity of governing board support queries. He has asked if he can come to the next Governors meeting and we have said yes.</p>	V/Chair
4129	<p>Single Central Register Checked and signed by Vice Chair.</p>	V/Chair
4130	<p>Approval of minutes from the last meeting Minutes from 21st September 2023 approved and signed.</p>	V/Chair /Clerk
4131	<p>Outstanding Declaration of Business Interests/Safeguarding Documents All documents have now been signed. For information - If you ever become a Governor for another school there could be a conflict of interests.</p>	V/Chair /Clerk
4132	<p>Matters Arising None</p>	V/Chair
4133	<p>Matters for AOB None</p>	V/Chair /Clerk
4134	<p>Head teacher's report and questions A couple of updates since this was sent out. A question was sent in: <i>How often do we update Governors on the School Development Plan?</i> Every other report you will get a RAG rated version of it so you will have an idea of where we are in relation to progress. Since the report has been sent there are a couple more targets that are green. <i>On the RAG rating are some of them red just because we haven't got there yet, because it is a timing thing?</i> Yes, it is because we haven't started the process yet. <i>It's not then overdue in terms of timeline?</i> It shows the time scales on the report and a lot that are red, are where we are waiting for the Local Authority to get back to us.</p>	MP

What we have for PE, 'Get set for PE' we have adapted for the needs of our children and using it as a baseline; we now have this for Music. Natalya is acting as Music Lead at the moment, we can get Jo Folland in for a couple of KIT days to look into this and assessment will be built into that. We are not sure about Computing but we are trialling a system at the moment.

We are hoping that Hillingdon Learning Partnership will offer some training in terms for assessment.

Paul Wiggins, our independent advisor, was at the opinion that that particular target should be removed because no other schools in Hillingdon could do better than what Mel and the staff were already doing. Paul was extremely complimentary about the Senior Leadership team and staff and the quality of work that was going on in this school. He was of the opinion that we should be offering advice to other schools rather than the other way around.

There is a meeting on Monday with the Head of Education in Hillingdon and one of his advisors, to see what Glebe can offer in terms of outreach for other schools in terms of our Special Needs support and what else we can offer in terms of promoting what we do. MP is a mentor for a new Headteacher in Hillingdon and went and spent the day with her last week. They are a one form entry school so it is quite different in terms of needs. It is interesting looking at another school and seeing the challenges they have. It cements for us how far ahead we are but this has been a long time in the making. The SEN review has been 24 years in the making.

Is there any scope for Primary Schools helping Secondary Schools in Hillingdon?

They have done something like that in Maths. The Maths Leads of Primary Schools have worked with the Maths Leads of Secondary Schools. The secondary schools were really surprised at the level of expectation, challenge and difficulty in the year 6 maths curriculum, particularly for those children working at Greater Depth. This should now mean that secondary schools are clearer on primary school standards so that children do not have years of repetition in maths at Secondary School.

We are going to be opening up pupil progress meetings in the spring term and we will be inviting Governors in to do Learning Walks. Paul also suggested that at one of the Full Governing Body meetings we can bring a selection of books to show Governors what we look for when doing book scrutiny. This will enable Governors to see what our monitoring processes are and the questions that we ask and they will see what we are looking for and how we are Assessing.

Dates for monitoring are:

- Pupil Progress Meetings are due to be held for all year groups during the week of Monday 18th - Friday 22nd March. Specific dates for which year group are yet to be decided but once they are, Governors will be notified.

Learning Walks:

- UKS2 (years 5 & 6) during the week beginning 15th January
- KS1 (years 1 & 2) during week beginning 22nd January
- LKS2 (years 3 & 4) during week beginning 29th January
- EYFS (Nursery & Reception) during week beginning 5th February

These are usually done on a Monday or Tuesday but you will be informed once these have been confirmed.

	<p>We will arrange a future date to complete this. We will also arrange for breakaway sessions at some of the meetings.</p> <p>Pupil X – We were notified that Pupil X has been given a place at a special school.</p> <p>We have had one complaint from a parent.</p> <p>We will be doing a safeguarding newsletter for Staff and Governors every half term.</p> <p>Have you done a fire drill at lunchtime? Yes, as we thought that that was the most likely time it was going to happen.</p> <p>Any further questions on the report? None</p>	
4135	<p>Finance Report</p> <p>Gas and Energy was agreed at the last meeting. Phil was nominated as Vice Chair of the Finance meeting and has agreed.</p> <p>We also agreed the staff increment payments, most of which we had budgeted for already.</p> <p>Tom Young came along to the meeting as we have a problem with the fibre glass construction covering the rain water tank, which is now leaking. He came out with a reasonable quote that will see us through 3 to 5 years whilst we save the money from capital funding over the next few years to get it completely replaced.</p> <p>Any questions? The Department of Education overestimated the number of pupils, are they planning to claw back? Does that affect us? It has all gone quiet on that subject. Some official did the maths wrong and came up with a figure that was inflated in the number of schools in England. When they found that they were proposing to give too much money and the schools had already done their budget, they then announced that they would take the money back, even though it wasn't the schools fault. Is that something that might come up next year? Potentially, we might get less budget. What they seem to do is that they change year on year the age-weighted pupil unit, how much we get per child. It is around £3,750 at the moment, so we keep an eye out if that goes down because in theory it should go up. Most things for our funding is based on the October census, we had 622 children on census day and within a week we had 628. We have had a lot of In-Year admissions. Any other questions on the Finance minutes? The key thing is we had to find 0.5% that we hadn't budgeted for, for teacher's salary increments. We were told to budget 3%, the Government gave us 3% and we had to find the difference. Implementing your Schools Approach – is a non-statutory (guidance only) paper produced by the DfE covering all the schools about what your pay policy should include. PS has read it and we are doing everything in the policy.</p> <p>Glebe Whole School Pay Policy – to be ratified at the Personnel committee.</p>	JBR

	<p>What is our specification of what an unqualified teacher is, where they are used and how are they differentiated with LSA? Should there be a definition of what an unqualified teacher is?</p> <p>We don't employ unqualified teachers we just have to list it in the Pay Policy. An unqualified teacher is someone who does not possess a formal QTS but still engages in teaching roles.</p> <p>It wouldn't be someone that has just come out of university that has to do the last bit of training before they qualify?</p> <p>No, that would be unpaid SCITT training.</p> <p>These could be supply staff who come over from another country without a recognised QTS in this country, they would be paid as unqualified teachers.</p>	
4136	<p>Academy Status</p> <p>Any update on Academy status?</p> <p>None</p>	MP
4137	<p>Working Parties</p> <p>Annual Governance Report to parents.</p> <p>Thank you all for suggestions made, these have been incorporated.</p> <p>The report was sent to all Governors and no one got back to say that anything was wrong. Names and dates of service for all Governors should be correct on the report.</p> <p>Is everyone happy to sign off the Code of Conduct regarding Governors?</p> <p>Yes, all agreed.</p> <p>Is each Chair of Committee signing off on the Committee Structures?</p> <p>Yes, all agreed.</p> <p>PS to send the final copy of the Governor Report to Jo to put onto the website and MP to put a link in the next Newsletter.</p> <p>Is this a statutory thing now?</p> <p>No, this is just good practice.</p> <p>Were you all happy with what we contributed to the school?</p> <p>Yes.</p>	V/Chair
4138	<p>Governor Training</p> <p>RP</p> <p>Core Governor Induction Training-Part Three 18th October 2023 and Safeguarding Training for Governors 14th November 2023</p> <p>PS</p> <p>DSI Training 16th January 2024</p> <p>Safeguarding Training for all staff and Governors – 5th December 3.30pm-5.15pm</p> <p>KR will be arranging National College Data Protection and GDPR training for all Governors.</p> <p>JC, completed the Advanced Certificate in Mental Health for Governors from the National College – it was broken up into bite size modules and it talked about the whole school approach to well-being and what our responsibilities as Governors are.</p>	Clerk
4139	<p>Sub Committees</p>	V/Chair

	<p>Curriculum and Policy meeting on 21/09/2023 – Clare Sheldon talked about Young Carers and Looked After Children and Joe Dwyer talked about the new Curriculum in PE and how quick and easy it was to access and the new idea for the Assessment that is currently being rolled out.</p> <p>If any Governor would like to come in to the meeting in person or video call they are welcome, (Phil joins on video when we get the Maths report), our next meeting is Wednesday 6th December 2023 at 1.30pm.</p> <p>KR do you have a format of which subjects are covered and when, so that Governors know if it is linked to their subject?</p> <p>Yes, we can send that out to everyone.</p> <p>Any other committee meeting?</p> <p>We have had Finance meeting and Personnel meeting which was for the Head Teacher's appraisal (where Paul Wiggins attended).</p>	
4140	<p>Link Governors</p> <p>None</p>	V/Chair
4141	<p>Adopted Governors</p> <p>List re-sent to all Governors.</p> <p>PS went in to see 5V and will be going to the Royal Institute.</p> <p>JC has been to every sporting event over the last few weeks, Hockey, Football and Netball.</p> <p>Glebe won the Alan Budden Cup.</p>	V/Chair
4142	<p>Any Other Business</p> <p>There has been a change in date for the next meeting to 1st February 2024.</p> <p>Louise sends her apologies.</p>	V/Chair
	<p>Dates for Future Meetings</p> <p>Full Governors - 6.30pm</p> <p>Thursday 1st February 2024</p> <p>Thursday 14th March 2024</p> <p>Thursday 9th May 2024</p> <p>Thursday 4th July 2024</p> <p>Finance - 6.15pm</p> <p>Monday 22nd January 2024</p> <p>Monday 11th March 2024</p> <p>Monday 13th May 2024</p> <p>Monday 1st July 2024</p> <p>Curriculum & Policy - 1.30pm</p> <p>Wednesday 6th December 2023</p> <p>Tuesday 6th February 2024</p> <p>Tuesday 19th March 2024</p> <p>Wednesday 22nd May 2024</p> <p>Tuesday 9th July 2024</p>	
	Meeting closed at 19:40	

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

Signature: _____

(Chair of Governors)



Date: _____

1/2/24