

## GLEBE PRIMARY SCHOOL

### Minutes of the Full Governing Body Meeting Held at Glebe Primary School, Sussex Road, Ickenham on Thursday 21<sup>st</sup> June 2018 – 18:30pm

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

Mrs M Penney (ex-officio)	Mrs J Morris
Miss J Brown	Mr P Niznik
Mrs N Cumberbatch	Mrs N Ross
Mr R Everett	Mr S Siams +
Miss J Griffiths	Dr S Tempest
Mrs K Hampshire +	Mr S Youens *
Mrs J Heggie	
Mrs D Joyce	Mrs T Connick (Clerk)



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

		Action
2697	<b>Apologies / Guests</b> Apologies were received from SY and accepted as indicated above. KH and SS absent.	
2698	<b>Minutes of the last meeting</b> Agreed by all Governors.	
2699	<b>Matters Arising</b> None.	
2700	<b>Matters for any other business</b> Instrument of Government – increase number of Co-opted Governors to nine.	JB / Clerk
2701	<p><b>Headteachers Report</b> - <i>distributed via email prior to meeting.</i></p> <p><u>Areas Covered in the Report</u> See full report Appendices 1.</p> <p><u>Question and Answer Session - based on report content</u>  <span style="color: red;">Governor Commented: I would be interested to see the info that will be sent out to parents in September re what will be expected of their children by the end of the school year. Comment: It is important that this is clear but does not feel too daunting or add pressure.</span></p> <p>Examples of maths expectations for a couple of year groups have been sent via email with this document for Governors to see.</p> <p><span style="color: red;">Income generation for the school. The appointment of an Apprentice Site Manager should make this easier to manage practically?</span></p> <p>One of the main reasons we are appointing an apprentice is to help with the numbers of staff who are key holders as we move forward with lettings. We were reluctant to have lettings previously as it was unfair to expect Alan to work later than his allotted hours to lock up on a weekly basis. The more key holders</p>	

we have, the more chance we have of being able to move forward with lettings as they can all share the load.

**Do you have any ideas about extra possible lettings?**

This has been a regular agenda item for the finance committee and we will share with the full GB when we have agreed what sort of lettings we would like to move forward with.

**Re academisation: any consultation questions will have to be very carefully worded, so people understand EXACTLY what they are commenting on and the financial and other consequences of the status quo, or of becoming an academy.**

I have no plans to action this any time soon.

**Recipe for change – how is the summer term roll-out going so far?**

All going well – will feedback verbally at the meeting.

**Update on HS SMSA at the FGB meeting, feedback awaited thank you.**

HS returned to work this week on light duties following her appointment at Occupational Health.

**Staff absence still an issue and overtime, which you are monitoring closely - thank you. Any further actions planned?**

Now that more stringent procedures are in place, I am not planning on introducing anything new, I just want to make sure these procedures are consistently followed first. Once I am confident that the new procedures are embedded and being followed I will analyse the impact before deciding whether further actions are needed.

**Note staggered playtimes – how is this working out in practice?**

Not started yet – details to be discussed at the meeting.

**Attendance figures overall still slightly below target. Has there been an improvement, term by term, this year?**

Less illness during the summer months, however it is holiday season! And while the fines are still smaller than the differential between the cost of travel in term time versus the holidays, I think this will continue. I still base authorisation on circumstances and prior attendance.

**In EYFS do assessments and targets continue to give ‘outstanding’ quality?**

**Comment: It can be tough to maintain these very high standards.**

Lessons observed this year and progress of pupils during the school year leads me to believe that standards are being maintained, however until our GLD results are out and we can compare them to national figures it is hard to say. If we are significantly above national averages again this year, I have no doubt that we will remain outstanding in this area.

Additions to questions and answers already supplied by MP

MP stated that there was a building update and Morgan Sindall had agreed to make good the parts of the building taken apart to mend the water leak. This was the downstairs areas of plasterboard to treat the wood rot. Asked MS to do in small areas so as to ensure the school can be functioning in September.

**Governor asked what guarantees there were that the work would be done adequately if it was MS completing it.**

Chair replied that it was the LA who was the client not us and Jim Cameron from the LA would be overseeing it

**Governor asked for verbal feedback on recipe for change and staggered playtimes.**

MP said the staggered playtimes require more duties so they will implement it in stages into the next academic year, a new member of staff is starting in

	<p>September who has direct experience of RFC so it is sensible to use her experience to implement changes.</p> <p><b>Governor asked if there had been a reduction in behaviour related incidents</b> MP said yes and the playground had been calmer too, will compile hard figures for the September FGB meeting.</p> <p><b>Governor asked if the playground was big enough to accommodate all year groups at three from entry in winter times when the field couldn't be used.</b> DJ replied that it was, staggered use so only two groups at any one break time.</p> <p><b>Governor enquired about the progress of Hollie Smith SMSA.</b> MP gave an update, returned to work under OH guidance, lighter duties.</p> <p><b>Governor suggested that the absence statistics are given as a percentage of available days instead of absolute numbers. This would enable a comparison with other schools and the ability to see who requires more support.</b> Agreement – MP to ask JR to change this.</p> <p><b>Governor enquired about the student aims and suggested that the school could also put what parents can do to help.</b> DJ replied that they would be doing this and that hyperlinks to videos and other information would go on the website.</p> <p><b>Governor asked if they could be provided in other languages for those parents that were EAL.</b> Discussion around this and the fact that these are minimal numbers, there is also no large community of any one additional language and the LA no longer offer translation services either. It was felt if help was needed to translate material a request could be placed in the school newsletter.</p> <p><b>Governor enquired as to the number of different languages spoken within the school.</b> MP to check and report figures.</p> <p>School journey, JG reported that there had been great feedback from the pupils. She said it was lovely to see lots of achievements a different side to the academic ones in the classroom. MP gave thanks to JG for stepping in at the last minute and leading the journey.</p>	<p>MP</p> <p>MP/JR</p> <p>MP</p>
2702	<p><b>OFSTED</b></p> <p>Chair referred to the full report that had now been published and that all governors and parents had seen. He said it was very complimentary but that he would expect nothing less as we are aware how well Glebe performs and how dedicated the staff are.</p> <p>MP said she had had a long chat with Jill Phorbes (her mentor) who had suggested that the report was quite bland and didn't do the school enough justice. MP said she was developing a three-year plan to get to outstanding at the next inspection. Said it was clear that we had good practice but needed to work out why that wasn't always translating directly into results.</p> <p><b>Governor asked if the SDP and SIP will be altered.</b> MP replied they will remain the same for the rest of the academic year.</p> <p><b>Governor asked if the three-year plan could be shared once it was complete.</b> MP replied yes, Clerk to place on agenda for the November meeting.</p> <p><b>Governor commented that standardised data will provide a good benchmark but teacher input is still highly important and we don't want to damage morale amongst staff either when it was a good report.</b> MP agreed wholeheartedly and said that extra measures were being put in for teachers CPD.</p>	<p>Clerk</p>

	<p><b>Governor reminded that banners and promotional material need to be updated to reflect the recent report.</b></p> <p>Chair stated that out of 101 schools in the borough 91.2% were now classed as good or higher by Ofsted - On behalf of the FGB to all staff we are very pleased and congratulations.</p>	
2703	<p><b>GDPR – rolling item to ensure compliance.</b></p> <p>MP said the health check report would be broken down into sections to ensure each area was complaint. Needed to show where the data was stored, how long for, what used for, who has access, security.</p> <p>Different members of staff would complete different sections ie office, SMT.</p> <p><b>Governor queried Dropbox.</b></p> <p>PN will clear it and update with new Glebe email addresses.</p>	PN
2704	<p><b>Finance Report – distributed via email prior to meeting.</b></p> <p>JBR summarised report.</p> <p>Explained the main item was the renewal of the maintenance contract, governors briefly discussed this.</p> <p>MP clarified staffing figures and the fact recruitment had been hard, no LA NQT pool. Experienced and strong SRP teacher had been recruited though.</p> <p>FOG to confirm figures from the summer fair.</p> <p>Feedback at next FGB and finance committee.</p>	Clerk
2705	<p><b>Academy Status</b></p> <p>Rolling item, no discussion.</p>	
2706	<p><b>Governor Mark</b></p> <p>PS and ST had completed the final submission and circulated for approval.</p> <p>PS said they would add the extra comments in before submitting and if in agreement they would send for adjudication once altered and then Governors Mark will come for interview, probably in September now.</p> <p>ALL AGREED.</p> <p>It was discussed that it is a great learning experience for the GB and also proof of statutory requirements for Ofsted.</p> <p>PS added that for the school to be judged outstanding the governors must also be outstanding so we must not let the school down and continue the excellence of the teaching staff.</p> <p>Framework for governance to be read and exercises completed.</p> <p>Chair said it was a superb piece of work and expressed huge thanks to PS and ST for their excellent work on behalf of the governing body and school.</p>	ALL
2707	<p><b>Promoting the School</b></p> <p>Committee has not met in person since last FGB.</p> <p>JBR reported the Ickenham Festival had been very good this year, open gardens at Glebe had raised £60 and the pupils had represented the school well at both “Gala Night” and “Football on the Green”</p> <p>Glebe pupils had featured entries in the Ickenham Art Competition too.</p> <p>Leavers book still needed photographs, MP to remind KH to chase this.</p> <p>JH stated that they were looking at the purpose of the committee as it was originally set up to help increase numbers for school admissions but this had now been achieved.</p>	MP/KH

	<p>Chair said that if the committee was disbanded he was concerned how we would ensure things are still being done.</p> <p>Discussion around this and the fact that a handover would be needed to those taking over.</p> <p>Suggestion that the duties now needed for promotion might be most suited to FOG and their activities. Clarify in September.</p>	Clerk
2708	<p><b>Working Parties</b></p> <p><u>Parking permits.</u></p> <p>MP confirmed that the criteria was the same as last year and that the LA would still only issue 80 permits, the school had queried this as pupil numbers were obviously rising each year.</p> <p>MP also added that Nick Hurd had briefly visited the school last week and seemed surprised there were parking issues and said he was unaware, despite numerous parents and the school writing to him for support when the restrictions were being introduced!</p> <p><b>Governor enquired about timescale.</b></p> <p>MP said letters would be issued next week and then parents could apply and PN would kindly filter the applications on distance again.</p> <p>The furthest 80 would be notified and could send off to the LA over the summer holidays.</p> <p>Permits are not automatically carried over each year.</p>	PN
2709	<p><b>Governor Training.</b></p> <p>- All governors attended safeguarding training on 24<sup>th</sup> May.</p>	
2710	<p><b>Sub Committees</b></p> <p>- Policy and Curriculum, circulated by DJ and presentation will be put on dropbox. PS commented staff presentation on reasoning in mathematics was excellent.</p> <p>- Pay and Personnel, Chair said committee will meet before end of term as part of statutory obligation.</p>	
2711	<p><b>Link Governors</b></p> <p>- PN said he had met with Laura Gilbert and was very impressed with the strategies that are in place for mathematics (parental involvement/doodle) and the progress towards targets. Resources and training on reasoning are excellent and he felt that with this strong plan in place the next academic year should yield results.</p> <p>Chair reminded governors that there was a vacancy for a literacy link now KF had left.</p> <p>Decision to review next academic year.</p>	Clerk
2712	<p><b>Adopted Governors</b></p> <p>- JH visited Kew Gardens with Year 5, said she had reviewed the paperwork and risk assessments which were excellent. Pupils behaved very well and enjoyed the visit but what struck her as always was the fitness of some pupils was so poor, they clearly never walked places and struggled with this.</p> <p>MP commented that it could be an issue with some pupils and she would speak with the class teachers.</p> <p>- NR visited Windsor with Year 2, said it was a very well planned visit.</p> <p>Commented that it had been extremely busy and therefore harder to manage the children as it was so crowded.</p>	

	<p>MP said she had received an email from a member of the public saying how well behaved the children had been and what a credit to the school they were, it was a lovely gesture.</p> <p>Pupils had also written letters saying thank you to anyone who gives up time to help them, this was for the “Green for Grenfall” day.</p>	
2713	<p><b>Agenda items for the next meeting</b></p> <ul style="list-style-type: none"> <li>- Governors mark submission and interview.</li> <li>- Revenue from FOG summer fete and their targets for next academic year.</li> <li>- Literacy link governor.</li> </ul>	
2714	<p><b>Dates for Future Meetings</b></p> <ul style="list-style-type: none"> <li>- 20<sup>th</sup> September, will set dates next academic year at this meeting.</li> </ul>	
2715	<p><b>Any Other Business</b></p> <p>Chair explained that the current “Instrument of Government” only allowed for 8 co-opted governors and suggested that since we wished to increase numbers on the FGB we should alter this to 9.</p> <p>Stated Governor Support had been consulted and we just need to pass a vote on this at the meeting and then submit the minutes to them.</p> <p>Vote taken – ALL GOVERNORS AGREED TO ALTER INSTRUMENT TO 9 CO-OPTED.</p>	Clerk
	Meeting closed at 20:26pm	

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

Signature: \_\_\_\_\_

(Chair of Governors)

Date: \_\_\_\_\_