

London Borough of Richmond upon Thames

# Darell Primary and Nursery School

## Minutes of the Meeting of the Governing Body held on Tuesday 28<sup>th</sup> September 2021 at 6.30pm

### Constitution and Membership

Membership Category	Appointed By	Name	End of Term of Office
LA (1)	LA	Vacancy	
Parent (2)	Election	Matthew Beale (MB) 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) <b>Luke Martyr (LM)</b> Jennifer Powers (JenP) Joanne Winship (JW) Fiona Booth (FB) Jane Faulkner (JF) Maxine Briggs (MaxB)	Dec 22 Dec 21 Nov 24 Dec 22 Feb 22 Jul 25 Sept 25
Associate Members		Emma Claridge (EC)	
		Paul Gilbert (PG)	

**bold = absent**

Also present: Angie Ahmed (AA) Clerk

		ACTION
1.	<p><b>Welcome, apologies for absence and membership update</b> Chair Janet Deboo (JD) welcomed all participants, in particular JF and MB to their first in-person FGB. LM sent his apologies.</p> <p>Site Manager Michael Riaboi was introduced to the Board but did not attend the meeting.</p> <p>Planning for Succession: JD noted that Peter Hewer has stepped down from his role as LA governor due to work commitments and thanked him for his contribution. LM's term will end in December and FB will step down in Feb 22 after two 4-year terms. JD noted that the parent governor election process has been started by JP but there will need to be further recruitment for the LA role.</p> <p><b>Action: JP to complete Parent Governor election process</b></p> <p><b>Action: JD/JP to approach Cllr Lotte Campanale and other local councillors for the LA Governor role.</b></p>	<p>JP</p> <p>JD/JP</p>

2.	<b>Declarations of interest</b> Governors signed the Declaration of Interests form.  <b>Action: Clerk to file and upload summary to website.</b>	AA
3.	<b>To agree the minutes of the virtual FGB held 06/07/21</b>  The minutes were agreed and the action list reviewed.  <b>Action: To be uploaded to the website (excluding agreed confidential items relating to finance).</b>  <b>Action: FB to check which governors are due to renew their DBS. Governors to liaise with school office (Laura Gavin) to progress DBS checks, as required.</b>	AA  FB/All
4&5.	<b>Verbal Headteacher Report and School Development Plans</b>  <b>4.1</b> JP presented an update on the SDP for 2020-21 and plans for 2021-22, including cost saving measures: -New apprentice started in the office, 12 month contract, may also help SENCO. -No supply teachers used (SLT are covering lessons) -Some PPG funding to be used for teacher returning 3 days/week from maternity leave to mentor and improve teaching quality. The SBM has also provided JP with other cost-saving scenarios which are being assessed.  <b>4.2</b> JP presented the challenge of reduced pupil numbers (200 vs 299 in 2018) which means a budget shortfall of £350k vs 2018. JP noted that currently the Nursery intake is up and that this term the focus is on converting Nursery pupils to stay on for Reception.  <b>Q (MB): Are numbers in line with expectations?</b> A: Slightly less. <b>Q (JW): How does it compare to other local schools?</b> A: Low numbers are affecting all schools and are the result of Brexit, the pandemic and families moving out of the area. Plus traditionally Darell not being parents' first choice school. <b>Q (FB): Is there much movement in the upper age groups?</b> A: Not much. <b>Q (JenP): Could Darell be more open-minded and offer a point of difference by preparing children for the private secondary sector?</b> A: That's interesting but preparation for 11+ tests does not match the National Curriculum. <b>Q (JF): Could it be offered as an after-school or breakfast club?</b> A: Worth considering but would need to identify how to pay for this. <b>Q (FB): Is there any strategic element to lower place numbers?</b> A: Discussions with LA/AfC indicates that they are very committed to local community schools and to Darell.  <b>4.3</b> Darell was one of several schools whose budget was rejected by the LA until the school provided a plan to address the projected shortfalls.  <b>Q: Wasn't the budget plan to break even?</b> A: Yes, for this year, but we need to boost pupil numbers and/or cut staff/costs to reduce the future deficit. The new SDP includes plans for a new TA structure by April 2022 and a new leadership structure by September 2022, in order to save £300k.	

4.4	Local perception of the school: The goal is to be the local school of choice. JP noted that it could hard to attract new pupils and new staff to a school where budgets are reducing. Current parents can be good ambassadors on Mumsnet etc and events are planned to bring the local community in, plus the Headteacher's blog and visits to local nurseries (e.g. Windham).	
4.5	<p>The overstretching of SEN provision at Darell is exacerbated by pupils with profound learning difficulties taking up a disproportionate amount of resources, due to their high level of need. One child alone has cost £40k. The school SRP is intended to be for Moderate LDs only and the SLT feels that managing children with higher needs has a detrimental impact on the learning of others. Darell has a reputation for being good with SEN and parents are being signposted by other schools and AfC, even if their needs are too high for Darell's resources. The Governors discussed whether Exclusion or Emergency Reviews of the EHCP would be appropriate in some cases as well as the options of other providers in the borough (Strathmore, Clarendon, Sir RR and Russell School also have very few places).</p> <p><b>Q(JenP): How can the Governors help?</b>  A: Visit the SRP to better understand the issues, write to AfC to express concern about the affected children, ask AfC to place the children in an appropriate place (but note that the LA overspend on SEN is £millions).</p> <p><b>Action: JD and JP to meet with Amanda (SENCO) to plan a strategy to address these concerns.</b></p>	
4.6	Attendance has recently decreased from 98% to 90% but the new Education Welfare Officer will follow up with relevant families. Any covid cases are now being managed through the Test and Trace system.	JD/JP
4.7	<p>Ofsted review is due from March 2022, but the SIP advises that it is likely to be sometime between March 2022 and March 2023 due to a backlog. This will give the school some time to develop the curriculum, led by RS. The new Education Inspection Framework (EIF) puts provision of a rich curriculum at the heart of the inspection.</p> <p>Reading: A new clear phonics scheme being adopted for this year will help the bottom 20%. The pandemic has affected younger children more as they have missed out on socialization, talking and early years education in school.</p> <p><b>Q (RS): If Ofsted see there is a gridplan in place for curriculum development, is that enough for Outstanding?</b>  A: No but it could be Good. The curriculum needs to be fully embedded for a judgement of outstanding. Several local schools are likely to lose their Outstanding status as the Ofsted framework has changed.</p> <p><b>Q (JenP): The new curriculum is a priority and was due to be ready by May 2020, so why can't it be ready by March 2022? If pupil numbers are lower, can the school use extra staff time to address this? Can the school ask someone to help the subject heads pro-bono?</b>  A: The process was delayed by the pandemic, takes much longer than we thought, cannot be bought off the shelf (it needs to be personalised) and needs to include every teacher. It may be in place by March 2022 but not embedded and therefore will not secure an Outstanding. Maths and English provision is already excellent. N.B. A judgement of Outstanding is not just about the curriculum, it covers many other aspects too.</p> <p><b>Q: What can Governors do to help?</b>  A (JP): The SLT is very stretched so the Governors can help by monitoring progress and supporting the SDP.</p>	

4.8	<p>A (FB): Governors can visit school for learning walk, look at pupils' books, discuss strategy with JP.</p> <p><b>Action: JP to report on progress at next FGB.</b></p> <p><i>This point is redacted as it contains sensitive information</i></p>	JP
6.	<p><b>Acceptance of key documents</b></p> <p>6.1 Governors confirmed they have read Keeping Children Safe in Education and understand their safeguarding responsibilities. JD also recommended reading the Andrew Hall summary circulated with the meeting papers.</p> <p><b>Action: Clerk to send a googleform safeguarding 'quiz' (from PG) for Governors to complete to check understanding (already completed by staff)</b></p> <p><b>Action: PG to supply new model safeguarding policy</b></p> <p>6.2 Governors agreed and signed the 2021/22 FGB Code of Conduct. <b>Action: Clerk to file</b></p> <p>6.3 Governors approved the 2021/22 FGB Terms of Reference.</p> <p>6.4 Governors approved the 2021/22 FGB Instrument of Government.</p>	<p>AA/All</p> <p>PG</p> <p>AA</p>
7.	<p><b>Governing Body arrangements for 2021/2022</b></p> <p>7.1 JD presented the proposed Revised Governance Structure paper (Appendix 7) that aims to tighten up the structure and programme of work, review and approval of policies and committee reporting structure. The paper was accepted with the following changes:</p> <p>Pupils and Community: Replace 'disadvantaged' (which usually means PPG or Free School Meals with 'Special Interest Groups'. <b>Action: JD to update</b></p> <p>7.2 JD was elected as the FGB Chair for another year. JW was elected as FGB Vice-Chair for the next year but will not be able to move into the Chair's position.</p> <p>7.3 Achievement and Curriculum Committee: Chair: FB agreed to be Chair until her end of term in Feb 2022. Vice Chair: vacant, to be discussed with the incoming parent governor. Members: JD, JW, SLT member</p> <p>Pupils and Community Committee: Chair: JD agreed to be Chair Vice-Chair: vacant Members: JenP, MaxB, JF, SLT member</p> <p>Resources Committee: Chair: MB agreed to be Chair but noted his heavy work commitments until mid-November. Vice Chair: JD Members: JD, MaxB, LM (until Dec 2021), SLT member</p> <p><b>Action: JD to discuss vacancies, committee dates, work programmes with the committee chairs in order to support and challenge the SLT and monitor progress of the SDP.</b></p>	<p>JD</p> <p>JD</p>

7.4	There was a discussion about Working Groups and Link Governors and it was agreed that there should be two Governors per topic.  <b>Action: JD to discuss and finalise governor roles with individual Governors and then JD will feedback to JP in their weekly meetings.</b>	JD
8.	<b>Forthcoming events</b>  8.1 Million Dots painting Opening Event 6 <sup>th</sup> October, being organised by the artist, to include drinks and nibbles and children's art displays, will be covered by the local press. This event marks the start of using the hall space publicly.  8.2 Staff room refurbishment Sunday 24 <sup>th</sup> October 10am. Governors and staff welcome to help paint walls, build furniture etc.  <b>Action: JP to add Governors to emailing list for weekly newsletter so that they are up to date with school events.</b>	JP
9.	<b>Any Other Business</b>  The dates of the next meetings are:  Tuesday 7 <sup>th</sup> December Tuesday 8 <sup>th</sup> March Tuesday 28 <sup>th</sup> June  There being no further business, the meeting closed at 20:30.	

Signed by the Chair



Date 7/12/21



# Full Governing Body Actions

Updated as of 28<sup>th</sup> September 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		Completed
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	In progress
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/JP		In progress
23.3.2021 3.5	Re-share the DBS check link. All governors to complete the application asap	JD	Relevant govs to contact Laura in office to complete applications	In progress
23.3.2021 4	Replace names of teachers before publication of Dec FGB minutes	JD/AA		Completed
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	In progress
23.3.2021 5	Try to recruit a new governor with grant application /fundraising background.	All	Max B (experience in fundraising and comms) appointed	Completed
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 December FGB
6.7.2021 3.3	Send potential governor Max B more information and seek approval from the FGB.	JD	Appointed	Completed

6.7.2021 4.1	Organise the publication of the redacted minutes on the school website.	AA/JD		In progress
6.7.2021 4.2	Add Terms of Reference review to September Agenda	AA/JD		Completed
6.7.2021 6.1	Share the SIP report with governors	JP		Completed
28.9.2021	Complete Parent Governor election process	JP		
28.9.2021	Approach local councillors for the LA Governor role vacancy.	JP/JD		
28.9.2021	File Dec of Int and upload summary to website. File Code of Conducts.	AA		
28.9.2021	Upload 06/07/21 redacted minutes to website	AA		
28.9.2021	Check which governors are due to renew their DBS.	FB		
28.9.2021	Meet with Amanda (SENCO) to plan a strategy to address concerns about SEN provision.	JD/JP		
28.9.2021	Report on progress on new curriculum at next FGB.	JP		
28.9.2021	Send a googleform Safeguarding 'quiz' (from PG) for Governors to complete to check understanding	PG/AA		
28.9.2021	PG to supply new model safeguarding policy	PG		
28.9.2021	Discuss vacancies, dates of committees, programmes of work with the committee chairs in order to support and challenge the SLT and monitor progress of the SDP	JD		
28.9.2021	Discuss and finalise governor roles with individual Governors and feedback to JP	JD		
28.9.2021	Add Governors to emailing list for weekly newsletter	JP		