

Darell Primary and Nursery School

Minutes of the Meeting of the Governing Body held virtually on
Tuesday 6th July 2021 at 6.30pm

Constitution and Membership

Membership Category	Appointed By	Name	End of Term of Office
LA (1)	LA	Peter Hewer (PH)	Sep 23
Parent (2)	Election	Matthew Beale Vacancy	Nov 24
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) Jane Faulkner (JF) Vacancy	Dec 22 Dec 21 Nov 24 Dec 22 Feb 22
Associate Members		Emma Claridge (EC)	
		Paul Gilbert (PG)	

bold = absent

Also present: Angie Ahmed (AA) Clerk

	The meeting was conducted remotely via GoogleMeet	ACTION
1.	Welcome, apologies for absence Chair Janet Deboo (JD) welcomed all participants, in particular AA and JF to their first FGB. JW sent her apologies.	
2.	Declarations of interest No new interests were declared.	
3.	Governance Update	
3.1	JD noted that Susanna Zotov has now stepped down from the governing board and thanked her for her contribution over the years. LM will take over her Health and Safety role.	
3.2	JF has completed a tour of the school with JP as part of her induction.	
3.3	Two governor vacancies remain. JD proposed Maxine (Max) Briggs who is involved with the Kew Gardens Foundation and has experience of grant applications. She has already visited the school and is keen to join.	

	<p>ACTION: JD to send Max more information and seek approval from the FGB.</p> <p>The second is a parent governor vacancy.</p> <p>ACTION: AA to organise a parent governor election for next term.</p> <p>3.4 <u>Disclosure and Barring Service updates</u> All governors are required to update/renew their DBS checks in line with school policy. The initial application is carried out online and governors can now show their ID documents via video call to complete the process.</p> <p>ACTION: All governors to liaise with Laura Gavin in the school office to complete the application and ID check asap.</p>	<p>JD</p> <p>AA</p> <p>All</p>
<p>4.</p> <p>4.1</p> <p>4.2</p> <p>4.3</p>	<p>Minutes of previous meeting</p> <p>Governors APPROVED the Minutes of FGB meeting 23 March 2021, subject to:</p> <ul style="list-style-type: none"> • The addition of the full name of the new SBM: Sarah Kearns • The removal of sensitive information relating to the budget prior to publication on the school website. This information is kept as a separate record. <p>ACTION: AA/JD to organise the publication of the redacted minutes on the school website.</p> <p>It was decided to include a review of all Terms of Reference in the September meeting.</p> <p>ACTION: Add Terms of Reference review to September Agenda</p> <p>At the last FGB meeting (23/3/21), the draft budget was approved by the governors. This draft budget became the final budget and is therefore approved.</p>	<p>AA/JD</p> <p>AA/JD</p>
<p>5.</p> <p>5.1</p> <p>5.2</p>	<p>Committee and Working Groups update</p> <p><u>Achievement and Curriculum Committee</u> FB provided a verbal update. The next formal meeting is due on 20 July 2021 and the minutes will be loaded onto Governor Hub. The new Insight tracking tool has proved very useful, especially as there were no SATs in 2020 and 2021, so it could be difficult to measure progress. After discussions with the SIP, the committee will look at pupils performing below their expected or potential level. RS noted that the curriculum should proceed in line with the SDP and that next year's curriculum is on track. JP noted that he has curriculum maps per subject and that the SIP was impressed with RS's knowledge of curriculum issues, especially History.</p> <p><u>Resources Committee</u> MB provided a verbal update.</p> <p><i>(Some confidential information has been redacted)</i></p> <p>FB noted that one creative idea has been to use a teacher returning from mat leave to support other teachers with PPG children. She will work 3 days, separate to the TA role. RS and JP agreed that this expertise will be very useful to teachers and it could reduce teacher anxiety about observations.</p>	

	<p>A discussion was held around pupil numbers (21 are due in Reception Sept 2021, max 30) and in LBRuT 180 places have been lost. Darell Nursery intake is up and the Nursery offer is strong. JP is keen to convert more children from Nursery to Primary (current conversion rate is up from 50% to 70% but could be higher) and future events could recruit other pupils too. Budget forecasts currently assume 20 Reception pupils per year.</p>	
5.3	<p><u>Pupils and Community Committee</u></p> <p>PH explained that there have been no recent meetings. JenP is preparing a summary of feedback and recommendations from the recent parent survey and focus group relating to recruitment, marketing and messaging in order to progress plans from September. One suggestion is to focus on excellence (sport, art, music, reading) to counteract a legacy (incorrect) perception of non-ambitious pupils and to present Darell as 'Richmond's best kept secret' (strapline tbc). The discussion covered the idea of key parent advocates, messaging to local estate agents and the Darell newspaper.</p> <p><i>[Peter Hewer left the meeting]</i></p>	
5.4	<p><u>Pupil Premium Working Group</u></p> <p>EC provided a verbal update. There was a meeting in May and another is planned for July 2021 to look at data, impact of interventions and budget overview. Covid Catch Up funding is also available for pupils working below expected levels and has funded successful morning and lunchtime reading groups. Impact will be discussed at the July Working Group meeting.</p>	
5.5	<p><u>Health and Safety Working Group</u></p> <p>LM provided a verbal update. The group met once but LM was unable to attend due to covid. The H&S review is comprehensive, useful and includes a structural review by LBRuT that identified many issues including the leaking roof and asbestos. SBM Nikki has prepared a capital bid for a £0.5 million grant for the roof which should be repaired within two years. The work of the new site manager Michael has been outstanding and JP is liaising with Barnes School for them to supplement his 5.5 daily hours at Darell with work at Barnes.</p>	
5.6	<p><u>Income Generation Working Group</u></p> <p>JD explained that this group will meet in the Autumn and will include the Head of the PSA Sumru Satia Ince, JD, MB, Nikki, JenP and new governor Max (tbc) to look at sponsorship and grants. JD and JenP decided to meet in August to plan. There may also be parents from the recent focus group keen to help make Darell a community hub.</p>	
5.7	<p><u>HR Working Group</u></p> <p>This was covered in Resources above (point 5.2)</p>	
6.	<p>Policies and Reports</p>	
6.1	<p><u>School Improvement Partner report</u></p> <p>The SIP visited on 15/6/21 and the report was received 6/7/21. In summary the report is very positive and the SIP is happy with the direction of the school.</p> <p>ACTION: JP to share the SIP report with the governors</p>	JP
6.2	<p><u>Safeguarding</u></p> <p>FB completed a safeguarding visit and Laura Gavin is tasked with closing the identified gaps in the central single record of DBS certificates. Safeguarding is covered in the Headteacher's report (point 7).</p>	

<p>6.3</p>	<p><u>SEND Report</u> Feedback from the SRP review (conducted by the local authority every 2/3 years) was received on 6/7/21. It was positive, confirming that the school shows much care and understanding to children. In two years' time, it could be an Outstanding SRP. Thanks was given to Amanda for her hard work. Two pupils were identified as needing to move on as they are not MLD (moderate learning difficulties). In future, Darell will look at more integration of SRP pupils into the mainstream school e.g. at registration.</p>	
<p>6.4</p>	<p><u>Nurture Report</u> This is included in the Headteacher's Report (point 7 below)</p>	
<p>7.</p>	<p>Headteacher's Report JP presented the Headteacher's report (cumulative for the year) and thanked SLT and the governors, especially Chair JD, for their support. The following points were highlighted:</p> <p><u>Staff team</u> All staff including teachers, TAs, cleaners, catering, have responded well to last year's challenges.</p> <p><u>Successes</u></p> <ul style="list-style-type: none"> • No proven covid case so far but the Delta variant is a worry. In future hopefully bubbles will not have to close. PG and EC organised chromebooks for pupils and remote working was managed well. The support of the parental body has been maintained. • MB noted that JP had had a successful year and the school is close-knit and strong. The flat management structure ensures everyone has a voice. • Reading Groups have been very successful and a Poetry Slam is planned. • The curriculum is on the right track and will be in place in time for Ofsted in 2023. • Pupil numbers have remained stable at 216. • There is an excellent Education and Welfare officer and behaviour and attendance was good until the Delta variant emerged. One child accounts for many of the incidents. • PG attended the Resilience Network forum which allows schools to show case studies and ask for advice/support. It's a good example of joined-up thinking. • Plastic Use group has been fantastic as have the new clubs e.g. dance, gardening. • CPOMS has been a great tool for logging safeguarding concerns. PG is co-ordinating staff training. <p><u>Challenges</u></p> <ul style="list-style-type: none"> • The on-going employment tribunal is mentally challenging and costly (£1000 so far). • Marketing has been difficult this year - JP to meet with JenP to discuss. • JP has spoken with Queens to organise joint projects to avoid future tensions between the two schools. • JP has also spoken with Christ's re concerns about some of the Year 6 cohort. • Staff self-isolation has affected the team which is never at full capacity. Teachers are exhausted. <p>JD expressed thanks for the report and all the hard work it represents. Sincere thanks were given to the SLT and the school staff for their achievements in this difficult year.</p>	
<p>8.</p>	<p>Special Resource Unit for SLD Strathmore at Darell: JP has been approached by the LA regarding a SLD (severe learning difficulties) provision at Darell due to lack of spaces in Reception/Year 1 the borough. There</p>	

	was a discussion around concerns whether Darell has the capacity to line manage such a facility. No decisions will be made without FGB approval.	
9.	<p>Any Other Business</p> <p>RS congratulated the Darell TT (Times Tables) Rockstars who were placed in the Top 20 schools in London (out of 400).</p> <p>The dates of the next meetings are:</p> <p>Tuesday 28th September Tuesday 7th December Tuesday 8th March Tuesday 28th June</p> <p>There being no further business, the meeting closed at 20:30.</p>	

Signed by the Chair



Date 28/9/21

Full Governing Body Actions

Updated as of 6th July 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	AA/Govs		
1.12.2020 5.1	To update Terms of Reference of PPG Working Group	JW	All working groups and committees to update their Terms of Reference	For 28 Sept meeting
1.12.2020 5.3	Agree revised FGB Code of practice	JD/Govs		Completed
1.12.2020 5.4	Agree revised FGB Terms of Reference	JD/Govs		Completed
23.3.2021 3.3	Pass details to JP to set up a school tour for Jane Faulkner.	JD		Completed
23.3.2021 3.4	Parent governor election will be arranged for next term, organized by the new clerk.	AA		For the Autumn term
23.3.2021 3.5	Re-share the DBS check link. All governors to complete the application asap	JD	All govs to contact Laura in office to complete applications	Ongoing
23.3.2021 4	Replace names of teachers before publication of Dec FGB minutes	JD/AA		
23.3.2021 5	Budget working group to be formed in order to focus on ways of increasing revenue and decreasing expenditure.	MB	Allocated to Income Generation Working Group and Resources Committee	
23.3.2021 5	Try to recruit a new governor with grant application /fundraising background.	All	JD liaising with Max B	
23.3.2021 7	Share information about LAC with FB as part of her new safeguarding role	JD	FB attended virtual school training in April	Completed
23.3.2021 7	Include a section on Facilities and H&S in the summer term HT's report	JP	H&S was included	Facilities to be included in September
6.7.2021 3.3	Send potential governor Max B more information and seek approval from the FGB.	JD		

6.7.2021 4.1	Organise the publication of the redacted minutes on the school website.	AA/JD		
6.7.2021 4.2	Add Terms of Reference review to September Agenda	AA/JD		
6.7.2021 6.1	Share the SIP report with governors	JP		