

London Borough of Richmond upon Thames

Darell Primary and Nursery School

Minutes of the Meeting of the Governing Body held virtually on Tuesday 23rd March 2021 at 6.30pm

Constitution and Membership

Membership Category	Appointed By	Name	End of Term of Office
LA (1)	LA	Peter Hewer (PH) <i>until item 7</i>	Sep 23
Parent (2)	Election	Matthew Beale Alan Hamilton (AH)	Nov 24 Mar 21
Headteacher		Joe Porter (JP)	N/A
Staff (1)	Staff Elected	Ravi Shankar (RS)	Dec 23
Co-opted (9)	Governing Body	Janet Deboo (JD) Luke Martyr (LM) Jennifer Powers (JenP) Joanne Winship (JW) Fiona Booth (FB) Vacancy Vacancy	Dec 22 Dec 21 Nov 24 Dec 22 Feb 22
Associate Members	Governing Body	Susanna Zolov (SZ)	
		Emma Claridge (EC)	
		Paul Gilbert (PG)	

bold = absent

Also present: Kate Nepstad (KNE) Clerk

	The meeting was conducted remotely via GoogleMeet	ACTION
1.	Welcome, apologies for absence Chair Janet Deboo (JD) welcomed all participants. There were no apologies for absence.	
2.	Declarations of interest No new interests were declared. RS noted a change in his declared interests: he is no longer a union representative for the school.	
3.	Governance Update JD provided the following GB membership update, and reminded governors that effective succession planning was a requirement of the GB.	
3.1	<u>Clerk recruitment</u> A panel comprising JP, JD and FB took place on Friday 19 March interviewed three candidates. The preferred candidate - Angie Ahmed – was appointed.	
3.2	<u>Resignation of Jenny Mikkelsen</u>	

	<p>JM has now decided to step down. JD noted that she has been with the board for a long time, held key roles such as vice chair and safeguarding governor and had contributed to the school over a long time. JD will coordinate a card and flowers and contributions from other governors would be welcomed. As a result of JM's resignation, the following changes were agreed:</p> <ul style="list-style-type: none"> • FB will take over as Safeguarding Governor and will attend the appropriate training • JW was elected unopposed to vice chair for this year only although she noted that she does not have capacity to become Chair 	
3.3	<p><u>Filling vacancies on the board</u></p> <p>JD proposed Jane Falkner, who has been a supporter of the school for many years, with both children as Darell alumni. Her primary occupation is as an artist and she lives and works locally. She also supports afterschool art clubs at Orleans Gallery.</p> <p>ACTION: JD to pass details to JP to set up a school tour for Jane Falkner.</p>	JD
3.4	<p><u>Alan Hamilton end of term of office</u></p> <p>AH will be stepping down as parent governor at the end of the month. This will be his last FGB. His immediate plans after retirement are to launch a Darell newspaper. JD thanked AH for all his work during his four year term of office. As a result of AH stepping down, the following change was agreed:</p> <ul style="list-style-type: none"> • PH will take over chair of Pupils and Community committee <p>ACTION: A parent governor election will be arranged for next term, organized by the new clerk.</p>	Clerk
3.5	<p><u>Disclosure and Barring Service updates</u></p> <p>All governors are required to update/renew their DBS checks in line with school policy. The initial application is carried out online but governors will need to attend school to show their ID documents to complete the process.</p> <p>ACTION: JD to re-share the DBS check link. All governors to complete the application asap.</p>	JD/All
4.	<p>Minutes of previous meeting</p> <p>Governors APPROVED the Minutes of FGB meeting 1 December 2020, subject to the removal of staff names prior to publication on the school website.</p> <p>ACTION: JD to replace names of teachers before publication of FGB minutes.</p> <p>The following matters arising were noted:</p> <ul style="list-style-type: none"> • PPG Working Group Terms of reference will be circulated with next term's FGB papers • It was very useful to have governors attend the feedback session at the end of the recent SIP visit. 	JD
5.	<p>To receive and agree draft budget for the next 3 years with key focus on 2021-2022</p> <p><u>Presentation of the 2021-22 budget forecast</u></p> <p>MB presented the budget, in the absence of Sarah Kearns from King Athelstan, who has been covering the School Business Manager (SBM) role at Darell since the departure of the previous SBM. A new SBM has been recruited and will begin after Easter. She has schools experience within the borough and her experience will be invaluable. Governors noted their thanks to Sarah for her preparation work on the budget.</p>	

	<p><u>Context</u> Since last year, pupil numbers have decreased by 51. This is due to reducing to one class in Y6 (30 pupils) and additional pupils leaving. Each pupil brings income of £3450 therefore the lower pupil number equates to a lower income, without the same reduction in expenditure. The budget for 2021-22 therefore shows an in-year deficit of £171k. However, thanks to last year's cost saving measures, this will be covered by this year's surplus of £182k, resulting in an end of year surplus, with £11k to carry forward.</p> <p>On the basis of the information received, governors APPROVED the budget for 2021-22.</p> <p><i>(Some confidential financial information has been redacted)</i></p>	
6.	<p>Committee and Working Groups update</p> <p>6.1 <u>Achievement and Curriculum Committee</u> FB provided a verbal update. The most recent meeting took place on 12 March 2021. The minutes will be loaded onto GovernorHub. A focus of the meeting was the new Insight tracking tool, which is much more flexible than Target Tracker and has the advantage of being able to incorporate data from other programmes eg Renaissance. The committee will resume its monitoring of outcomes and progress data after Easter, with a formal data review after the May half term. There will be input from curriculum leaders in History, Science and PE, who will be presenting their curriculum 'intent'. JD and FB attended the SIP visit feedback session. FB noted that one suggestion from the SIP had been for an external review to get a professional perspective from outside the borough.</p> <p>6.2 <u>Resources Committee</u> MB provided a verbal update. The most recent meeting was 6 January 2021, where the budget outline was discussed. See also item 5 above.</p> <p>6.3 <u>Pupils and Community Committee</u> AH provided a verbal update. The focus of this committee has been the mental wellbeing of children at this difficult time. JenP described the work that she had been doing to make Darell a first choice school. This had involved holding a vision session with JP before Christmas, then conducting a staff survey and sharing the result of both activities with committee. The next step had been a parent survey, which received 80 responses in the first 24 hours, and resulted in 18 offers from parents who would be interested in joining an online focus group which will meet over the Easter holiday. It is hoped that a number of parent ambassadors will help with spreading the positive message about Darell to the local community. The results from the parent surveys will be analysed and brought back to committee, with a view to developing a marketing and communications plan.</p> <p>6.4 <u>Pupil Premium Working Group</u> JW provided a verbal update. There was an informal meeting on 17 March 2021. The PPG Strategy document has received an interim update but the next version to be published will be the end of year impact statement. One of the successful PPG funded projects this year has been TA-led reading interventions. Some children have been making excellent progress. The working group meeting next term will cover teaching interventions plus a review of pupil progress data, to compare against data from the beginning of the school year. This will clarify where progress is being achieved and the provision map will be updated. EC added that the school is using the universal catch-up funding initially for TA-led interventions before school, especially reading groups. However, the school is now planning to extend this support to after school, because this will be easier for some families. The interventions link with the school's reading programmes which are online and individualised, so they can be accessed while at school and also from home. This is possible because every child at Darell has a chromebook.</p>	

	<i>[Peter Hewer left the meeting]</i>	
7.	<p>Headteacher's report</p> <p>JP presented the Headteacher's report and thanked SLT and the governors for their support during his first year as HT. The following points were highlighted:</p> <p><u>School context</u></p> <p>The school has one class in each year group, the smallest classes being in Y1 (18), Y2 (19) and Y4 (22). There are 19 'first choice' applicants for Reception in September 21 and others which listed Darell as 2nd or 3rd choice. Once it is permitted, the 19 'first choice' families will be contacted and a relationship will be developed from this point. It is thought that many of the 2nd and 3rd choice applicants will go elsewhere as there are spaces in the other local schools. JP has led 8 Nursery tours over the past 2/3 weeks. The tour now includes seeing the continuous provision in Reception and Y1. Feedback is very positive and it is hoped that this will lead to increased applicants for Reception places. There has been a recent influx of new local families, many of whom are EAL. Following information from AfC, it seems likely that Reception will have 25-30 pupils in September 2021.</p> <p><u>Progress against SDP objectives</u></p> <p><i>Reading:</i> initiatives continue, ably led by PG and improvements to the school reading environment will continue to be made. This objective will remain for 2021-22.</p> <p><i>Marketing:</i> the school is helped by a new Facebook page and growing presence on social media. The response to the parent survey indicates the parent are willing to help. JP wants to be more visible in local area but unfortunately this hasn't been possible this year.</p> <p><i>Curriculum:</i> everyone is working on intent documents and this planning will contribute to the curriculum being ready from September 2021.</p> <p><u>Quality of education</u></p> <p>JP has been very pleased with the developing remote offer, especially during the latest lockdown. Chromebooks have enabled equal access for all Darell pupils. Three families received financial support with Wi-Fi. Members of SLT were allocated a year group each, to celebrate successes. JP reported that the 'morning meetings' from 09:30 – 10:00 were a huge success, with high levels of attendance and engagement. There have been two sets of observations; Autumn (reading) and Spring (Maths). Any areas for development have been identified and support has been put in place. JP noted that PG is presenting to English leads across the borough on Darell's reading scheme later in the week.</p> <p><u>Behaviour and attitudes</u></p> <p>Attendance is good, despite a couple of families being abroad and unable to return due to current restrictions. Two pupils are currently shielding in some form. One member of staff is shielding and has used the time to support SLT with data crunching. They will return after Easter. There have been no exclusions this term. Last term there were three exclusions relating to one child. The child now has an allocated social worker, is working well with the teacher, and is no longer such a cause for concern.</p> <p><u>Personal development</u></p> <p>During the first week back to school. There was a live assembly every day, revisiting the school's values. Assemblies are now taking place three times a week and pupils join in from their classrooms. From 21 June 2021, it is hoped that it will be possible to go back to operating normally, this will require adaptations to classroom layout, lunchtimes etc.</p> <p><u>Safeguarding</u></p> <p>Trustees asked the following questions:</p> <p>Q Does the school have a looked after child (CLA)? Yes, the child has been welcomed and has settled in well.</p>	

	<p>Q Who is the nominated teacher for CLA? Amanda Blunden.</p> <p>ACTION: JD to share information about CLA with FB as part of her new safeguarding role.</p> <p><u>Leadership and management</u></p> <p>JP noted that there have been a number of new appointments recently, including a new Chair of Governors, two new governors, a new SBM and a site manager. JD extended the governors' thanks to JP, EC and PG for their vital contribution to the SLT at this challenging time. Governors thanked JP for the new-look report, noting that it is cumulative and the updates from each term are colour coded. It was agreed that the report should include site and H&S issues in future.</p> <p>ACTION: JP to include a section on Facilities and H&S in the summer Headteacher's report.</p>	<p>JD</p> <p>JP</p>
8	<p>Policies and Reports:</p> <p>Governors NOTED the following reports for information</p> <ol style="list-style-type: none"> 1. School Improvement Partner (SIP) report Autumn Term 2. SEND Report 3. Nurture Group Report <p>It was noted that the nurture team is fully funded for another year, however, there may need to be some changes to the arrangements currently in place, to enable separate groups to access the provision.</p>	
9	<p>Any Other Business</p> <p>9.1 Date of next Full Governing Board Meeting: 6.30pm on Tuesday 29 June at Darell.</p> <p>There being no further business, the meeting closed at 20:30.</p>	

Signed by the Chair



Date 6/7/21

Full Governing Body Actions

Updated as of 23rd March 2021

Meeting/ Minute	Action	Assigned to	Update	Target date or Completed?
1.12.2020 2.0	All governors to complete Declarations of Interest form for clerk to update/collate for website	RH/Govs	Newly appointed clerk to complete	
1.12.2020 4.2	To recruit a new clerk in the new year – RH is stepping down.	JD/JP	Clerk appointed 19.03.21	Completed
1.12.2020 5.1	To update Terms of Reference of PPG Working Group	JW		
1.12.2020 5.2	Re-issue Instrument of Governance to reflect changes agreed	JD/Gov Support		Completed
1.12.2020 5.3	Agree revised FGB Code of practice	JD/Govs		

1.12.2020 5.4	Agree revised FGB Terms of Reference	JD/Govs		
1.12.2020 6.4	Email govs to request help with wrapping Christmas presents/donations	EC/JP/Govs		Completed
1.12.2020 8.1	Governors to participate in future SIP visits	JD/JP		Completed
23.3.2021 3.3	Pass details to JP to set up a school tour for Jane Falkner.	JD		
23.3.2021 3.4	Parent governor election will be arranged for next term, organized by the new clerk.	Clerk		
23.3.2021 3.5	Re-share the DBS check link. All governors to complete the application asap	JD		
23.3.2021 4	Replace names of teachers before publication of FGB minutes	JD		
23.3.2021 5	Budget working group to be formed in order to focus on ways of increasing revenue and decreasing expenditure.	MB		
23.3.2021 5	Try to recruit a new governor with grant application /fundraising background.	All		
23.3.2021 7	Share information about CLA with FB as part of her new safeguarding role	JD		
23.3.2021 7	Include a section on Facilities and H&S in the summer term HT's report	JP		