

London Borough of Richmond upon Thames

Darell Primary and Nursery School

**Minutes of the Meeting of the Governing Body held virtually on
Tuesday 7th December 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) Laura Morgan (LMorg)	Nov 24 Dec 25
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 (LMa) Jennifer Powers (JenP) Joanne Winship (JW) Fiona Booth (FB) Jane Faulkner (JF) Vacancy	Dec 22 Dec 21 Nov 24 Dec 22 Feb 22 Jul 25
Associate Members		Emma Claridge (EC)	
		Paul Gilbert (PG)	

bold = absent

Also present: Angie Ahmed (AA) Clerk, Corinne Thomas (CT) EYFS Lead (until the end of point 3)

		ACTION
1.	Welcome, apologies for absence and membership update	
1.1	Chair Janet Deboo (JD) welcomed all participants, in particular LMorg to her first FGB as a newly elected Parent Governor. JenP sent her apologies. Action: JD and LMorg to agree which committees she will join.	JD/ LMorg
1.2	JD noted that LMa had come to the end of his term of office, thanked him for his valuable contribution to the governing board and confirmed that he would be welcome back in the future.	
1.3	Vacancies (1 LA, 1 Co-opted): JD confirmed that that the LA governor does not need to work for the Local Authority, just approved by AfC Governor Support before appointment. Action: All governors to tell JD if they know of any potential governors ideally with fundraising, bid writing or financial experience. Action: JD/AA to advertise governor vacancies on appropriate recruitment sites.	All JP/AA

<p>2.</p> <p>2.1</p> <p>2.2</p>	<p>To agree the minutes of the FGB held 28/09/21</p> <p>The minutes of the FGB 28/9/21 were approved. Point 4.8 will be redacted before publication on the website due to its sensitivity.</p> <p>Action: AA to upload approved minutes to Governor Hub (in full) and the school website (redacted).</p> <p>Matters Arising</p> <p>Point 4.8 Tribunal: JP/PG noted that the ex-staff member mentioned in point 4.8 is now subject to an Interim Prohibition Order and cannot now teach in England and Wales, subject to appeal in two years. JP noted that there was low level press interest in the story but this does not seem to have impacted parents.</p> <p>Point 6.1 New Model Safeguarding Policy has only just been approved by Head Teachers.</p> <p>Action: PG to share new safeguarding policy with FGB for approval.</p> <p>For updates on other actions from the 28/9/21 minutes, see table at the end of the minutes.</p>	<p>AA</p> <p>PG</p>
<p>3.</p> <p>3.1</p> <p>3.2</p>	<p>Early Years Foundation Stage (EYFS) presentation</p> <p>Corinne Thomas, EYFS Lead presented the vision and principles of the EYFS (see Appendix 5 for full details). Key points included:</p> <p>Each child develops at a different rate; a substantial part of learning needs to be child-led/learning through play; the Reception and Nursery areas – inside and outside - are visually stimulating and challenging; all children receive home visits; staff are building good relationships with parents; movement between classrooms is minimized to allow more time for child-led learning; staff are trained in scaffolding learning, finding a teachable moment in every interaction e.g. extending vocabulary and language; 'Show, Slow, Stress, Saying Less' allows staff to model language and concentrate on improving language skills; children are motivated and engaged in collaborative, creative play.</p> <p>Q: How does the school build on the home visits?</p> <p>A: Staff see and talk to parents twice a day, offer phonics and home learning workshops, plus opportunities to Meet the Teacher and Parent Consultations. They also use the Tapestry app to send photos and comments to parents who can also respond with comments. Very positive feedback from parents.</p> <p>LMorg noted that the school had maintained strong links with parents even during the pandemic, unlike some other local schools.</p> <p>EC presented the new EYFS framework and reforms (see Appendix 5). Key points included:</p> <p>Reforms aim to improve early language and literacy, especially for disadvantaged children; the Early Learning Goals (ELG) are clearer and now include oral health, comprehension and the Natural World; baseline assessment is done within two weeks of starting at school (guideline is 6 weeks but this is too late to be accurate).</p> <p>Q: What has the school changed due to the reforms?</p> <p>A: Oral health has been added; the focus on language was already in place but has been enhanced e.g. storytime earlier in the day, not at the end of school when children are tired; White Rose scheme for maths; Mastering Maths programme.</p>	

	<p>Q: The last Ofsted report asked for EYFS curriculum improvement, which now looks good, but it also asked for sustained progress for disadvantaged children. How do disadvantaged children respond to these changes?</p> <p><i>(Extract from Ofsted letter 3/4/21: Next Steps: In the EYFS, further steps are taken to improve the curriculum and the teaching and learning environment. The effective steps taken to raise the overall attainment of disadvantaged pupils are sustained, so that all pupils consistently demonstrate substantial and sustained progress).</i></p> <p>A: These children have benefitted from the reading and vocabulary developments, additional daily maths lessons, the new phonics scheme Little Wandle, sequencing lessons over 2/3 weeks to build on vocabulary learning, small group work and some are being offered additional phonics in the afternoon with teachers or TAs. The school has spent £1000 on high quality texts for EYFS and £2500 for Year 1.</p> <p>A lot of work has been done with the EY team on how to talk to children to build vocabulary using repetition, pondering, wondering and focus on key words and sentence starters.</p> <p>Q: Is the Forest School still operating? A:Yes</p> <p>Action: EC/CT to update EYFS policy</p>	EC/CT
4.	<p>Headteacher's Report</p> <p>JP presented his Head Teacher's report (appendix 2). Key points included:</p> <p>4.1 Celebrations</p> <ul style="list-style-type: none"> • Good Autumn term, no classes closed, good/low covid case record. • 14th Jan is deadline for parents to choose Reception places, good turnout for Open Day, encouraging positive feedback. • Nursery numbers are high and staff changes have worked well. • New phonics scheme is very exciting and includes high quality books. • Nurture is having a big impact across the school. It is currently a pilot project but JP will fight to keep the funding as it has been life-changing for some children. • Darell's profile has been raised via Head Teacher open days. <p>4.2 Challenges</p> <ul style="list-style-type: none"> • Staff are tired due to covering for loss of three members of support staff. • A Nursery staff member has had extended periods of time off which has triggered a stage 1 meeting of sickness management protocol. • Agency supply staff are in short supply and can be poor quality. • Due to rise in covid cases, staff are now wearing masks again. • Some SEN children should not be in Darell mainstream and a breakout room and extra resources are needed for them. • Xmas Celebrations for KS1/KS2 will run but with extra precautions (more showings, lateral flow tests, less people, masks). • Disruptive family: school in talks with police for low-level support to assist in managing the situation and to avoid damage to the school's reputation • Ofsted due within 4/5 year window (latest April 2023). Kew Riverside had recent one day inspection at 4 years, 11 months. Darell would need two day inspection due to higher pupil roll. • After School Club: JP seeking a higher standard outside provider – currently being staffed in house but this is unsustainable. 	

4.3	Progress against School Development Plan	
4.3.1	<p>Curriculum: History good, Geography/RE are next priorities. Little Wandle Phonics/Early Reading up and running in Reception, in progress Year 1 and 2, and pandemic-related gaps are being identified in KS2. Reading Groups working well, including for 'Spotlight' children (lowest 20% reading ability)</p> <p>Action: Governors to arrange visits to look at curriculum books</p> <p>Q: When and how will the KS2 catch-ups happen? A: Using the universal Covid catch-up funding, TAs will deliver catch-ups before and after the school day.</p>	FB
4.3.2	<p>Marketing the School: Good feedback from tours but need to continue marketing due to low birth rate and excess school places. Darell is the first choice of 13 children so far for 2022 Reception start so more are needed. Average UK Reception class size is 26.6.</p> <p>Q: Has the LA discussed the falling birth rate with the school? Have LAs ever merged schools before? A: The LA seems committed to keeping all schools open and says the Homebase housing development may help. The school also has the advantage of having the Nursery, the SRP, the Nurture programme and the Strathmore at Darell proposal. No knowledge of schools being merged but Darell may need to be proactive in the future. Darell is currently at 80% capacity.</p> <p>LMor noted that parents are often looking for 'outstanding' rating and often think that these schools are bigger and better funded.</p> <p>Q: Does the school record reasons for enrolment as this could be useful information? A: This will be added to future reports.</p>	
4.4	Quality of Education	
4.4.1	<p>Data</p> <p>The governors reviewed the data provided by the Head Teacher on Reading, Writing and Maths by year group and the comparisons of whole class/PPG/SEND pupils. Data provided by Insight has given very useful analysis to help with assessing provision. Amanda (SENCO) recently presented the benefits of Insight to Richmond and Kingston SENCOs and this could also be useful to the Achievement and Curriculum committee.</p> <p>Action: Achievement and Curriculum committee to obtain relevant Insight information from Amanda.</p> <p>Q: Are there no SEND pupils in Year 3? Isn't that unusual? A: Yes it is. Two Year 3 leavers are likely to go onto the SEND register and another pupil will be added shortly.</p>	FB
4.4.2	<p>Other key points:</p> <ul style="list-style-type: none"> • Year 6 SATs looking good - hopefully they will go ahead next year. • JP and PG due to go to Chesterton School to see the Maths Mastery group. Good networking opportunity. • Relations developing with Kew Riverside and some joint staff training is planned. • JP met with Sarah James and expects her return will really help the Quality of Education at school. • Year 5: more than 50% are PPG • 1 in 8 pupils have an EHCP at Darell 	

4.5	Behaviour and Attitudes	
4.5.1	Attendance <p>The board discussed the dip in attendance due to covid and non-covid coughs and colds, particularly in the younger groups. Governor JF had attended on 6/12/21 to monitor attendance.</p> <p>Kingston and Richmond average attendance is 92%. If age groups 4 years and under are removed from the figures, Darell is at 94.7%. There is a plan in place, helped by the Education Welfare Officer, for the families that are causing concern. SLT will address increased lateness figures next term.</p>	
4.5.2	Behaviour <p>The one child who was excluded is now attending Nurture and has shown improvement.</p> <p>JP explained that classroom behaviour is generally good but more work is needed on unstructured time e.g. playtime. JP held an assembly about rights of the child in the playground which was well-received, with positive contributions from the children. Darell is now a bronze level Rights Respecting School and is working towards silver.</p> <p>Q: How can governors help with this? A: Come to School Council Meetings, visit at playtime and talk to the children.</p> <p>Action: JD to organize/delegate governor visit to monitor behavior.</p>	JD
4.6	Personal Development <p>The governors discussed the progress made in extra-curricular activities listed in the Head's report, including:</p> <ul style="list-style-type: none"> • After school clubs working well • Richmond Music Trust new drumming workshops will start for year 5 (year 4 has guitar). • Debate Mate – good feedback from year 5 and 6, aiming to improve oracy skills, funded by RPLC. May participate in Urban Debate League and Debate Mate Cup. • Art room and resident artist very engaging during the open days. • The boys school football team managed their emotions well in spite of a very one-sided match loss. • The neighbourhood bin issue is on-going but is teaching the children that change is not always straightforward. 	
4.7	Leadership and Management <p>The governors reviewed the Head's update on Leadership and Management, and noted in particular:</p> <ul style="list-style-type: none"> • Lots of positives have come out of the class observations. • PG is writing a document about the approach to Maths teaching, with support from the Sustaining Mastery group (Chair's note: AfC group of Maths leads from across the two boroughs for sharing and development of good practice). • Two parents have approached JP regarding helping the PSA. 	

<p>4.8</p>	<p>Safeguarding</p> <p>PG updated the governors on safeguarding. Key points were:</p> <ul style="list-style-type: none"> • CPOMS tracking system is still working well. • Key issue is poor emotional well-being of children and parents post pandemic. Darell is well-placed to address this via the Nurture programme, Trailblazer, Emotional Well-being Team, Music Therapy. • Access to SPA support has been difficult for many DSLs and Head Teachers, with long waiting times and poor response to complex cases. <p>Action: The SLT will follow up with SPA Head of Service and report back to the next FGB.</p> <p>FB noted that all staff and governor DBS information was now kept on Arbour which is more secure. PG clarified that other non-staff DBS (e.g. volunteers) will still be kept on a spreadsheet.</p> <p>Action: FB/LMorg to visit in January to check how DBS monitoring is working.</p>	<p>JP/PG</p> <p>FB /LMorg</p>
<p>4.9</p>	<p>Health and Safety</p> <p>JP provided a verbal update to governors, including the key points:</p> <ul style="list-style-type: none"> • The LA will visit w/c 13 December to assess problems with the flat and pitched roofs. • The school has had two unplanned fire alarms in four days due to a sensor in the kitchen. A technician has been booked and the SLT is reviewing the fire marshall and evacuation plan. • The annual tree survey has been booked. <p>Action: SLT to review the fire marshall and evacuation plan.</p>	<p>JP/PG/ EC</p>
<p>5.</p>	<p>Verbal Report from Committees</p>	
<p>5.1</p>	<p>Achievement and Curriculum (A&C)</p> <p>FB reported that the A&C Committee (FB, JD, JW) had met in November and had focussed on looking at data and setting monitoring priorities. As History and Geography are now more embedded, the committee will focus on Phonics, the impact of Sarah James on the curriculum and PPG pupils.</p> <p>Action: A&C Committee to report back at next FGB.</p>	<p>FB</p>
<p>5.2</p>	<p>Pupils and Community (P&C)</p> <p>JD reported that the P&C committee (JD, JF, JenP, EC) had met once in the Autumn term and had agreed that there focus should be internal and external.</p> <p>Internal will include Nurture, engaging with parents and monitoring visits (Attendance completed, Behaviour next).</p> <p>External includes marketing and JenP's recommendations for the Open Days (including postcard printing and delivery, plus attendance on the day itself).</p> <p>Action: P&C Committee to plan programme of work for 2022.</p>	<p>JD</p>

5.3	<p>Resources</p> <p>MB reported that the Resources Committee (JD,JP LM, MB) had met twice in the Autumn term, plus the following key points:</p> <ul style="list-style-type: none"> • Budget for 2021-22 no areas of concern at the moment, but there is still a deficit for year 2 and 3. • The SBM Nikki has provided excellent work which makes the committee more confident about planning. • A focus on income generation is needed and a sub-committee is required to look at using assets (e.g. the school building) and fundraising/grant applications. <p>Action: At next meeting mid Jan, committee to look at a budget monitoring report.</p> <p>Action: Resources Committee to set up income generation sub-committee</p>	<p>MB</p> <p>MB</p>
<p>6.</p> <p>6.1</p> <p>6.2</p> <p>6.3</p>	<p>Update from Working Groups</p> <p>Pupil Premium Group (PPG)</p> <p>JW explained to governors that an annual strategy is required (draft is Appendix 3), including challenges and outcomes, and with a new three year view. To be published by the end of December. The PPG money is funding Sarah James' return to 3 days/week. N.B. A PPG review was carried out with AfC in November but the report has not yet been received due to illness.</p> <p>EC noted that the Quality First teaching focus means that if PPG children benefit, so do the other children.</p> <p>Action: All governors to review draft PPG strategy and send comments to JW.</p> <p>Safeguarding</p> <p>PG noted that the annual safeguarding audit, shared with FB, helps identify actions needed.</p> <p>Action: FB to review safeguarding audit, respond to PG, then feedback key points to the FGB</p> <p>Q: Is it a self-audit or external? A: it is a self-audit, provided by AfC. 40 pages, very detailed.</p> <p>Q: Has any governor completed Prevent training? A: Yes, LMorg .</p> <p>Q: Has any governor completed Safer Recruitment training? A: Yes, JD, LMorg and PG. JF has booked to do it in 2022.</p> <p>Action: JD to speak with LMorg re taking on the Safeguarding Link Governor role.</p> <p>Special Educational Needs and Disabilities (SEND)</p> <p>Governors reviewed SENCO Amanda's report (Appendix 4). There were no questions.</p>	<p>All</p> <p>FB</p> <p>JD/ LMorg</p>

7.	<p>Strathmore at Darell</p> <p>JP presented plans for the Strathmore at Darell initiative:</p> <ul style="list-style-type: none"> • Satellite provision for 6-8 children in EYFS/Year 1 with Severe Learning Difficulties. • Line managed by Strathmore, not Darell, similar to the Russell School arrangement. • No cost implications for Darell or Strathmore (it will be funded by the LA) although it should save the extra £40k that Darell is currently spending on individual provision for one child. The aim of the project is not to save money, but to provide the right learning environment for these children. • No final decisions have been made yet but progress is discussed weekly with JP/JD/JW. The FGB will be consulted again once longterm plans are finalised. <p>Q: Will the data be included in Darell or Strathmore figures? A: Strathmore</p> <p>Q: Will they have their own playground? Where will they be based? Where will they enter the school? A: They will be in Mozart in the old KS1 SRP. They will have their own outside space and will also be able to use the mainstream playgrounds at separate times to the other children. There will be a separate entrance on Darell Road to avoid congestion at the main entrance.</p> <p>Q: What happens to these children after KS1? A: This needs to be clarified with AfC and clear review points are needed. They may move to an expanded Strathmore.</p> <p>Q: Do we have an interim agreement for funding the SEN children who require extra support in their current setting? A: There was a successful bid for £24k to fund an SEN teacher until the end of summer term. Money not yet received and JP will only appoint if he is sure of the quality of the teacher.</p>	
8.	<p>Any Other Business</p> <p>JP and RS thanked the FGB for their contributions to the refurbishment of the staff room which is widely appreciated.</p> <p>RS thanked JP for his inspirational support during the development of the curriculum.</p> <p>Dates of the next meetings</p>	
9.	<p>Tuesday 8th March Tuesday 28th June</p> <p>There being no further business, the meeting closed at 20:50.</p>	

Signed by the Chair



Date 15/3/2022

Full Governing Body Actions

Updated as of 7th December 2021

Meeting/ Minute	Action	Assigned to	Update	Target date or 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	Completed
23.3.2021 3.4	Parent governor election will be arranged for next term, organized by the new clerk.	AA/JP		Completed
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 5	Budget working group to be formed in order to focus on ways of increasing revenue and decreasing expenditure.	MB	7/12/21 Point 5.3: Resources Committee to set up Income Generation Sub-Committee	In progress
23.3.2021 7	Include a section on Facilities and H&S in the summer term HT's report	JP	H&S was included	Completed
6.7.2021 4.1	Organise the publication of the redacted minutes on the school website.	AA/JD	Clerk now has access link to website	In progress
28.9.2021	Complete Parent Governor election process	JP		Completed
28.9.2021	Approach local councillors for the LA Governor role vacancy.	JP/JD	JP to talk to Cllr Penelope Frost	In progress
28.9.2021	File Dec of Int and upload summary to website. File Code of Conducts.	AA	Filed on Gov Hub	In progress
28.9.2021	Upload 06/07/21 redacted minutes to website	AA		In progress
28.9.2021	Check which governors are due to renew their DBS.	FB		Completed
28.9.2021	Meet with Amanda (SENCO) to plan a strategy to address concerns about SEN provision.	JD/JP	7/12/21 SEN report complete	Completed

28.9.2021	Report on progress on new curriculum at next FGB.	JP	7/12/21 HT report completed	Completed
28.9.2021	Send a googleform Safeguarding 'quiz' (from PG) for Governors to complete to check understanding	PG/AA		Completed
28.9.2021	PG to supply new model safeguarding policy	PG		Duplicate action (updated below)
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		Completed
28.9.2021	Discuss and finalise governor roles with individual Governors and feedback to JP	JD		Completed
28.9.2021	Add Governors to emailing list for weekly newsletter	JP		Completed
07/12/21	All governors to tell JD if they know of any potential governors ideally with fundraising, bid writing or financial experience.	All		
07.12.2021	JD/AA to advertise governor vacancies on appropriate recruitment sites.	JD/AA		
07.12.2021	AA to upload approved minutes to Governor Hub (in full) and the school website (redacted).	AA		
07.12.2021	PG to share new safeguarding policy with FGB for approval.	PG/All	Shared on 8/12/21	
07.12.2021	SLT to update EYFS policy	EC/CT		
07.12.2021	Governors to arrange visits to look at curriculum books	FB		
07.12.2021	Achievement and Curriculum committee to obtain relevant Insight information from Amanda SENCO.	FB		
07.12.2021	Organize/delegate governor visit to monitor behavior.	JD		
07.12.2021	The SLT will follow up with SPA Head of Service and report back to the next FGB.	JP/PG		
07.12.2021	Visit in January to check how DBS monitoring is working.	FB/LMorg		

07.12.2021	SLT to review the fire marshall and evacuation plan.	JP		
07.12.2021	A&C Committee to report back at next FGB.	FB		
07.12.2021	P&C Committee to plan programme of work for 2022.	JD		
07.12.2021	Resources Committee to look at a budget monitoring report.	MB		
07.12.2021	Resources Committee to set up income generation sub-committee.	MB		
07.12.2021	Review draft PPG strategy and send comments to JW.	All		
07.12.2021	Review safeguarding audit, respond to PG, then feedback key points to the FGB	FB		
07.12.2021	JD to speak with LMorg re taking on the Safeguarding Link Governor role and/or other committee roles.	JD/LMorg		